West Mifflin Area High School

2026-2027

91 Commonwealth Ave.

West Mifflin, PA 15122

Athletic Office

Phone: 412 466-9131 Ext 1031

Fax: 412 466-9278

THIS ATHLETIC HANDBOOK BELONGS TO:

_____/_____

COACH **SPORT**

Equal Opportunity Disclaimer

The West Mifflin Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap, or limited English proficiency in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Dr. Jeffrey Solomon, Title IX coordinator, at West Mifflin Area School District, 1020 Lebanon Road, Suite 250, West Mifflin, PA 15122 or 412/466-9131.

For information regarding services, activities, and facilities that are accessible and usable by handicapped persons, contact Dr. Dayna Sikora, Supervisor of Special Education, at West Mifflin Area School District, 1020 Lebanon Road, Suite 250, West Mifflin, PA 15122 or 412/466-9131.

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West Mifflin Area School District
1020 Lebanon Road, Suite 250
West Mifflin, PA 15122-1036

Administrative Offices	(412) 466-9131
Clara Barton Elementary	(412) 466-1820
Homeville Elementary	(412) 461-5946
West Mifflin Area Middle School	(412) 466-3200
West Mifflin Area High School	(412) 466-7220
Athletic Office	(412) 466-1448

Central Administration

Mr. Jeffrey Soles	Superintendent
Dr. Jeffrey Solomon	Assistant Superintendent
Mr. Edward Wehrer	Business Manager/Board Secretary
Mrs. Mark Zidek	Director of Facilities

High School Administration/Support Staff

Mr. Chad Licht	Principal
Mr. Robert Campana	Assistant Principal
Mr. Bilal Cook	Dean of Students
Mr. Lance Maha	Athletic Director
Mrs.Lauren Rowe	Guidance Counselor
Mr. Thomas Ruffing	Guidance Counselor
Mrs. Jennifer Shields	Guidance Counselor

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INTRODUCTION

To the parent:
This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit her/him to compete. We believe that participation in sports provides a wealth of opportunities and experiences which assist students in personal adjustments.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the squad. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition.

It is the role of the department of athletics to make rules that govern the spirit of competition for the school district. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this athletic publication for students and parents.

To the athlete:
Being a member of a West Mifflin Area School District athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries within certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of the West Mifflin Area School District, you have inherited a wonderful tradition, which you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our schools, and our community. Such a tradition is worthy of the best efforts of all concerned.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of blue and gold, we assume that you not only understand our traditions but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

- Responsibilities to Yourself: The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences.
- Your academic studies, and your participation in other extracurricular activities as well as sports, prepare you for your life as an adult.
- Responsibilities to Your School: Another responsibility you assume as a squad member is to your school. West Mifflin Area School District cannot maintain its position as having outstanding schools unless you do your best in the activity in which you engage. By

participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

- You assume a leadership role when you are on the athletic squad. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Make West Mifflin Area proud of you, and your community proud of your school, by your consistent demonstration of these fundamental ideals.
- Responsibility to Others: As a squad member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day, and that you have played the game "all out", you can keep your self-respect and your family can be justly proud of you.

The younger students in the West Mifflin Area School District are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

Philosophy

Competitive athletics play an integral part in the educational program at West Mifflin Area School District. The challenges associated with competition create learning experiences for all athletes. A player's drive, determination, confidence, mental toughness, and emotional control are tested daily. The educational value of athletics lies in how the athlete copes with these challenges. Coaches stress commitment, dedication, and hard work and work closely with the players as they face these obstacles. Athletes are taught a formula that can be applied to real-life situations: They learn to plan, prepare, perform, evaluate, and try, try again.

All students, including seniors, compete equally for playing time. Pre-season practices and scrimmages provide an opportunity for players to demonstrate what they can do. Coaches select the best players and field their most competitive starting lineups. Titan teams play to win, but coaches do try to balance what is good for the team and what is good for the individual player.

Sportsmanship

Student athletes who are good sports are positive role models within our school and the community at large. A good sport knows that athletic competition builds character and shapes lifetime attitudes. You, in turn, experience additional educational and leadership benefits that come from participation in sports.

Integrity, fairness, and respect - these are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results.

Working to that end, we join with the PIAA to support a program called "Sportsmanship: The only missing piece is you!" This is a program designed to positively change behavior in our schools and

reinforce and reward the need for sportsmanship as one of the values taught through educational athletics.

As an athlete at our school, your sportsmanship goals should include:

- Developing a sense of dignity under all circumstances.
- Respecting the rules of the game, the officials who administer the rules, and their decisions.
- Respecting opponents as fellow students and acknowledging them for striving to do their best while you seek to do your best at the same time.
- Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose.
- Educating other students and fans to understand the rules of the contest, and the value of sportsmanship.
- Accepting the personal responsibility that comes with your actions during competition.

You are the spokesperson for our school when you represent us in athletic competition. Family and friends, opposing fans, the local community, and media view your actions. Your display of good sportsmanship will show the most positive things about you and our school and will remind us all that in the end, sports is meant to be fun.

WEST MIFFLIN AREA SCHOOL DISTRICT
1020 Lebanon Road Suite 250 West Mifflin, PA 15122-1036
(412) 466-9131 Fax: (412) 466-9260
Mr. Jeffrey T. Soles

July 13, 2026

Procedures for Extra Curricular Events

Coaches, Parents, and Community Members,

This correspondence is in reference to the rules and procedures that will be in effect for all extra-curricular events at West Mifflin Area School District facilities. The goal of the West Mifflin Area School District is to provide a safe and secure environment for all athletes, coaches, referees, and spectators at our facilities.

A meeting of school administrators, security, the athletic committee, and local law enforcement was held to discuss what needs to be addressed to hold a safe event. There is a plan that will be implemented and unwanted behaviors will not be tolerated.

There will be signage directing the crowd. All guests must purchase a ticket prior to entering the facility.

Spectators coming to an event will need to follow the procedures below,

- The venue will open at 5:30 p.m. and close at 8 p.m. No one will be permitted to enter the venue after 8 p.m.
- All spectators must sit in the bleachers. No standing.
- All spectators will be searched upon entry.
- No bags or purses will be permitted.
- No one is permitted on the playing surface at any time.
- No behavior that is unruly, disruptive, or illegal in nature will be tolerated.
- Anyone visibly intoxicated or smells of alcohol or marijuana will not be permitted to enter the venue.

The district hopes by implementing these procedures that everyone can enjoy the event in a positive atmosphere.
Sincerely,

Lance Maha
Athletic Director

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Section 1

West Mifflin Area School District
Athletic Department
JOB DESCRIPTIONS

West Mifflin Area School District
Athletic Department

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JOB DESCRIPTION

ATHLETIC DIRECTOR

A. Goals and Objectives

Goal I. The Athletic Director shall establish an athletic program that promotes academics first and athletics second. This program will produce scholar athletes that are able to transition to the college level as students first and athletes second.

Goal II. The Athletic Director shall establish an athletic program that ensures a cooperative, supportive, and participative environment for all students, coaches, faculty, and the community.

Goal III. The Athletic Director shall be visionary and innovative and will create the short- and long-range goals for the school athletic program in cooperation with the students, faculty, community, board of education, state associations, and the National Federation.

Goal IV. The Athletic Director shall provide leadership that is pro-active and positive. This leadership will place maximum emphasis on the physical, mental, and social benefits of interscholastic athletics to the student-athlete.

Goal V. The Athletic Director will successfully perform and show accountability for managerial functions that reflect knowledge and organizational competence**.**

Goal VI. The Athletic Director, with the cooperation of the coaching staff, shall provide an athletic program for students that promote good sportsmanship and citizenship.

Goal VII. The Athletic Director shall be responsible for ensuring that all policies and rules of the National Federation, the state high school association, the board of education, and the school administration are listed, updated, and adhered to.

B. Administrative Responsibilities:

1. Provide leadership for the athletic department and place it in the proper educational perspective.
2. Assist the principal in securing competent personnel for athletic staff. The athletic director should be included in interviews and selection.
3. Prepare and keep a calendar of school athletic events: communicate this calendar and a list of activities to all facets of the school's athletic program.
4. Assign facilities for all schools, athletic practices, activities, and community usage.

5. Attend as many contests, meets, and events as possible.
6. Athletic director and/or coaches should participate in the entire school program.
7. Transmit all pertinent information for state association and conferences to principal and coaches.
8. Arrange school board-approved transportation for athletic events.
9. Resolve conflicts that may develop from time to time within the ranks of the athletic department.
10. Act as a tournament manager for all league and tournament playoff activities that are assigned to the school district.
11. Provide a system to maintain permanent records for each sport, such as wins and losses, outstanding records, letterpersons, etc.
12. Establish procedures for the supervision and use of the training rooms and locker rooms.
13. Coordinate with the maintenance department, the repair and maintenance of varsity athletic fields, track, and gymnasiums, including physical education facilities.
14. Coordinate the organization and operation of the press boxes.
15. Assist the administration in the preparation and distribution of complimentary passes for the school district. Check the school district's procedure regarding implementation.
16. Coordinate the annual review of the athletic policy and staff handbook.
17. Evaluate the program, always seeking ways of improving interscholastic athletics.
18. Prepare and obtain signed game contracts, if appropriate. (WPIAL Sanctioned Play-offs)
19. Impress upon the coaches the need for proper player appearance (neat and clean).
20. Examine all equipment and facilities before use.
21. Provide dressing rooms for visiting teams and game officials.
22. Keep informed of the rules and regulations of the total athletic program.
23. Perform such other duties as the principal and/or superintendent of school may direct.

C. Specific Duties

1. **In conjunction with the coach:**
   a. Observe and evaluate the progress of all coaches according to district policy.
   b. Prepare weekly, quarterly, and yearly eligibility lists.
   c. Prepare roster as required by the state association.
   d. Prepare regular game eligibility lists as required by the state association.
   e. Evaluate each athlete's grades at the end of each grading period.
   f. Obtain an updated list of parents' consent cards, physical cards, and insurance forms from all participants.
   g. Establish procedures on all game and field passes.
   h. Inform all coaches of all conference rules and regulations.
   i. Establish written awards policies with each specific coach.
   j. Enforce all state association regulations.
   k. Prepare all reports to state and conference associations within the proper time limits.
   l. Prepare entry list for tournaments and meets.
   m. Supervise and observe coaching.

n. Maintain proper rapport with coaches.
o. Provide a system for evaluation and professional growth of coaches.

2. Secure all needed personnel for the operation of the athletic program to include:
a. Game officials
b. Announcers
c. Timekeepers
d. Score keepers
e. Ticket sellers
f. Ticket takers
g. Security/Police
h. Supervisors
i. Custodians
j. Concessions (Boosters are responsible)
k. Support personnel
l. Medical coverage

3. Coordinate and supervise all special events related to the athletic program to include:
a. Awards nights
b. Any gymnasium sessions
c. Contests, intermission activities
d. Special events

4. Develop the operational budget and financial procedures to include:
a. Preparation and supervision of the athletic budget process.
b. Direct the sale of tickets for all athletic contests.
c. Collect all monies from athletic contests and deposit in appropriate accounts.

5. Procurement and care of equipment:
a. Provide a system for the purchase, storage, repair, cleaning, distribution, and collection of athletic equipment in cooperation with the coaches.
b. Establish procedures for proper use of materials, supplies, and equipment.
c. Oversee and approve athletic purchases.
    1. Maintain a current inventory.
    2. Prioritize needs.
    3. Provide a system for ordering equipment.

6. Serve as school representative for the following:
a. Local athletic council
b. Conference meetings
c. State athletic association

d. State coaches' association meetings
e. National Interscholastic Athletic Directors Association

7. Develop community relations:

a. Promote publicity for all interscholastic sports, with sport brochures, press and radio, etc. for all schools at athletic events.
b. Supervise radio and television broadcasts
c. Coordinate the use of all facilities with the respective principal by groups outside the school.
d. Arrange for medical examinations and emergency personnel and procedures for all home athletic events.
e. Send reminders of upcoming events to schools' game officials and news media.
f. Coordinate participation of school band with the athletic program.

8. Implement prudent legal procedures:

a. Maintain a list, which includes a permanent file of players' medical examination, insurance forms, participation records, and parent consent forms, payment, etc.
b. Maintain records, which verify the coach's qualifications and certification as necessary.
c. Maintain a perpetual inventory of equipment relating to safety and certification and recommend appropriate repair or replacement.
d. Maintain a perpetual inventory of facilities and safety evaluations and recommend appropriate changes.
e. Provide a system for approved means of transportation to and from contests and/or practices.
f. Maintain a file of all athletic disciplinary actions for staff and students.
g. Interpret rules and regulations regarding scholastic eligibility of all candidates for athletic teams and verify their eligibility.

D. Procedures for Evaluating the Performance of the Athletic Director:

1. Determine who is included in the evaluation process.

a. Principal
b. Superintendent
c. Board of Education

2. Define the purpose of the evaluation:

a. To collect a broad sample of overall performance
b. To gather specific information on individual strengths/weaknesses
c. To promote individual or program improvement
d. To demonstrate accountability
e. To provide a forum to open lines of communication

3. Establish desired outcomes:

a. Improve individual performance
b. Improve program performance
c. Review job status of coaches
    1. Promotion/advancement
    2. Transfer/dismissal
d. Professional growth

4. Determine what competencies are to be evaluated:

a. Communication skills
b. Leadership skills
c. Management skills
d. Public relations skills
e. Program objectives
f. Overall job performance

5. Select or design an evaluative instrument:

a. Performance narrative
b. Performance checklist
c. Rating scale
d. Combinations

West Mifflin Area School District
Athletic Department
JOB DESCRIPTION
POSITION: FACULTY ATHLETIC MANAGER

A Faculty Athletic Manager at the West Mifflin Area High School is a supplemental position that follows the typical calendar year in the West Mifflin Area School District and conforms to conditions defined by the Teacher's Collective Bargaining Agreement. In the absence of an applicant for such a position, the district reserves the right, through appropriate designees, to appoint to the position a member of the TCBA who will fulfill the following duties and responsibilities.

The High School Faculty Athletic Manager is an individual who will assist the Athletic Director in overseeing and operating the district's interscholastic athletic programs at the high school level. She or he will act as an ambassador of the West Mifflin Area High School when interacting with members of the community, visiting athletic programs, and other professional associations and/or similar educational entities of the middle level.

The daily schedule of this individual will reflect a regular teaching schedule with appropriately negotiated planning time for the execution of pertinent High School Faculty Athletic Manager duties.

Specific Duties:

- The Faculty Athletic Manager, as the on-site representative of the Athletic Director, will perform, or cause to perform, the necessary site-based arrangements as they pertain to all home interscholastic athletic contests.
- The High School Faculty Athletic Manager is a direct extension of the West Mifflin Area High School Athletic Department. The faculty athletic manager will report directly to the Building Principal or his/her designee either verbally or in print as needed.
    - The Faculty Athletic Manager has the right to enforce all policies pertaining to maintaining a positive interscholastic competition. The Faculty Athletic Manager has the right to remove any person(s) violating school, WPIAL, and/or PIAA policies at a school sanctioned event.
- These duties may include and are not specifically limited to:
    - preparing the contest site,
    - providing accommodations to visiting contestants,
    - confirming the pending arrival of and
    - fulfilling District payment obligations for officials
    - help create and monitor athletic department social media accounts

The position of High School Faculty Athletic Manager will promote the finest standards in relation to competition and sportsmanship in interscholastic athletics. As a public representative of the West Mifflin Area School District, this individual will be expected to reflect sound judgment and decency in fulfilling her or his duties and responsibilities.

West Mifflin Area School District
Athletic Department
JOB DESCRIPTION

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POSITION: VARSITY HEAD BASEBALL COACH

JOB GOAL:
In concert with the building Principal and the Athletic Director, the Varsity Head Baseball Coach supervises, coordinates and promotes all phases of the interscholastic baseball program. As with all coaches, the Varsity Head Baseball Coach is directly responsible for working in close association with the building Principal and the Athletic Director in all phases of interscholastic sports to produce a positive experience for our student athletes. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS
All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff complement the curriculum at High School level. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:
1. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.
2. Evaluates assistant coaches and submits a report to the building Principal and Athletic Director.
3. Submits final reports on season records and season evaluation to the building Principal and Athletic Director.
4. Works in close association with the Athletic Director concerning budgeting, scheduling, transportation accommodation, equipment ordering, and determining field conditions.
5. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning.

6. Coordinate with Athletic Director and School Nurse to schedule pre-season physical examinations; distributes and collects insurance forms and parent permission forms.
7. Runs a follow-up on all injuries occurring in baseball concerning insurance, time lost from school, and general welfare.
8. Compiles eligibility lists required by the P.I.A.A.
9. Determines method for and conducts tryouts.
10. Develops objectives prior to the season designed to meet specific needs of the total baseball program. These objectives are to be shared with and assigned to specific assistant coaches.
11. Plans practices so adequate time is allotted for all phases of baseball.
12. Coordinates a sequential and meaningful practice for the gymnasium during inclement weather.
13. Designs and supervises practices to teach individual skills and fundamentals and total team coordination.
14. Instructs team in rules and rule changes.
15. Submits building permit for use of gymnasium and baseball field during the off season.
16. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
17. Promotes good human relations within West Mifflin Area's student body and faculty; extends this same effort into the community, to have a blended school-community spirit.
18. Establishes training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
19. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the baseball program in the community; prepares and reports news releases concerning the baseball program to all local newspapers; and completes public address announcements for in-school communications.
20. Document varsity letter winners that are consistent with school policy.
21. Nominates players for All Section and/or All W.P.I.A.L. teams when required.
22. Strives to improve coaching skills and techniques through publications and clinics, encourages the same in the assistant coach.
23. Devotes all necessary time for practice sessions and games, constantly responsible for the welfare of all the athletes.
24. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.
25. Plans post-season and pre-season conditioning programs.
26. Directs the selection and instruction of student statisticians and student managers.
27. Conducts other duties as assigned by the Athletic Director, building Principal, Assistant Superintendent, and Superintendent of Schools.

28. Carefully reviews all elements of this Job description and provides an opportunity for members of the baseball coaching staff to clarify their roles and responsibilities with each other. Supervises all assistants to implement the elements of their job description.
29. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
30. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
31. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
32. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
33. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
34. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
35. All coaches are required to hold an athletic director approved alumni event every season.

West Mifflin Area School District
Athletic Department
JOB DESCRIPTION

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POSITION: HEAD CHEERLEADER SPONSOR

JOB GOAL:
In concert with the building Principal and the Athletic Director, the Head Cheerleader Sponsor supervises, coordinates, and instructs the Varsity and Junior Varsity Cheerleading squads. As with all activity sponsors, this individual is directly responsible to and works in close association with the building Principal and the Athletic Director.

DEFINING GOALS
All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new routines or dances, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Recommends candidates for assistant sponsors; orients, supervises, and provides instruction for all members of the cheerleader sponsor staff.
2. Develops objectives prior to each school year for ways to enhance school spirit and cheerleader activities and leadership in all secondary schools of the school district. These objectives and plans are to be shared with all cheerleader sponsors within the school district.
3. Establishes rules that are conducive to the development and guidance of a successful cheerleading squad; always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
4. Helps the cheerleaders achieve the parallel goals of nurturing and fostering school spirit along with a positive image of the West Mifflin Area School District.

5. Devotes necessary time to practice sessions and games, constantly responsible for the well-being of all the participants on the Varsity and Junior Varsity Cheerleading Squads.
6. Plans deliberate discussions with cheering squads regarding the need for demonstrable favorable attitudes and behavior; continually counsels cheerleaders, particularly those whose attitudes, behaviors and performance is unsatisfactory.
7. Develops and perpetuates a two-way communication system with cheerleaders' parents.
8. Promotes good human relations within West Mifflin Area's student body and faculty; extends this same effort into the community, to have a blended school-community spirit.
9. Promotes good human relations between students, faculty and parents of the West Mifflin Area School District, and the respected groups from opposing teams. Attends all games or athletic contests where Varsity and Junior Varsity Cheerleaders are participating.
10. Organizes, supervises, and conducts cheerleading tryouts for those students trying out for the varsity and junior varsity programs which includes the following:
    - informs students in appropriate schools
    - contacts and obtains judges; contacts and informs parents
11. Plans and supervises all pre-season and in-season sessions so that adequate time is allotted for improving the cheerleaders` skills which are appropriate for any sport or activity that involves the services of the cheerleading squad.
12. Responsible for all cheerleading equipment: issues, collects, and inventories.
13. Works in close association with the Athletic Director concerning budgeting, equipment, scheduling transportation, accommodation, and the use of the building and grounds facilities.
14. Distributes and collects insurance forms and parent permission forms for members of the Varsity and Junior Varsity Cheerleading squads.
15. Runs a follow-up on any injury occurring during cheerleading activities concerning insurance, time lost from school, and general welfare.
16. Checks the scholastic eligibility of the cheerleading squad members.
17. Contacts summer camps for information concerning cheerleading clinics and schools.
18. Document varsity letter winners that are consistent with school policy.
19. Works in close association with the Athletic Director or Building Principal in organizing and supervising pep assemblies.
20. Keeps in communication with the head coaches of all sports to aid in maintaining team and school spirit.
21. Submits final reports at the close of the cheerleading season, evaluating the season and the personnel involved. These reports are to be submitted to the building Principal and the Athletic Director.
22. Conducts other duties as assigned by the Athletic Director, building Principal, Assistant Superintendent, and the Superintendent of Schools.
23. Weekly reports are sent to the Athletic Director on Monday.
24. Carefully reviews all elements of this job description and provides an opportunity for members of the cheerleading adviser staff to clarify their roles and responsibilities with each other. Supervises all assistants to implement the elements of their job descriptions.
25. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing

off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*

26. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
27. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
28. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
29. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.

30. All coaches are required to hold an athletic director approved alumni event every year.

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POSITION: VARSITY HEAD GOLF COACH

JOB GOAL:

In concert with the building Principal and the Athletic Director, the Varsity Head Golf coach supervises, coordinates and promotes all phases of the interscholastic golf program. As with all coaches, this person is directly responsible for and works in close association with the building Principal and Athletic Director. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS

All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.
2. Works in close association with the Athletic Director concerning budgeting, scheduling, transportation, ordering of equipment, and the use of building and grounds facilities.
3. Establishes and maintains favorable relations with the golf courses used and annually requests the use of their courses.

4. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all school district equipment; inventories and prepares used equipment for reconditioning.
5. Assist in Scheduling pre-season physical examinations; distributes and collects insurance forms and parent permission forms.
6. Runs a follow up on any injury to an athlete concerning insurance, time lost from school, and general welfare.
7. Compiles eligibility lists required by the P.I.A.A. and submits to Athletic Director two weeks before the first game.
8. Organizes and supervises tryouts for golfers.
9. Develops objectives prior to the season designed to meet the needs of the total golf program.
10. Plans and supervises all practice sessions so time is allotted for all phases of golf.
11. Obtains and dispenses information concerning golf tournaments that are open to high school golfers.
12. Instructs golfers in rules and rule changes.
13. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season program. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
14. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
15. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
16. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
17. Document varsity letter winners that are consistent with school policy.
18. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
19. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
20. All coaches are required to hold an athletic director approved alumni event every season.

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POSITION: VARSITY HEAD SOFTBALL COACH

JOB GOAL:

In concert with the building Principal and the Athletic Director, the Varsity Head Softball Coach supervises, coordinates, and promotes all phases of the interscholastic softball program. As with all coaches, the Varsity Head Softball Coach is directly responsible to work in close association with the building Principal and the Athletic Director in all phases of interscholastic sports to produce a positive experience for our student athletes. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS

All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Works in close association with the Athletic Director concerning budgeting, scheduling, transportation, equipment ordering, hiring of officials, and use of building and grounds facilities.
2. Orders new equipment through Athletic Director; cares for issues, and collects all equipment; inventories and prepares used equipment for reconditioning.
3. Assist in Coordinating pre-season physical examinations, distributes and collects insurance forms and parent permission forms with Athletic Director and Certified Athletic Trainer.
4. Keeps a list of emergency first aid cards (home phone, family doctor, etc.)
5. Runs a follow-up on any injury to an athlete concerning insurance; time lost from school, and general welfare.
6. Compiles eligibility list required by the P.I.A.A.
7. Secures building permits in March for fields and buildings.
8. Determines methods for and conducts tryouts.
9. Develops objectives prior to the season designed to meet specific needs of the total softball program.
10. Plans and supervises all practices so that adequate time is allotted for all phases of softball.
11. Designs practices for individual skill improvement and total team coordination.
12. Plans pre-season and post-season conditioning program.
13. Informs team of rules and rule changes.
14. Attends W.P.I.A.L. softball meetings.
15. Establishes discipline, attitudes and training rules conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and school district.
16. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and plans discussions which will motivate players to compete in a manner that reflects a positive image of West Mifflin Area School District,
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
17. Promotes good human relations within West Mifflin Area's student body and faculty; extends this same effort into the community to have a blended school-community spirit.
18. Document varsity letter winners that are consistent with school policy.
19. Nominates outstanding athletes to All-Section and/or All W.P.I.A.L. teams when required.
20. Strives to improve coaching skills and techniques through publications and clinics.
21. Devotes all necessary time for practice sessions and games, constantly responsible for the well-being of all the athletes.
22. Supervise all field lining.
23. Remains cognizant of and maintains practices and policies consistent with the P.I.A.A. and W.P.I.A.L. regulations.
24. Directs the selection and instruction of student managers and student statisticians.
25. Conducts other duties assigned by the Athletic Director, Building Principal, Assistant Superintendent, and the Superintendent of Schools.

26. Head Coach reports are sent to the Athletic Director on Monday.
27. Carefully reviews all elements of this job description with the Assistant Softball Coach and provides an opportunity for the Assistant Coach to clarify the role and responsibilities. Supervise the Assistant Coach to implement the elements of the job description.
28. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
29. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
30. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
31. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
32. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
33. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
34. Submits final reports on season records, season evaluation, and evaluation of assistant coaches to the building Principal and the Athletic Director.
35. All coaches are required to hold an athletic director approved alumni event every season.

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POSITION: VARSITY HEAD VOLLEYBALL COACH

JOB GOAL:
In concert with the building Principal and the Athletic Director, the Varsity Head Volleyball Coach supervises, coordinates, and promotes all phases of the interscholastic volleyball program. As with all coaches, this person is directly responsible to and works in close association with the building Principal and the Athletic Director. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS

All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Works with tenth, eleventh, and twelfth grade students.
2. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.
3. Submits final reports on season records, season evaluation, and evaluation of assistant coach to the building Principal and the Athletic Director
4. Acquaints players with various phases of the game by teaching sound fundamentals, attending clinics, tournaments, and league play.
5. Develops objectives prior to the season designed to meet specific needs of the total volleyball program. These objectives are to be shared with and assigned to specific assistant coaches.
6. Designs practices so time is allotted to promote player ability and overall team coordination.
7. Plans pre-season conditioning and sets up pre-season scrimmages.
8. Instructs players in rules and rule changes.
9. Attends league meetings to set up games and return information to Athletic Director concerning officials and fees.
10. Secures building permits for the use of the gymnasiums.
11. Works in close association with the Athletic Director concerning budgeting, equipment, scheduling, transportation, and building and grounds facilities.
12. Orders new supplies and equipment through the Athletic Director. Cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning.
13. Assist in scheduling pre-season physical examinations; distributes and collects insurance forms and parents` permission forms.
14. Runs a follow up on all injuries occurring in volleyball, concerning insurance, time lost from school, and general welfare.
15. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
16. Promotes good human relations within West Mifflin Area's student body and faculty; extends this same effort into the community in order to have a blended school-community spirit.
17. Establishes training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
18. Strives to improve coaching skills and techniques through publications and clinics.
19. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the volleyball program in the community; prepares and reports news releases concerning the volleyball program to all local newspapers; and completes public address announcements for in-school communications.
20. Document varsity letter winners that are consistent with school policy.
21. Nominates volleyball players for selection on the league All-Star Team when required.
22. Compiles eligibility lists required by the P.I.A.A.

23. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.
24. Devotes all necessary time for practice sessions and games, constantly responsible for the well-being of all the athletes.
25. Prepares gymnasium for games and practices, making certain that such items as scoreboards, nets, standards, bleachers and referee's station are in proper position.
26. Directs the selection and instruction of student trainers, student managers, and student statistician.
27. Conducts other duties as assigned by the Athletic Director, building Principal, Assistant Superintendent, and the Superintendent of Schools.
28. Carefully reviews all elements of this job description and provides an opportunity for the assistant volleyball coaching staff to clarify role and responsibility. Supervises the assistant to implement the elements of the job description.
29. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
30. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
31. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
32. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
33. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
34. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
35. All coaches are required to hold an athletic director approved alumni event every season.

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POSITION: VARSITY HEAD SWIMMING COACH

JOB GOAL:
In concert with the building Principal and the Athletic Director, the Varsity Head Swimming Coach supervises, coordinates, and promotes all phases of the interscholastic swimming program. As with all coaches, the Varsity Head Swimming Coach is directly responsible to work in close association with the building Principal and the Athletic Director in all phases of interscholastic sports to produce a positive experience for our student athletes. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS
All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Works in close association with the Athletic Director concerning budgeting, scheduling, transportation, ordering of equipment, and the use of building and grounds facilities.
2. Care of and responsible for any equipment used in swimming.
3. Assist in scheduling pre-season physical examinations; distributes and collects insurance forms and parent permission forms.
4. Runs a follow-up on any injury to an athlete concerning insurance, time lost from school, and general welfare.
5. Compiles eligibility lists required by the P.I.A.A.
6. Organizes and supervises tryouts for swimmers.
7. Designs sequential workouts for all swimmers.
8. Develops objectives prior to the season designed to meet the specific needs of the swimming program.
9. Plans and supervises all practice sessions so that adequate time is allotted for conditioning and development of all competitive swimming strokes, starts, turns, and finishes.
10. Designs practices so proper mechanics of the competitive strokes are learned and mastered.
11. Counsels athletes concerning future endeavors including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
12. Promotes good human relations within West Mifflin Area's student body and faculty, extends this same effort in the community to have a blended school-community spirit.
13. Establishes training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
14. Encourages the entire squad to swim elsewhere during season to get more water time, plans pre-season and post-season conditioning program.
15. Instructs swimmers in rules and rule changes.
16. Submits final reports, season records, and season evaluation to the building Principal and Athletic Director.
17. Works with Athletic Director and the Local Media Outlets to establish a public relations program to promote the swimming program in the community; prepares and reports news releases concerning the swimming program to all local newspapers and completes public address announcements for in-school communications.
18. Document varsity letter winners that are consistent with school policy.
19. Nominates outstanding athletes to all-section and/or all W.P.I.A.L. teams when required.
20 Strives to improve coaching skills and techniques through publications and clinics.
21. Devotes all necessary time for practice sessions and meets, constantly responsible for the well-being of all athletes.
22. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.
23. Directs the selection and instruction of a student manager and a student trainer.

24. Conducts duties as assigned by the Athletic Director, the building Principal, Assistant Superintendent, and the Superintendent of Schools.
25. Carefully reviews all elements of this job description with the assistant swimming coach and provides an opportunity for the assistant coach to clarify the role and responsibility. Supervises the assistant coach to implement the elements of the job description.
26. Weekly reports will be sent to the Athletic Director on Monday.
27. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting*.
28. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
29. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
30. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
31. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
32. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
33. All coaches are required to hold an athletic director approved alumni event every season.

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JOB DESCRIPTION

POSITION: VARSITY HEAD BASKETBALL COACH

JOB GOAL:
In concert with the building Principal and the Athletic Director, the head basketball coach supervises, coordinates and promotes all phases of the interscholastic basketball program. As with all coaches, the Varsity Head Basketball Coach is directly responsible for working in close association with the building Principal and the Athletic Director in all phases of interscholastic sports to produce a positive experience for our student athletes. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS
All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES

1. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.
2. Evaluates assistant coaches at the close of each season and submits a report to the building Principal and the Athletic Director.
3. Submits final reports on season records and season evaluation to the building Principal and the Athletic Director.
4. Determines, plans, and directs the offensive and defensive systems to be used at all levels of basketball in the school district.
5. Plans post-season and pre-season conditioning programs.
6. Develops objectives prior to the season designed to meet specific needs of the total basketball program. These objectives are to be shared with the assigned to specific assistant coaches.
7. Plans practices so time is allotted for all phases of basketball. Plans and implements a program that is broad-based for the involvement of all interested students from elementary grades through high school.
8. Designs practices so that skills are taught to promote player ability and over-all team coordination.
9. Devotes all necessary time for practice sessions and games, constantly responsible for the well-being of all the athletics.
10. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning.
11. Works in close association with the Athletic Director concerning budgeting, equipment, transportation accommodations, schedules, and building and grounds facilities.
12. Coordinate with Athletic Director and Certified Athletic Trainer to schedule pre-season physical examinations; distributes and collects insurance forms and parent permission forms.
13. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
14. Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of West Mifflin Area School District.
15. Promotes good human relations within West Mifflin Area's student body and faculty, extends this same effort into the community, to have a blended school-community spirit.
16. Establishes training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
17. Strives to improve coaching skills and techniques, and encourages the same in assistants, through relevant literature, clinics, conferences, and visits to schools and colleges.
18. Runs a follow-up on any injury or accident to a player concerning insurance, time lost from school, and general welfare.
19. Conducts tryouts and makes final decisions as to what players make the team.
20. Instructs players in rules and rule changes.
21. Compiles eligibility lists required by the P.I.A.A.
22. Remains cognizant of and maintains practices and policies consistent with the P.I.A.A. and W.P.I.A.L. regulations.
23. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the basketball program in the community; prepares and reports news

releases concerning the basketball program to all local newspapers; and completes public address announcements for in-school communications.

24. Secures building permits for use of gymnasiums.
25. Document varsity letter winners that are consistent with school policy.
26. Selects outstanding senior basketball player.
27. Directs the selection and instruction of student trainers, student managers and student statisticians.

28. Conducts other duties as assigned by the Athletic Director, the building Principal, Assistant Superintendent, and the Superintendent of Schools.
29. Carefully reviews all elements of this job description and provides an opportunity for members of the basketball coaching staff to clarify their role and responsibilities with each other. Supervises all assistants to implement the elements of their job description.
30. Weekly reports will be sent to the Athletic Director on Monday.
31. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
32. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
33. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
34. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
35. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
36. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
37. All coaches are required to hold an athletic director approved alumni event every season.

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POSITION: VARSITY HEAD FOOTBALL COACH

JOB GOAL:
In concert with the building Principal and the Athletic Director, the Varsity ***Head*** Football Coach supervises, coordinates, and promotes all phases of the interscholastic football program. As with all coaches, the Varsity Head Football Coach is directly responsible to work in close association with the building Principal and the Athletic Director in all phases of interscholastic sports to produce a positive experience for our student athletes. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS
All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress check on student-athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Recommends candidates for assistant coaching vacancies, assigns, orients, and provides continuous instruction to them in their duties.
2. Evaluates assistant coaches at the close of each season and submits a report to the building Principal and the Athletic Director.
3. Submits final reports on season records and season evaluation to the building Principal and the Athletic Director.
4. Determines, plans, and directs the offensive and defensive systems to be used at all levels of football in the ***school*** district.
5. Plans post-season and pre-season conditioning programs.
6. Develops objectives prior to the season designed to meet specific needs of the total football program and plans practices so adequate time is allotted for all phases of football. These objectives and plans are to be shared with and assigned to specific assistant coaches.
7. Designs and supervises practices to teach individual skills and fundamentals and total team coordination.
8. Devotes all necessary time for practice sessions and games, constantly responsible for the well-being of all the athletes.
9. Works in association with the Athletic Director concerning budgeting, equipment, scheduling, transportation accommodations, and building and grounds facilities.
10. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning.
11. Assist in coordinating with Athletic Director and Certified Athletic Trainer to schedule pre-season physical examinations; distributes and collects insurance forms and parent permission forms.
12. Promotes good human relations within West Mifflin Area's student body and faculty, extends this same effort into the community to have a blended school-community spirit.
13. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
14. Establishes training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
15. Strives to improve coaching skills and techniques and to promote this attitude among assistants, through publications, clinics, conferences, and visits to schools and colleges.
16. Runs a follow up on any injury or accident to a player concerning insurance, time lost from school, and general welfare.
17. Instructs players in rules and rule changes.
18. Compiles eligibility lists required by the P.I.A.A.
19. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the football program in the community; prepares and reports news releases concerning the football program to all local newspapers; and completes public address announcements for in-school communications.
20. Secures building permits for use of athletic fields and gymnasiums during the off season.

21. Document varsity letter winners that are consistent with school policy.
22. Nominates football candidate for All-Conference and All- W.P.I.A.L. honors.
23. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.
24. Directs the selection and instruction of student managers and student statisticians.
25. Conducts other duties as assigned by the Athletic Director, the building Principal, Assistant Superintendent, and the Superintendent of Schools.
26. Carefully reviews all elements of this job description and provides an opportunity for members of the football coaching staff to clarify their roles and responsibilities with each other.
27. Supervises all assistants
28. Weekly reports will be sent to the Athletic Director on Monday.
29. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
30. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
31. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
32. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
33. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
34. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
35. All coaches are required to hold an athletic director approved alumni event every season.

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JOB DESCRIPTION

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POSITION: VARSITY HEAD SOCCER COACH

JOB GOAL:
In concert with the building Principal and the Athletic Director, the Varsity Head Soccer Coach supervises, coordinates, and promotes all phases of the interscholastic soccer program. As with all coaches, the Varsity Head Soccer Coach is directly responsible for working in close association with the building Principal and the Athletic Director in all phases of interscholastic sports to produce a positive experience for our student athletes. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS
All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:
1. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.
2. Evaluates assistant coaches and submits a report to the building Principal and the Athletic Director.

3. Submits final reports on season records and season evaluation to the building Principal and the Athletic Director.
4. Works in close association with Athletic Director concerning budgeting, scheduling, busing, equipment ordering, and building and grounds facilities.
5. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning.
6. Assist in scheduling pre-season physical examinations; distributes and collects insurance forms and parent permission forms.
7. Runs a follow-up on all injuries occurring in soccer concerning insurance, time lost from school, and general welfare.
8. Compiles eligibility lists required by the P.I.A.A.
9. Develops objectives prior to the season designed to meet specific needs of the total soccer program.
10. Determines, plans, and directs the offensive and defensive systems to be used at all levels of soccer in the school district.
11. Plans pre-season and post-season conditioning programs.
12. Plans practices so adequate time is allotted for all phases of soccer.
13. Designs and supervises practices to teach individual skills and fundamentals and total team coordination
14. Devotes all necessary time for practice sessions and games, constantly responsible for the well-being of all the athletes.
15. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
16. Promotes good human relations within West Mifflin Area's student body and faculty, extends this same effort into the community in order to have a blended school-community spirit.
17. Establishes training rules that are conducive to individual and team success, considering at all times the welfare of the individual, but uppermost the welfare of the entire team and the school district.
18. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the soccer program in the community; prepares and reports news releases concerning the soccer program to all local newspapers; and completes public address announcements for in-school communications.
19. Document varsity letter winners that are consistent with school policy.
20. Nominates outstanding players to all section and/or all W.P.I.A.L. teams when required.
21. Strives to improve coaching skills and techniques through publications and clinics, encourages the same in the assistant coach.
22. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.
23. Directs the selection and instruction of student statisticians and student manager.

24. Conducts duties as assigned by the Athletic Director, the building Principal, Assistant Superintendent, and the Superintendent of Schools.
25. Carefully reviews all elements of this job description and provides an opportunity for members of the soccer coaching staff to clarify their roles and responsibilities with each other.
26. Supervises all assistants to implement the elements of their job description.
27. Weekly reports will be sent to the Athletic Director on Monday.
28. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting*.
29. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
30. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
31. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
32. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
33. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
34. All coaches are required to hold an athletic director approved alumni event every season.

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JOB DESCRIPTION

POSITION: VARSITY HEAD TRACK COACH

JOB GOAL:

In concert with the building Principal and Athletic Director, the Varsity Head Track Coach supervises, coordinates and promotes all phases of the interscholastic track program. The Varsity Head Track coach is directly responsible to and works in close association with the building Principal and Athletic Director. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS

All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress check on student-athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.
2. Evaluates assistant coaches at the close of each season and submits a report to the building Principal and Athletic Director.

3. Submits final reports on season records and season evaluation to the building Principal and the Athletic Director.
4. Plans and institutes post-season and pre-season conditioning programs for athletes.
5. Develops objectives prior to the season designed to meet specific needs of the total track program. These objectives are to be shared with and assigned to specific assistant coaches.
6. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning. Works in close association with the Athletic Director concerning budgeting, scheduling, equipment, transportation accommodations, and building and grounds facilities.
7. Assist in scheduling pre-season physical examination, distributes and collects insurance forms and parent permission forms in Grades 7 through 12.
8. Compiles eligibility lists required by the P.I.A.A.
9. Runs a follow-up on all injuries occurring in track concerning insurance, time lost from school, and general welfare.
10. Determines the sequential workout program for athletes.
11. Plans and supervises all practice sessions so that adequate time is allotted to promote the athletes` attitude and ability.
12. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of the West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
13. Promotes good human relations within West Mifflin Area's student body and faculty, extends this same effort into the community, in order to have a blended school-community spirit.
14. Establishes training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
15. Devotes all necessary time for practice sessions and meets, constantly responsible for the well-being of all athletes.
16. Attends meetings of the Pennsylvania Track Coaches Association, Tri-State Coaches Association, and the West Penn Conference concerning seeding of athletes and other track issues.
17. Determines the number of invitational meets in which the athletes will participate.
18. Plans pre-season and post-season conditioning programs and trains team members for indoor track meets.
19. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the track program in the community; prepares and reports news releases concerning the track program to all local newspapers; and completes public address announcements for in-school communications.
20. Document varsity letter winners that are consistent with school policy.
21. Selects outstanding senior track athlete.
22. Strives to improve coaching skills and techniques through publications and clinics, encourages the same in the assistants.
23. Secures building permits for use of gymnasiums in the off season.

24. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.
25. Directs the selection and instruction of student managers and student statisticians.
26. Conducts other duties as assigned by the Athletic Director, building Principal, Assistant Superintendent, and Superintendent of Schools.
27. Carefully reviews all elements of this Job description and provides an opportunity for members of the track coaching staff to clarify their role and responsibilities with each other. Supervises all assistants to implement the elements of their job description.
28. Weekly reports sent to the Athletic Director on Monday.
29. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
30. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
31. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
32. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
33. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
34. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
35. All coaches are required to hold an athletic director approved alumni event every season.

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JOB DESCRIPTION
POSITION: VARSITY HEAD CROSS COUNTRY COACH

JOB GOAL:

In concert with the building Principal and Athletic Director, the Varsity Head Cross Country Coach supervises, coordinates and promotes all phases of the interscholastic cross country program. The Varsity Head Cross Country coach is directly responsible to and works in close association with the building Principal and Athletic Director. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS

All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress check on student-athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.
2. Evaluates assistant coaches at the close of each season and submits a report to the building Principal and Athletic Director.

3. Submits final reports on season records and season evaluation to the building Principal and the Athletic Director.
4. Plans and institutes post-season and pre-season conditioning programs for athletes.
5. Develops objectives prior to the season designed to meet specific needs of the total cross country program. These objectives are to be shared with and assigned to specific assistant coaches.
6. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning. Works in close association with the Athletic Director concerning budgeting, scheduling, equipment, transportation accommodations, and building and grounds facilities.
7. Assist in scheduling pre-season physical examination; distributes and collects insurance forms and parent permission forms in Grades 9 through 12.
8. Compiles eligibility lists required by the P.I.A.A.
9. Runs a follow-up on all injuries occurring in cross country concerning insurance, time lost from school, and general welfare.
10. Determines the sequential workout program for athletes.
11. Plans and supervises all practice sessions so that adequate time is allotted to promote the athletes` attitude and ability.
12. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of the West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
13. Promotes good human relations within West Mifflin Area's student body and faculty, extends this same effort into the community, in order to have a blended school-community spirit.
14. Establishes training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
15. Devotes all necessary time for practice sessions and meets, constantly responsible for the well-being of all athletes.
16. Attends meetings of the Pennsylvania Track Coaches Association, Tri-State Coaches Association and the West Penn Conference concerning seeding of athletes and other track issues.
17. Determines the number of invitational meets in which the athletes will participate.
18. Plans pre-season and post-season conditioning programs and trains team members for indoor track meets.
19. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the cross-country program in the community; prepares and reports news releases concerning the track program to all local newspapers; and completes public address announcements for in-school communications.
20. Document varsity letter winners that are consistent with school policy.
21. Selects outstanding senior cross-country athlete.
22. Strives to improve coaching skills and techniques through publications and clinics, encourages the same in the assistants.
23. Secures building permits for use of gymnasiums in the off season.

24. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.
25. Directs the selection and instruction of student managers and student statisticians.
26. Conducts other duties as assigned by the Athletic Director, building Principal, Assistant Superintendent, and Superintendent of Schools.
27. Carefully reviews all elements of this job description and provides an opportunity for members of the cross-country coaching staff to clarify their role and responsibilities with each other. Supervises all assistants to implement the elements of their job description.
28. Weekly reports sent to the Athletic Director on Monday.
29. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
30. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
31. Each coach will be responsible to submit their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
32. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
33. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
34. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
35. All coaches are required to hold an athletic director approved alumni event every season.

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JOB DESCRIPTION

POSITION: VARSITY HEAD TENNIS

JOB GOAL:

In concert with the building Principal and Athletic Director, the Varsity Head Tennis Coach supervises, coordinates and promotes all phases of the interscholastic tennis program. The Varsity Head Tennis coach is directly responsible to and works in close association with the building Principal and Athletic Director. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS

All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.

2. Evaluates assistant coaches at the close of each season and submits a report to the building Principal and Athletic Director.
3. Submits final reports on season records and season evaluation to the building Principal and the Athletic Director.
4. Plans and institutes post-season and pre-season conditioning programs for athletes.
5. Develops objectives prior to the season designed to meet specific needs of the total tennis program. These objectives are to be shared with and assigned to specific assistant coaches.
6. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning. Works in close association with the Athletic Director concerning budgeting, scheduling, equipment, transportation accommodations, and building and grounds facilities.
7. Assist in scheduling pre-season physical examination; distributes and collects insurance forms and parent permission forms in Grades 9 through 12.
8. Compiles eligibility lists required by the P.I.A.A.
9. Runs a follow-up on all injuries occurring in tennis concerning insurance, time lost from school, and general welfare.
10. Determines the sequential workout program for athletes.
11. Plans and supervises all practice sessions so that adequate time is allotted to promote the athletes` attitude and ability.
12. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of the West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
13. Promotes good human relations within West Mifflin Area's student body and faculty, extends this same effort into the community, in order to have a blended school-community spirit.
14. Establishes training rules that are conducive to individual and team success, considering at all time the welfare of the individual, but uppermost the welfare of the entire team and the school district.
15. Devotes all necessary time for practice sessions and matches, constantly responsible for the well-being of all athletes.
16. Determines the number of invitational matches in which the athletes will participate.
17. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the tennis program in the community; prepares and reports news releases concerning the tennis program to all local newspapers; and completes public address announcements for in-school communications.
18. Document varsity letter winners that are consistent with school policy.
19. Selects outstanding senior tennis athlete.
20. Strives to improve coaching skills and techniques through publications and clinics, encourages the same in the assistants.
21. Secures building permits for use of gymnasiums in the off season.
22. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.

23. Directs the selection and instruction of student managers and student statisticians.
24. Conducts other duties as assigned by the Athletic Director, building Principal, Assistant Superintendent, and Superintendent of Schools.
25. Carefully reviews all elements of this job description and provides an opportunity for members of the tennis coaching staff to clarify their role and responsibilities with each other. Supervises all assistants to implement the elements of their job description.
26. Weekly reports sent to the Athletic Director on Monday.
27. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
28. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
29. Each coach will be responsible to submit their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
30. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year-end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches' Handbook.
31. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
32. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
33. All coaches are required to hold an athletic director approved alumni event every season.

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JOB DESCRIPTION
POSITION: VARSITY HEAD WRESTLING

JOB GOAL:

In concert with the building Principal and Athletic Director, the Varsity Head Wrestling supervises, coordinates and promotes all phases of the interscholastic wrestling program. The Varsity Head Wrestling coach is directly responsible to and works in close association with the building Principal and Athletic Director. Specific details (checklists and guidelines) will be provided by the Athletic Director.

DEFINING GOALS

All head varsity coaches will put in writing ten (10) goals that he/she wants to accomplish within his/her respective program. The ten goals will be directly related to four specific areas of interest of the West Mifflin Area Athletic Department.

- Two goals will reflect what you and your staff want to achieve this year. *i.e. greater development of fundamental skills, etc.*
- Two goals will reflect how you and your staff compliment the curriculum at both the Middle and High School levels. *i.e. weekly academic progress checks on student-athletes, supporting teachers, etc.*
- Two goals will reflect what you and your staff are doing to promote sportsmanship and post-secondary education. *i.e. bringing in recruiters, sending out films, etc.*
- Two goals will reflect what intentions and expectations you and your staff have for off-season training programs. *i.e. identify areas of deficiency and design programs to remediate and advance skills, etc.*
- Two additional personal goals are to be included in your overall program goals. *i.e. to attend specific clinic(s), to investigate or experiment with new offensive or defensive schemes, etc.*

PERFORMANCE RESPONSIBILITIES:

1. Recommends candidates for assistant coaching vacancies; assigns, orients, and provides continuous instruction to them in their duties.

2. Evaluates assistant coaches at the close of each season and submits a report to the building Principal and Athletic Director.
3. Submits final reports on season records and season evaluation to the building Principal and the Athletic Director.
4. Plans and institutes post-season and pre-season conditioning programs for athletes.
5. Develops objectives prior to the season designed to meet specific needs of the total wrestling program. These objectives are to be shared with and assigned to specific assistant coaches.
6. Orders new supplies and equipment through the Athletic Director; cares for, issues, and collects all equipment; inventories and prepares used equipment for reconditioning. Works in close association with the Athletic Director concerning budgeting, scheduling, equipment, transportation accommodations, and building and grounds facilities.
7. Assist in scheduling pre-season physical examination; distributes and collects insurance forms and parent permission forms in Grades 7 through 12.
8. Compiles eligibility lists required by the P.I.A.A.
9. Runs a follow-up on all injuries occurring in wrestling concerning insurance, time lost from school, and general welfare.
10. Determines the sequential workout program for athletes.
11. Plans and supervises all practice sessions so that adequate time is allotted to promote the athletes` attitude and ability.
12. Counsels athletes concerning future endeavors, including selection of institutions of higher learning and obtaining scholarships. Individually counsel players whose attitude, behavior, or performance is unsatisfactory.
    - Plans and presents discussions which will motivate players to compete in a manner that reflects a positive image of the West Mifflin Area School District.
    - Demonstrates a behavior and demeanor which will serve as an appropriate model for young adults.
13. Promotes good human relations within West Mifflin Area's student body and faculty, extends this same effort into the community, to have a blended school-community spirit.
14. Establishes training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and the school district.
15. Devotes all necessary time for practice sessions and matches, constantly responsible for the well-being of all athletes.
16. Determines the number of invitational matches in which the athletes will participate.
17. Plans pre-season and post-season conditioning programs and trains team members for the wrestling season.
18. Works with the Athletic Director and the Local Media Outlets to establish a public relations program to promote the wrestling program in the community; prepares and reports news releases concerning the wrestling program to all local newspapers; and completes public address announcements for in-school communications.
19. Document varsity letter winners that are consistent with school policy.
20. Selects outstanding senior wrestling athlete.
21. Strives to improve coaching skills and techniques through publications and clinics, encourages the same in the assistants.
22. Secures building permits for use of gymnasiums in the off season.

23. Remains cognizant of and maintains practices and policies consistent with P.I.A.A. and W.P.I.A.L. regulations.
24. Directs the selection and instruction of student managers and student statisticians.
25. Conducts other duties as assigned by the Athletic Director, building Principal, Assistant Superintendent, and Superintendent of Schools.
26. Carefully reviews all elements of this job description and provides an opportunity for members of the wrestling coaching staff to clarify their role and responsibilities with each other. Supervises all assistants to implement the elements of their job description.
27. Weekly reports sent to the Athletic Director on Monday.
28. Off-season conditioning is recommended; however, the sports that are in season carry the preference over any type of off-season programs. No off-season programs can be labeled as mandatory for student athletes to attend; it is recommended that coaches establishing off season programs attempt to schedule their sessions opposite each other so students may attend both or design a universal program that enhances common skills/techniques. *i.e. foot-work, agilities, weightlifting.*
29. The Head Coach will be responsible for making sure student athletes are properly fitted with the necessary equipment to participate in the interscholastic competitions. Head Coaches are also responsible for the collection of all school purchased equipment within two weeks of their final competition.
30. Each coach will be responsible for submitting their team rosters to the Athletic Director's office and equipment list into Schedule Star before their season starts.
31. Coaches are required to design a stats report at the end of each game to be turned into the Athletic Director within three days after the scheduled competition. Head coaches are also to turn in a year end statistics sheet for all the relevant stats. A sample copy will be placed in your Coaches Handbook.
32. Coaches are required to submit a tentative yearly schedule at the beginning of their appropriate season. *i.e. off-season training, clinics*
33. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.
34. All coaches are required to hold an athletic director approved alumni event every season.

West Mifflin Area School District
Athletic Department

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JOB DESCRIPTION

POSITION: ASSISTANT COACH/VOLUNTEER COACH

GOAL: Carry out the objectives of the sports program as outlined by the Head Coach. Instruct athletes in team and individual fundamentals, strategies, and physical training necessary for them to realize individual and team success.

QUALIFICATIONS: Have a current first aid card on file with the school Athletic Director. Previous coaching experience in assigned sport is recommended.

RESPONSIBLE TO: The head coach in conjunction with the Athletic Director and Principal.

PERFORMANCE RESPONSIBILITIES:

1. Has thorough knowledge of District athletic policies and is responsible for the implementation of these policies.
2. Understand the proper administrative line of command and refer all students' and parents' requests or grievances through the proper channels.
3. Assists the Head Coach in the scheduling and providing transportation to all games and tournaments.
4. Assists in the necessary preparation to hold practices and games in coordination with the Physical Education and Maintenance Departments.
5. Assists in the collection of necessary documentation to fulfill State and District requirements concerning physical exams, consent, and eligibility.
6. Assists in the implementation of the program as outlined by the Head Coach. Is loyal and supportive even though philosophical differences may exist.
7. Assist the Head Coach in the issuing, fitting, and monitoring the condition of the equipment used in the sport coached.
8. Attend staff meetings for the purpose of planning and evaluating the program.
9. Carry out scouting responsibilities as assigned by the Head Coach.

10. Conducts oneself in a manner that exemplifies self control and the promotion of good sportsmanship.
11. If the situation necessitates, assume the position of Head Coach and function as such.
12. All coaches are required to attend and attain certification in first aid, CPR, AED, Head Trauma, Cardiac, and Mandated Reporter.

All assistant and volunteer coaches' applications must be accompanied by a letter of recommendation from the Athletic Director and Principal.

Position Requirements ADA

Physical Demands

- Frequent walking
- Sitting for periods of time on a school bus
- Standing for long periods of time
- Moderate lifting from 30 to 100 pounds
- Some carrying up to 50 pounds
- Manual dexterity to perform demonstrations

Sensory Abilities

- Visual acuity
- Auditory acuity
- Ability to speak clearly and distinctly

Work Environment

- Outside during inclement weather conditions
- Inside weight facilities

Temperament

- Ability to work as a member of a team
- Must be courteous and able to effectively work with people
- Must be cooperative, congenial, and service oriented, and promote these qualities in the school

Cognitive Ability

- Ability to follow written and verbal directions and give directions to others
- Ability to complete assigned tasks with minimal supervision
- Ability to read, write, and do computations
- Ability to use correct grammar, sentence structure, and spelling
- Ability to work independently and make work-related decisions
- Ability to exercise good judgment

Ability to communicate effectively with all staff and public

NOTE: *All abilities above must be at a level as expected from the required educational level of the job and the previous experience required.*

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Section 2

West Mifflin Area School District
Athletic Department
Coaches' Information

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Coaches' General Information

Golden Rule

The purpose of West Mifflin Area Co-curricular activities is to reinforce the school district's mission in educating the whole student, mind, body, and soul. A student must first commit himself/herself to achieve academically before they are able to assume the responsibilities of a student athlete. It is in the best interests of the students and district that all our coaches emphasize the importance of achieving in the classroom first. **At no time will athletics be elevated above any academic endeavor that a student may be involved with during their season.**

All head coaches are mandated to attend their pre-season rules interpretation meeting as prescribed by the PIAA. The athletic office will notify the head coach as to the date the meeting is taking place to ensure the coach is aware and can plan accordingly. If a head coach does not attend the meeting, he or she will be financially responsible for the fee or face disqualification from coaching by the PIAA.

Intra-School Rivalry

A coach should encourage pride within his/her team, but this should never be developed by belittling another sport. Every team needs to be supportive of all the other athletic/co-curricular activities that take place at WMASD.

Athletic Programs and Personnel Complaint Procedures

Complaints concerning district athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of the athletic program and to perform tasks more effectively.

Personnel or Program Complaints
1. Complaints regarding an individual coach must be made directly to the Head Coach by the complainant. Every effort should be made to resolve the problem at this stage.
2. Complaints not resolved with the Head Coach must be submitted in writing to the Athletic Director. The written complaint must contain the following:

- The name of the coach or the specific sport, level of competition, and/or the general athletic concern involved.
- A brief but specific summary of the nature of the complaint and the facts surrounding same.

- The complaint must be signed by the complainant.

Note: Because playing time and level or position placement are the sole responsibility of the coach, complaints regarding these items will not be heard beyond the Athletic Director.

3. For complaints not tied to a specific situation, the first contact for concerns about any phase of the athletic program is the Athletic Director. This may be done either verbally or in writing.
4. Complaints not resolved with the Athletic Director will be referred to the school's director in charge of Athletics for resolution. The director in charge of Athletics shall receive a copy of the written complaint and a written report of the efforts made to resolve the problem. The complainant shall receive a written response.
5. Complaints not resolved by the school's director in charge of Athletics and/or the principal may be referred in writing to the Superintendent for study and resolution.
6. Complaints not resolved by the Superintendent may be referred to the Athletic Committee. This meeting will be arranged through the Superintendent or his/her designee. The Committee's ruling will be final.

The Chain of Command

The Chain of Command from the first step to the last is as follow:

Step one - Head Coach
Step two - Athletic Director
Step three - Building Principal
Step four - Superintendent
Step five – Athletic Committee

Note: if the complaint procedure is not followed the complainant will be redirected to the proper step in the chain of command to have their situation resolved.

HIPPA

Coaches, you are reminded to follow the guidelines of the district's HIPPA policy pertaining to our student-athletes. You are not permitted to discuss or name students and/or their injuries to any other persons except the student-athlete's parents/guardians. The policy is in the board policy.

Responsibilities of Sportsmanship

A Goal for Everyone

The Player:

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting an example for others to follow.
4. Respects officials and accepts their decisions without gestures or arguments.
5. Wins without boasting, loses without excuses, and never quits.
6. Always remember that it is a privilege to represent the school and community.

The Coach:

1. Treats own players and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is the type of person he/she wants the athletes to be.
4. Disciplines those on the team who displays unsportsmanlike behavior.

5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher and understands the athletic arena is a classroom.

The Official:

1. Knows the rules and their interpretations.
2. Places welfare of the participants above all other considerations.
3. Treats players and coaches courteously and demands the same from them.
4. Works cooperatively with fellow officials, timers, and/or scorers for an efficient contest.
5. Is fair and firm in all decisions, never compensating for a previous mistake.
6. Maintains confidence, poise, and self-control from start to finish.

The Spectator:

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performances; does not heckle, jeer, or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unbecoming.

Athletic Team Limited Roster Notification

The West Mifflin Area School District stresses the importance and the optimistic role that interscholastic athletics plays in the development of a positive school climate. It is the desire of the WMSB that our athletic program support as many athletes as possible. The coach will determine the number of student athletes that he/she are able to manage and to reach the highest level of instruction. We realize that at times we have an excessive number of young people come out for a particular sport that by their nature requires only a small number of participants. We want to make all parents aware of the limited roster situation. We as a district will make every attempt to avoid limiting rosters, but the possibility exists that at times this will be unavoidable.

Potential for "Limited Rosters" Sports

Cheerleading
Soccer
Basketball
Softball
Wrestling
Golf
Volleyball
Baseball
Tennis

Unlimited Rosters" Sports

Football
Swimming
Track
Cross Country

Playing Time

There are many benefits to be gained by participation in athletics at the high school level. Athletes learn discipline, to perform under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership, and to play within the rules. Although there are many measures of success in the minds of each athlete, perhaps the most emotional is "playing time" during games. If an athlete has a question about the amount of playing time he/she is getting, he/she should be

encouraged to discuss it with the coach. Being a member of a team at West Mifflin Area High School does not guarantee "playing time," but there are some guidelines:

- **Freshmen and Junior Varsity Teams**
  This is the developmental level where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual's playing time. Some of the most important are: attendance at practice, effort, attitude, commitment, and athletic skill. This is the level for athletes to show their potential and demonstrate to the coaching staff that they are ready for varsity level competition.
- **Varsity Teams**
  This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. However, teams cannot be successful without committed substitutes or "second string" players. These athletes must be ready to step up when needed, and practice hard to help make the team as competitive as they can be. They should constantly strive to move up to the "starting" role. There are many decisions made by the coaching staff during the course of a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority.

Procedure of Awarding Athletic Lettering

Basic rules that apply to all prospective athletic letter award candidates:
1. All athletic programs within the school district must comply with all rules and regulations set forth by the West Mifflin Area School District.
2. An athlete must display sportsmanship and conduct which exemplifies the school to his/her opponents, teammates, and officials.
3. An athlete must conform to all the training rules established by the coach for that given sport.
4. An athlete must have conformed to practice and game regulations as established by the coach in that sport.
5. The athlete must have returned all the equipment issued to the student to the satisfaction of the coach and/or Athletic Director.
6. In the event of injury or any other legitimate extenuating circumstances, letter awards will be made on the recommendation of the coach to the Athletic Director.
7. If the person has earned and been awarded a letter and his/her conduct and behavior has been unbecoming, the award letter can be taken away.
8. Each participant must satisfactorily complete the season, including individual and team post season competition.
9. Additional requirements for earning a letter will be determined by the Head Coach. The coach will file with the athletic director these requirements prior to the start of the season.

Team Captains

It is a coach's decision how team captains are chosen. They may be elected by the team or appointed by the coach prior to the first regularly scheduled event. Captains may also be appointed on a game-by-game basis.

It is expected that team captains be leaders of their team. Captains are expected to assist the coaching staff by promoting team rules and communicating with coaches about problems that arise that could affect the team.

Captains of a team may be relieved of their position for violating team, athletic department, school, or PIAA rules.

Tryouts

Participation in athletics is a privilege given to those students who meet all requirements set by the PIAA and the West Mifflin Area School District. Students try out voluntarily and, in doing so, risk being cut. It is the judgment of the coaches that dictates the selection and number of participants for teams. All student-athletes should be aware that selection to a team one year does not guarantee placement on that team the following year.

Please note that selection to a team is a coach's discretionary responsibility. Selection to a team represents a culmination of both physical ability applicable to the sport and level of competition, and

positive effort. Each coach has the discretionary right to promote a player or not select a player based upon attitude and effort displayed by an athlete.

It is the belief of the West Mifflin Area Athletic Committee that there are certain sports that can not support the number of student athletes that are interested so the coach will utilize a rating system to reduce the number of participants to a manageable number. The rationale for cutting students is many but the main factor is playing time and manageable number of students. Any coach utilizing a cutting system will meet with the student athletes and parents to explain the rating process, who are raters, and the specific skills that the raters are looking for.

Time Limit for Students to Participate

It is the belief of the West Mifflin Area Athletic Committee that no student may join a team after the first two weeks of the season. If a student athlete can not determine at the onset of the season to commit themselves to a team then the student athlete will not be permitted to join the team once the coach has his/her team in place and ready for the season.

Team Classification

Varsity – Varsity team competition is available to any eligible high school student skilled enough to make the team.

Jr. Varsity – Junior Varsity competition is for those athletes who at their present development are not skilled enough for varsity competition.

Freshman – Must be ninth grade athletes only.

Athletes may be moved from one team to another within the limits of the above statements and providing they do not violate PIAA regulations on participation limitations as set forth in the PIAA Handbook.

Procedures for Locker Room Usage

The district has extended the privilege to all athletic teams the use of the locker rooms and facilities within the district. However, there are concerns with the security level of our locker rooms. The administration, in conjunction with the Athletic Director, has put in place procedures for securing the locker rooms.

- Coaches need to make certain that the doors are **always locked** when you and your team are not in the locker room.
- Remind each student to purchase a lock for their locker in the team room and/or the locker room itself.
- As you exit the locker room to the practice facility make certain that all doors are locked.
- Reinforce to all student athletes not to bring any valuables to practice but if they do so, develop a procedure for securing the valuables.
- Emphasize to all student athletes that the school district is not responsible for any stolen or lost items.

These procedures should be carried out during all practices and games that take place within the confines of the West Mifflin Area High School.

Procedures for Locker Room Usage at Away Contests

Coaches are directed to inspect all locker room facilities at away venues for any damage or vandalism before allowing your team to enter the facility. This practice is to protect yourself and your team from being falsely accused of an act that you and your team had no part in doing. In the case that you do find some discrepancies with the facilities:

- Report your findings to either the host school's Athletic Director or Head Coach.
- Write the discrepancies down and have the person you reported the situation to sign the note to acknowledge the discrepancies.
- Report the incident to your Athletic Director upon your arrival back to West Mifflin Area High School.

If this procedure is not followed and the district receives a complaint and/or bill for damages caused by our team, the Head Coach will be held directly responsible for the damages.

Scouting

One scout will be paid the negotiated contract mileage fee per round trip transportation to scout. Mileage is based on the school as the starting and ending point for all traveling expenses.

Coaches' Facility Use

Coaches are reminded that they must turn in the proper request forms to use the facilities in the off season. If a particular team requests the use of an area or training facility, that team/organization has exclusive rights to it for the entire time they have designated on the request form.

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Student Quitting

If a student athlete does not attend practice or contest for two consecutive days it will be considered the student athlete has resigned his privilege to participate on the team. Each incident will be reviewed by the coach for consideration for the student to return to the team. If the situation constitutes a meeting with the Athletic Director and/or high school administration, documentation must be provided as to why

the student athlete was unable to participate in order for the student athlete to be considered for reinstatement to the team. A student may be reinstated to the team only by the coach; the school administration will offer no direction to coaches on this matter.

Home Educated Student Athletes

Home-educated student athletes may not participate in the West Mifflin Area School Districts Athletic Programs. However, student athletes who are enrolled in an outside educational program may participate in the athletic programs offered at the West Mifflin Area School District provided they are a resident in the district and arrangements have been made through the high school office to receive weekly grades on the participating student for eligibility reasons.

Scheduling Contest

The Athletic Director will schedule all contests and events. Coaches do not have the authority to schedule their own contest or alter the pre-existing schedule. Any change to a existing schedule must be done with a 24-hour notice.

Coaches Leaving a Venue

Any coach removing their team from a contest without conferring with the game officials, Athletic Director, and/or game manager will be disciplined accordingly. It is the intention of the West Mifflin Area Athletic Department to complete any contest that our teams enter in. If a problem arises that you as the coach, feels, jeopardizes the health, safety, and welfare of student athletes, coaches will abide by the following protocol:

- Talk to the game official to voice your concern
- If the situation is not in the field of play request to talk with the game manager/AD.
- Discuss what you need done to secure your athletes' safety.
- Immediately upon your return to West Mifflin Area High School Campus please complete an Incident Report stating all the pertinent information and hand deliver it to Mr. Licht, Mr. Maha, and Mr. Soles.
- One of the three individuals named above will take your complaint and investigate the situation to resolve the incident so that all parties can be assured that the incident does not occur again.

Removing a team from the field of play is unsportsmanlike and one of the poorest examples a coach can give his/her team. No school, athletic organization, or athletic director can condone this type of behavior. Only the mutual agreement of the teams, the game management, and the officials can terminate a game and then, only in extreme circumstances. A unilateral decision of this kind can cause the coach, the school, and/or the team to be sanctioned or suspended from further competition.

Coaches at the conclusion of every contest

It is the intention at the conclusion of every contest that our coaches and participants demonstrate proper sportsmanship by shaking hands. It has been a long-standing tradition, at the conclusion of any contest the participants form a line and shake hands to congratulate the victor and console the loser. If at any

time a coach denies their team the opportunity to shake hands with their opposition he/she will be held responsible for not demonstrating proper sportsmanship.

Appropriate Attire

Students need to be properly dressed while at practice and/or conditioning. This relates to every person participating must wear a shirt that covers their body. Sports bras are not considered shirts. There will be no shirts against skins games during any practices. Coaches are to order scrimmage shirts for their respective teams.

Ordering and Purchasing

Coaches are not to contact vendors directly, all purchases must be approved by the Athletic Office prior to the order being placed. General bid lists are distributed during the spring, there is no expectation that the items on the bid will be ordered. If an order is submitted without prior approval it will be the responsibility of the coach to pay the invoice.

West Mifflin Area Athletic Department
Incident Report

Coaches' Names _____
Date of Incident _____ Time of Incident _____
Location of Incident _____

Please include the following information:

- **Opposing Team/Coach's Name**
- **Officials**
- **Who was committing the infraction?**
- **Did anyone get injured?**
- **Was a trainer on-site?**
- **What was done at the time to rectify the problem?**
- **Was there adequate security on hand?**
- **Where was the incident? (i.e. locker room, playing field)**

Please list all parties/witnesses involved**:**

_____

DETAILS OF THE INCIDENT:

_____

Signature _____

Date _____

Coaches' Managerial Information

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Rosters

Alphabetical and/or numerical rosters for each level of sport must be given to the Athletic Office at the start of each season. Teachers must be given copies of these rosters if students need to leave early for a contest or if they are varsity athletes participating in a pep assembly.
Season rosters need to be at the beginning of the season. The season roster should include players' name and year.
Official team roster should be turned in before the first game. This roster should include the following:

- **Names**
- **Positions**
- **Numbers**
- **Height and Weight**
- **Along with a starting line-up**

Reporting Events to the Media

It is mandated that our coaches report their box scores and final outcomes to the local media immediately after their home games. The District believes that is one of our common goals to spotlight our student athletes as much as possible.

Coaches are to report scores and stats to the local media for all home events.
Coaches will report all positive events that happen within their perspective programs. *I.e. students who have been accepted to colleges to play sports or All-conference teams*
Coaches will not speak with the media on any topics that are under investigation, deemed inappropriate, or not sanctioned by the school district.

Mon Valley Independent
Main Number: (724) 314-0030

Pittsburgh Tribune Review
Main Number: (412) 321-6460

The Tribune-Review
Main Number: (724) 834-1151
Toll Free: 1-800-433-3045

Pittsburgh Post Gazette
34 Blvd. of the Allies
Pittsburgh, PA 15222
Customer Service: 1-800-228-NEWS (6397)
Main Switchboard: (412) 263-1100

WPXI webstaff@wpxi.com
WPXI/Pittsburgh.com
11 Television Hill
Pittsburgh, PA 15214
Phone: (412) 237-1100

KDKA

Main Switchboard: 412/575-2200
News Desk 2: 412/575-2245
News Fax: 412/575-2871

WTAE

WTAE-TV
400 Ardmore Blvd.
Pittsburgh, Pa. 15221
Phone: 412-242-4300

Enhancing Community and Public Relations

1. Enhancement of Relationships with Players, Staff and Parents
   a. Evaluating Player/Staff Relationships
   b. Measurable Characteristics of Player/Staff Relationships
   c. Enhancing Player/Staff Relationships
   d. Enhancing Parent Relationships
   e. Dealing with Parent concerns
   f. Additional Checklists
2. Alumni and Spectator relationships
   a. Alumni Relationships
   b. Development of an Alumni Association
   c. Alumni Promotional Event
   d. Spectator Relationships
3. Relationships with the Educational Institution and with Other Educational or Athletic Agencies
   a. Instructional Staff
   b. Physical Education Department, Support Staff, and Support Services
   c. School Administration
   d. Enhancing Player/Coaching Staff Relationships
   e. Other Coaches
   f. Conference Members and State or National Athletic Advisory Groups
   g. Opponents
   h. Merchants, Community Businesses and Agents
   i. Booster Clubs
   j. Recruiters
   k. Enhancing Relationships Through the Development and Maintenance of Sportsmanship Standards
4. Enhancement of Public Relations Through Service Outreach
   a. Public Service Work
   b. Volunteer Work
   c. Community Support Activities
5. Improving Relationships and Defining Areas of Responsibility with Support Groups
   a. Identification of Responsibility
   b. Booster Club Constitution Format
   c. Examples of Booster Club Promotional and Fund-Raising Functions

Player/Parent Information Meetings

Coaches will conduct a pre-season meeting with parents and players to give ample notification of tryout and booster club information. Coaches should have all eligibility paperwork available for these meetings and be prepared to answer any questions. Parents should be given the season schedule, expectations for behavior, and the time commitment involved with the sport.

Uniforms/Equipment Procedures

Head Coaches are required to distribute and collect all equipment issued to the student athletes. The Head Coach is responsible for logging all the equipment issued to the student athletes to ensure the equipment is accounted for at the end of the season. The Head Coach is required to give a copy of their equipment list to the Athletic Director after the equipment is distributed to the team.
Immediately upon the conclusion of the season the Head Coach will have all equipment returned and in storage. At this time all the equipment needs to be inventoried and a list of all students owing equipment should be recorded and a copy given to the Athletic Director. It is your responsibility to make sure student-athletes return all equipment issued.
Note: Remind all student-athletes that they are financially responsible for the equipment they are issued.

Expectations for West Mifflin Area Athletes

Coaches are expected to discipline athletes who choose not to maintain these standards. A player who is not able or willing to consistently live up to these expectations will lose his/her right to participate as a West Mifflin Area athlete.

SUCCESSFUL TEAMS HAVE TEAM UNITY – To contribute to TEAM UNITY, West Mifflin Area's Athletes are expected to:

- Attend every practice and be on time
  BECAUSE practice time missed hurts the entire team!
- Be supportive of coaches and teammates
  BECAUSE seeds of discontent often grow into major problems!
- Accept your assigned role as a team member
  BECAUSE expressing dissatisfaction divides the team!
- Ride together to and from games
  BECAUSE teams experience winning and losing together!

SUCCESSFUL TEAMS HAVE CONDITIONED ATHLETES – To become HIGHLY CONDITIONED, West Mifflin Area's athletes are expected to:

- Commit to abstinence of alcohol, tobacco, or drugs
  BECAUSE substance abuse dulls senses and slows reflexes!
- Work hard at conditioning your mind and body
  BECAUSE bigger, faster, stronger, smarter has the winning edge!
- Eat the right foods and get plenty of sleep
  BECAUSE you can't put it out if you don't have it to give!
- Commit to a year-around, personalized weight training program
  BECAUSE a serious weight program is necessary for athletic excellence!

SUCCESSFUL TEAMS HAVE TEAM PRIDE – To instill TEAM PRIDE, West Mifflin Area's athletes are expected to:

- Act in a respectful manner at all times
  BECAUSE players who act like clowns tend to play the same way!
- Maintain acceptable standards of dress and grooming
  BECAUSE teams who look good play better!
- Follow all school rules and regulations
  BECAUSE self-discipline brings pride and respect!
- Be supportive of team members and coaches at all times
  BECAUSE when everyone can trust you, the entire team will benefit!

NOTE: Athletes must follow all school rules at all times while representing West Mifflin Area High School. Failure to do so may result in discipline from outside the athletic program including suspension and/or expulsion from school.

SUCCESSFUL TEAMS HAVE INTELLIGENT PLAYERS - To become INTELLIGENT PLAYERS, West Mifflin Area's athletes are expected to:

- Maintain high academic standards in the classroom
  BECAUSE ineligible players can not participate!
- Listen for understanding and comprehension
  BECAUSE coaches should have to say it once only!
- Identify your personal strengths as well as weaknesses
  BECAUSE you need to work to improve all aspects of your game!
- Ask questions when you don't understand
  BECAUSE you can't do the job if you don't understand the expectations.

SUCCESSFUL TEAMS HAVE GOOD SPORTSMANSHIP – To show good SPORTSMANSHIP, West Mifflin Area's athletes are expected to:

- Be courteous to opponents before, during, and after contests
  BECAUSE intimidation only motivates a well-prepared opponent!
- Use acceptable language at all times
  BECAUSE profanity shows a lack of self-discipline and class!
- Never question an official with words or actions
  BECAUSE officials who respect the team will make better calls!
- Respect the physical well-being of opponents
  BECAUSE cheap shots are associated with losers!
- Use only positives and stress team effort with the media
  BECAUSE the best press is positive "team" comments!
- Support the decisions and show respect to the coaches
  BECAUSE complainers divide and destroy!

SUCCESSFUL TEAMS HAVE ATHLETES WHO ARE LEADERS – To show good LEADERSHIP, West Mifflin Area's athletes are expected to:

- Set the example of prioritizing the needs of the team before the needs of self
  BECAUSE a group of individuals will never compete well in team sports!

- Encourage teammates with problems to discuss the issues with the coaches BECAUSE dissension can destroy the team!
- Expect 100% from your teammates and model what you expect from others BECAUSE successful teams require a total team effort!
- Share in the responsibility for losses and look for ways to get better BECAUSE team success is proportional to the growth of each member!

ATHLETE'S CREED

I, _____, wish to participate in the athletic program provided by the West Mifflin Area High School. I realize that this is both an honor and a privilege.

I have read and will uphold the Athletic Training Rules. As a team member, I represent this organization and realize my conduct reflects not only myself, but my school, coach, teammates and family. I realize that being an athlete is a full-time responsibility and does not end when I leave the match or training session.

I am aware that the coaches will keep an attendance record of my involvement with this team. I understand that there will be consequences for missing practice(s) or games that will be outlined by the coach.

I will keep myself groomed in a fashion outlined by the coach. The coach will discuss with the team and myself what will be acceptable when a member of this team is representing the school and community.

I understand that I am responsible for my uniform and will turn it in at the end of the season in clean condition.

I realize that once I earn a position on a team, I may not switch to another sport during that season. If I quit a team, I realize that I forfeit all privileges for awards and may jeopardize my chances for future participation.

I realize that any violation of the "Athlete's Creed" will result in disciplinary action as outlined in the Athletic Training Rules and that four (4) offenses throughout grades 9-12 deem me ineligible for the remainder of my years at West Mifflin Area.

_____ _____

Student Signature Date

Coaches' Rules/Regulations

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Co-Curricular Rules and Regulations

The purpose of the following regulations is to promote, protect and conserve the health and physical welfare of the student who participates in the co-curricular programs of the West Mifflin Area School District, to safeguard the educational values of these programs, and cultivate high ideals of good sportsmanship. The goals of the co-curricular programs are the life enrichment of each participant through the development of skills, health, strength, self-reliance, emotional maturity, social growth, and good sportsmanship.

The following co-curricular and interscholastic athletics rules and regulations are in effect for all students when the listed, prohibitive activities involve school-related activities, school property, or school personnel.

All suspensions from "organized school groups" will be consecutive school days during the current and/or next subsequent co-curricular or interscholastic activities in which the student participates. When there are not enough consecutive school days remaining in the school year to complete the number of required days of suspension from OSG, the suspension will carry over to the first and subsequent activities in which the student will be involved in the following year.

1. Possession or use of tobacco is prohibited:

First Offense	Two (2) days alternative education placement. Refer to magistrate
Second Offense	Five (5) days alternative education placement Refer to magistrate
Third Offense	Ten (10) days alternative education placement Refer to magistrate
Continued Offenses	Refer to magistrate; Discipline at discretion of administration

2. Student involved in the purchase, consumption, possession, or transportation of alcoholic beverages or illegal drugs, including anabolic steroids, may result in a 90-day suspension from OSG. The SAP Team and administration may review a student's progress at the 45th day of suspension from OSG and make a recommendation to the School Board to reduce or maintain the OSG Suspension.
3. Stealing of equipment (West Mifflin Area's or anyone else's equipment) may result in suspension from all athletics for the period of one year.
4. Any participant arrested by the police and convicted of a criminal act or any participant who is making restitution for vandalism in relationship to school property, activities, or school personnel, may be suspended from all athletics for the period of one year.
5. Cutting class may result in a three (3) day suspension from the team.
6. Any participant absent from school will not be permitted to participate on that day. Students who are not in attendance by 11:30 a.m. may not be permitted to participate.
7. The use of obscene language will not be tolerated. The individual coach may handle the punishment.
8. Any participant who drops out of an OSG or athletic team before the end of the season to participate in another program other than a high school or middle school program may be suspended from that program the following season.

9. Any participant, who drops out of an OSG before the end of the season to participate in an OSG within the high school, must have the consent of the coach/sponsor of both OSG's.
10. A student suspended from high school is automatically suspended from participation in all school activities during the period of suspension.
11. A coach/sponsor may include other regulations pertaining to his/her OSG with the approval of the Board. Participants will be notified of the regulations in writing (signed by player and parent/guardian).
12. These rules will be in effect from the time a student is in seventh grade until the end of all interscholastic athletics and all co-curricular activities in the 12th grade.
13. Students participating in any OSG must remember that they represent the school and the community and should conduct themselves in a manner befitting this responsibility.
14. A pupil, who has been absent from school during a semester for a total of 20 or more days, shall not be eligible to participate in any OSG until that student has been in attendance for a total of 45 school days following his 20th day of absences; except where there is a consecutive absence of five or more school days, due to a confining illness, injury, or quarantine, such absence may be waived from the application of this rule by the P.I.A.A. district committee if a thorough and complete investigation warrants such waiver. Attendance at summer school does not count toward the 45 days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated before.
15. In order to be eligible for OSG, a pupil must have passed at least five 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.

Note: Students are required by the PIAA to be in attendance for at least a half of the school day even with an excuse from the healing arts community. Other reason may be reviewed by the building Principal for possible exception for circumstances that are not outlined in the handbook.

Individual Coach's Rules

Coaches may establish additional rules and regulations with the approval of the athletic director for their respective sports. These additional rules for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach. Copies of all additional team rules by coaches are on file on the athletic office.

Age Rule

Any student-athlete reaching the age of 19 before July of the current year will be deemed ineligible from participating in all interscholastic sports for the school year.

Semester Rule

A student athlete will not be permitted to participate in interscholastic sports if he/she has:

Been in attendance more than eight semesters beyond their eighth grade.

Played four seasons beyond their eighth-grade year in any one form of interscholastic sport.

Amateur Status

In order to be eligible to participate in an interscholastic athletic contest a pupil must be an amateur in the sport involved. An amateur is one who engages in athletic competition solely for the education, physical, mental, social, and pleasure benefits derived thereof.
For more information on Amateur status please refer to the PIAA Handbook, section dealing with eligibility.

Insurance and Physicals

The school shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in tryouts and/or athletic contests of his or her school. The necessary form will be available to the student athlete by their coach, Nurse, and/or Athletic Director and must be turned in before a tryout can take place. One physical is required per sport. *I.e. if you play football, you will also need a physical for basketball if you choose to play.*

- Families may purchase school insurance to provide coverage for their student-athlete.
- No student will be allowed to try out for any sport without a completed physical exam form.
- The school will arrange physicals on a specific day, if the student athlete does not attend on that day he/she must arrange their own physical (family doctor) to compete in that sport.

Ejection Policy – Ejected Player or Coach

If a player or coach is ejected by an official for an unsportsmanlike act, both the athletic director of the school of the ejected player/coach and the commissioner of officials shall notify the PIAA by FAX of the ejection by the next work day. Ejected coaches must leave the contest immediately and shall not be allowed further contact with team members for the duration of that contest. It shall be the responsibility of the school to disallow the ejected player or coach from participating in the next scheduled contest. Should an ejected player or coach participate at the next scheduled contest, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the School Board.

Uniforms/Equipment Policies

Whenever possible, it is the goal of the West Mifflin Area Athletic Department to reduce additional costs to families by providing school-owned uniforms and equipment for students. School ownership permits a higher level of assurance that equipment, especially protective equipment, meets national safety standards. If families own protective equipment it is their responsibility to maintain it at this standard.

School owned equipment

1. School-issued and owned equipment must be returned in good condition, washed and ready to be used again on the schedule indicated by the coaching staff of each sport.
2. Some equipment that is purchased by the athletic department is not available for resale to students, and in some cases is custom-made and must be ordered in quantity.

Lost equipment or equipment not returned

1. Coaches will establish dates and locations for the purpose of returning school-owned equipment back to inventory. Lost or damaged equipment will be charged at a rate of 125% of initial cost to cover the additional expense of ordering in limited quantities.

A credit will be issued and a $25.00 late charge will then be applied to students who turn in equipment thirty days or more past the final deadline set by their coaching staff for return of equipment.
Students who do not return their uniforms/equipment in the time frame allotted will have an athletic obligation placed on their record and the athletic department will view this event as a theft. Students will not receive their report cards and parents will lose their access to PowerSchool to view their child's grades and homework assignments until the obligation is paid. Stealing of equipment (West Mifflin Area's or anyone else's equipment) may result in suspension from all athletics for the period of one year. (as per code of conduct)

Eligibility

A roster submitted by the coach will be used to send our eligibility to the other schools that we compete against.
All athletes have their academic progress checked weekly during their season. The 1.75 list will be generated every Friday at noon by the assistant principal. The assistant principal will send out the 1.75 list and also notify the student athlete. Athletes declared ineligible will not be permitted to play from Sunday at 12:00am through the end of the next Saturday at 11:59pm.

**Any student-athlete who is ineligible for 3 consecutive weeks will be removed from the team for the remainder of the school year.

Student Athletes will not be permitted to:

- Practice during the week they are deemed ineligible,
- Compete in any games, and
- Attend the competition(s) in uniform or with the team.

.
An athlete who is absent from school will not participate in a scheduled game that day unless the athlete has pre-approval from the principal. All student athletes must be in school by 11:30 AM or they will be ineligible for practice or games that day. WPIAL states that a student must be in attendance for a half day with an excuse from a member of the healing arts community.
In order for students to be excused from classes during the school day for athletic events, they must be present in school from the beginning of the school day.
An athlete may be declared ineligible at any time by the school board, school superintendent, or school principal for any behavior or conditions which may warrant such action after such behavior or conditions have been reviewed by the director, the athletic director, and the head coach of the activity involved.

Time Limit for Students to Participate

It is the belief of the West Mifflin Area Athletic Committee that no student may join a team after the first two weeks of the season. If a student athlete can not determine at the onset of the season to commit themselves to a team then the student athlete will not be permitted to join the team once the coach has his/her team in place and ready for the season.

Over the Counter Drugs

Coaches are not to dispense any type of over the counter drug for any reason. The only person permitted to dispense these types of medication is the school nurse and only after she receives the proper authority from the parent/physician. If a student-athlete is suffering from some type of injury that requires him/her to use any type of medication, they will need to follow the guidelines in the student hand book. Coaches are not permitted to promote the use of any performance enhancement drugs for student-athletes. Coaches will encourage the student-athletes to raise their level of play through work ethic, commitment, and self-confidence are the proper ways to build their bodies and minds. Coaches will make student-athletes aware of the harmful side effects that can be caused by using such products as creatine, weight-gaining supplements, and/or steroids. Coaches will also discuss with student-athletes the importance of nutrition and diet in their pursuit of maximizing their talents. As always, the most prudent information relative to diet and nutrition can be obtained form the student-athlete's family physician.

Transfer Students and Foreign Exchange Students

ARTICLE VI
TRANSFERS AND RESIDENCE
Preamble
The intent of this ARTICLE is to deter transfers and recruiting which are, either in whole or in part, for any athletic purpose.
The approach recognizes that, due to the large number of transfers each year, it is impossible to carry out that intent if an individualized determination must be made as to why each student transfers. The Board of Directors therefore determined which circumstances of transfer have relatively little risk of an athletic purpose or recruiting, and which have relatively greater risk. This ARTICLE therefore identifies numerous circumstances, in Sections 3 through 7, under which a transferring student is eligible immediately, as those circumstances are unlikely to involve transfers for an athletic purpose.
Likewise, certain transfers do not result in immediate eligibility, as the possibility of an athletic purpose is greater. Some of these cases result in partial eligibility, and some result in ineligibility. Finally, where the evidence warrants, a student may be declared fully eligible if it is determined as a fact at a hearing that the transfer was not a result of any athletic purpose, or the student may be declared fully ineligible if it is determined as a fact at the hearing that it was.

Section 1. Definition of Transfer.
A transfer occurs in any situation in which a student enrolls at or attends a school after having previously been enrolled at or attending any other school, without regard to the time interval between the student's departure from the one school and the student's arrival at the other. A fall sport student who enrolls at a school between the end of a school year and the first practice day of fall sports for the next school year, as established under ARTICLE XVI of these By-Laws, who neither practices with nor attends that school, and a winter or spring sport student who enrolls at a school between the end of a school year and the beginning of the next school year, who does not attend that school, shall be deemed for purposes of this ARTICLE VI not to have transferred to that school.

Section 2. Private School's School District.
For purposes of transfers between school districts, each private school, including each feeder school which is part of a junior high school pursuant to Section 12 of this
ARTICLE, shall have its own "school district." A private school's "school district" shall have as its boundaries the boundaries of the public school district in which it is geographically located. The private school district and the public school district shall be separate school districts.

Section 3. Transfer from One School District to Another.
A student transferring from one school district to another is eligible immediately:
A. When the student moves with and resides with the student's natural parents or with either parent in the school district to which the student transfers. A student whose parents are separated, who has more than one transfer from a school district where one natural parent resides to a school district where the other natural parent resides, shall have the student's eligibility determined under Section 9. If, upon the separation of the student's parents, the student accompanies the parent departing from the family residence, a transfer to a school in the school district in which the departing parent establishes residence shall not be treated as a transfer from a school district where one natural parent resides to a school district where the other natural parent resides.
B. When the student has been legally adopted and the student moves with and resides with such adopting parent within the school district. If such action is pending, the student will be eligible when such eligibility is approved by the District Committee. A student whose adopting parents are separated, who has more than one transfer from a school district where one adopting parent resides to a school district where the other adopting parent resides, shall have the student's eligibility determined under Section 9. If, upon the separation of the student's adopting parents, the student accompanies the adopting parent departing from the family residence, a transfer to a school in the school district in which the departing adopting parent establishes residence shall not be treated as a transfer from a school district where one adopting parent resides to a school district where the other adopting parent resides.
C. When a legal guardian has been appointed by order of a Court of Common Pleas and the student moves with and resides with such guardian within the school district, and the student's eligibility is approved by the District Committee. If the appointment of a legal guardian is pending, the student will be eligible when such eligibility is approved by the District Committee.
D. When the student moves with and resides with foster parents, with the approval of the local child welfare organization, and of the District Committee.
E. When the student transfers to a new school district after completing the highest grade of the school district in which the student is enrolled.
F. When the school where the student has attended is abolished and the School Board, or the Board having jurisdiction over that school, has not designated another school or schools in that school district to which the abolished school's students are to be transferred.
G. When the student is enrolled at, and resides on the campus of, a boarding school. (NOTE: This relates only to transfers. Students who are placed by court order or as a result of disability must still meet the applicable requirements of ARTICLE III, Sections 1 and 7.)

Section 4. Students Residing Only in Public School District.
A student who would be eligible upon transfer to a public school under Section 3A, 3B, 3C, or 3D of this ARTICLE, who is not thereby eligible at a private school for the reason that 13 2004-2005 BY-LAWS

Section 5. Emancipated Students.
An Emancipated Student whose situation is not otherwise within the terms of this ARTICLE shall be eligible immediately in the school district to which the student transfers, upon determination by the District Committee that the student has established a bona fide residence in such school district.

Section 6. Transfers Within A School District.
An eligible student transferring within a school district is eligible immediately when the student is transferred by executive action for administrative purposes other than disciplinary reasons. In all other

cases of transfers within a school district, the case shall be referred to the District Committee for determination.

Section 7. Promotion.

A student becomes eligible immediately for interscholastic athletics if the student:

1. has been promoted from a junior high/middle school to a high school in the same school district;
2. has been promoted from the eighth grade of a Catholic junior high/middle school to the ninth grade of a Catholic senior high school which is designated by the Diocesan Superintendent as a school to which students from the junior high/middle school are sent;
3. has completed the highest grade of a private junior high/middle school and without a change of residence, has enrolled in a public high school in the students' home district for the next school year;
4. has completed the highest grade of a public or private junior high/middle school and has enrolled in a private high school for the next school year;
5. has enrolled in the lowest grade of a public high school for the next school year, after having completed the previous grade at a private junior high/middle school; and/or
6. has enrolled in the lowest grade of a private high school for the next school year, after having completed the previous grade at a public junior high/middle school.

Section 8. Ineligible Students.

A. Except as otherwise provided in this Section, a student who is not eligible under a Section of this ARTICLE shall be ineligible to participate in each sport in which the student participated within a period of one year immediately preceding the date of transfer.

B. The District Committee may waive ARTICLE VI, Section 8A in cases where the Principal of the sending school and the Principal of the receiving school inform the District Committee having jurisdiction over the receiving school, by completing and executing the official PIAA form entitled "PIAA Athletic Transfer Waiver Request", and orally at a hearing (if the District Committee having jurisdiction over the receiving school convenes a hearing into the transfer), that each believes that the transfer was not in whole or in part for any athletic purpose and was not a result of recruiting.

Section 9. Purpose and Intent of ARTICLE: Transfers for Athletic Purpose.

Notwithstanding the provisions of Sections 3 through 8 of this ARTICLE, a District Committee may, after giving notice to the student's school and an opportunity to be heard to the student and the student's school, declare any transferring student ineligible to participate in each sport in which that student participated within a period of one year immediately preceding the date of transfer, if the Committee finds that eligibility would circumvent the intent of this ARTICLE, part of which is to deter transfers which are, either in whole or in part, for any athletic purpose. A student who is not otherwise eligible under a Section of this ARTICLE may be declared eligible by a District Committee if, following a hearing, it finds that the transfer was not, in whole or in part, for any athletic purpose. A student who transfers during the one-year period of ineligibility shall remain ineligible, in the applicable sports, until the conclusion of that year, unless the student is declared eligible under the immediately preceding paragraph. The following is an illustrative, but not exhaustive, list of situations which may indicate athletic purpose:

1. The student, or a parent or guardian, or an adult with whom the student resides, is dissatisfied with the student's position or the amount of playing time which the student receives.
2. The student, or a parent or guardian, or an adult with whom the student resides, has a problem with a coach at either a personal or professional level.
3. The student, or a parent or guardian, or an adult with whom the student resides, seeks relief from conflict with the philosophy or action of a director or teacher relating to sports.

4. The student, or a parent or guardian, or an adult with whom the student resides, seeks to avoid or nullify the effect of action by the previous school relating to sports eligibility.
5. There is no team in the particular sport at the school from which the student has transferred.
6. The student follows the student's coach to another school to which the coach has transferred.
7. The student, or a parent or guardian, or an adult with whom the student resides, desires that the student play on a less successful or lower profile team in order to be ranked higher among the students on that team.
8. The student, or a parent or guardian, or an adult with whom the student resides, desires that the student play on a more successful or higher profile team to gain a higher level of competition and/or more exposure to college scouts.
9. The student moves with one parent, one guardian, or one or more siblings, into a rented residence in the new school district, especially where the student and/or the parent, guardian, or sibling returns to the family home in the evening and/or on weekends.
10. The student, or a parent or guardian, or an adult with whom the student resides, seeks out athletic personnel at the transferee school.

Section 10. Recruiting.

One of the purposes of this ARTICLE is to deter recruiting which is, either in whole or in part, for any athletic purpose. Recruiting for athletic purposes is directly contrary to fundamental interests of PIAA and its member schools and any school engaged in such conduct should do so with the expectation that it will be treated harshly upon proof of such conduct.

Recruiting for an athletic purpose is contrary to the fundamental objectives of (1) keeping athletics in their proper place and subordinate to academics; (2) protecting student athletes from "exploitation" by adults and those having interests which might not be consistent with those of the student; and (3) maintaining competitive equity and a level playing field among member schools.

A. Upon a District Committee's receipt of:

1. a signed complaint which alleges that a representative of a school's athletic personnel, or any other person affiliated with the school, approached one or more students, or one or more parents or guardians of such student(s), or an adult with whom the student resides, for the purpose of influencing such student(s) to transfer to that school for the purpose, either in whole or in part, of participating in athletics at that school, or the school, its athletic personnel and/or individuals affiliated with the school in other ways engaged in recruiting of students, either in whole or in part, for an athletic purpose; or
2. credible information that a representative of a school's athletic personnel, or any other person affiliated with the school, approached one or more students, or one or more parents or guardians of such student(s), or an adult with whom the student(s) reside, for the purpose of influencing such, student(s) to transfer to that school for the purpose, either in whole or in part, of participating in athletics at that school, or the school, its athletic personnel and/or individuals affiliated with the school in other ways engaged in recruiting of students, either in whole or in part, for an athletic purpose, the District Committee shall give notice to the school of such complaint or information and shall convene a hearing to consider whether the school by itself or through its athletic personnel or other persons affiliated with the school, has engaged in recruiting which is, either in whole or in part, for any athletic purpose.

B. The following is an illustrative, but not exhaustive, list of situations which may indicate recruiting for an athletic purpose:

1. Placing an advertisement in a newspaper or other literature directed toward prospective recruits touting the athletic successes of a school's teams and/or students. NOTE: A comprehensive brochure or

comparable piece of literature discussing all or most aspects of the school, including the athletic program, will not be deemed to constitute recruiting for an athletic purpose.
2. Providing a student-athlete of another school, including a lower level school, with free transportation, tickets, or admissions to a contest, unless such free transportation, tickets, or admissions are made available to all students, or to all students at the same school, or to all students in the same grade level at the same school.
3. Using AAU or other amateur athletic coaches to steer students to a particular school.
4. Offering, to an athlete, scholarships or financial aid which is not available to other students at the school.
5. Encouraging the parents or relatives of an athlete to influence the student to enroll at a particular school to play sports there.
6. Promising playing time or a position on a team to a student.
7. Meeting with athletes of a school, individually or as a group, to encourage them to enroll at a particular school.
8. Providing transportation or other inducements to any prospective student athlete to take a qualifying examination at a school or to meet with school officials, unless such opportunities are provided to all students at a particular school or grade level.
9. A coach, Athletic Director, or other employee or representative of a school's athletic department directly, or through another person, encouraging a student or the student's parents to have the student enroll at the school of the athletic personnel.
10. Providing any item with school advertisement (such as shirts, pennants, caps, jackets, etc.) unless such offer is made to all students of a particular school or class.
C. If the District Committee finds that the school, a representative of the school's athletic personnel, or any other person affiliated with the school, approached a student, or a parent or guardian of that student, or an adult with whom that student resides, and attempted to influence and/or influenced that student to transfer to that school, either in whole or in part, for any athletic purpose, or otherwise engaged in recruiting students, either in whole or in part, for an athletic purpose, the offending school will be subject to any of the penalties described in ARTICLE XIII of the PIAA By-Laws.
D. Any person determined to have engaged in recruiting, either in whole or in part, for an athletic purpose shall be disqualified from coaching any athletic teams of PIAA members for a period of at least one year.

Section 11. Students Who Remain in Present School Following Change of Residence of Student, Parents, or Guardian.

A student who remains in the student's present school after the student, the student's parents, legal guardian, or foster parents, as applicable, has changed residence to another school district shall retain the student's eligibility until the end of the school year in which such change of residence occurs. At the end of that school year, the student's eligibility will be reviewed by the District Committee. If, in the District Committee's opinion, participation by the student contravenes the intent of the By-Laws, the District Committee may declare the student ineligible.

Section 12. Private School Districts Containing More Than One School.

Any member private school may, upon application to and approval by the District Committee and the Board of Directors, include in its school district any lower level schools from which it receives students ("feeder schools"), as determined and approved by its governing authority. The application shall include a list of such feeder schools, none of which may be part of another private school's school district. That list shall be signed by the Principal and shall be certified as correct (a) in the case of Roman Catholic

schools under Diocesan jurisdiction, by the Diocesan Superintendent of Schools, or (b) in the case of other private schools, by the Superintendent or by the President of the Board having jurisdiction over the applicant school.

Upon approval of the application by the District Committee and the Board of Directors, this list shall constitute the private school's "School District" for purposes of the PIAA Constitution and By-Laws except transfers between school districts.

All feeder schools for which application is made for inclusion in the member private school's school district shall constitute a single junior high/middle school which must obtain a single junior high /middle school membership. PIAA shall recognize the Principal of the senior high school as the Principal of the junior high/middle school. Upon any change in its list of feeder schools that member school shall submit to the PIAA Office a list of those changes, signed and certified in the same manner as is required for a private school applying for inclusion of a feeder school in its school district. Any changes from the most recently approved list of feeder schools must be approved by the District Committee and the Board of Directors. Upon such approval, this list shall constitute the private school's "School District" for purposes of the PIAA Constitution and By-Laws except transfers between school districts.

INTERPRETATIONS

October 22, 1960; as amended January 31, 2004.

A student who, upon release from a correctional institution to which the student was assigned by the court, returns to the school of the student's home district is eligible immediately since the court is regarded as the student's parents during the student's assignment to the correctional institution.

December 2, 1983.

A student who transfers to and attends a school upon the affidavit of a resident of the school district is subject to ARTICLE VI to the same extent as any other student.

Section 1. April 1, 1950; as amended January 31, 2004.

A student who successfully completes the eleventh grade, then takes a non-credit summer course in a preparatory school to prepare for ACT or SAT examinations is not considered to have transferred.

Section 1. December 28, 1966.

A student enrolled on a full-time basis in a high school who is taking college courses on a part-time basis, is eligible to compete in interscholastic athletics, provided the student is otherwise eligible.

ARTICLE VII

FOREIGN EXCHANGE AND INTERNATIONAL STUDENTS

Section 1. Foreign Exchange Student.

A Foreign Exchange Student is a student who

1. is in the United States (US) on a US Department of State-issued J-1 visa;
2. is a participant in a program that has been recognized by the US Department of State, and has been accepted for listing by the Council on Standards for International Educational Travel (CSIET);
3. is assigned to a host family by a method that ensures that no student, or the student's parents, school, or other interested party influences that assignment, either in whole or in part, for any athletic purpose;
4. is not selected or placed on any basis relating to the student's athletic abilities or interests;
5. does not reside with any member of the school's paid or voluntary coaching staff, who coaches a sport or sports in which the student will participate;
6. meets the requirements of ARTICLES I and V of these By-Laws; and
7. is in full-time attendance at a PIAA-member school.

Section 2. International Student.

An International Student is a student who

1. is in the United States (US) on a US Immigration and Naturalization Service-issued F-1 visa;
2. enters the US for reasons that are neither in whole nor in part for any athletic purpose;
3. does not reside with any member of the school's paid or voluntary coaching staff, who coaches a sport or sports in which the student will participate;
4. meets the requirements of ARTICLES I and V of these By-Laws; and
5. is in full-time attendance at a PIAA-member school.

Section 3. Foreign Exchange/International Student

Eligibility Agreement.

A Foreign Exchange or International Student becomes eligible for a period of one year at the school which the student attends upon the determination of the District Committee that:

1. the student is a Foreign Exchange or International Student as defined above; and
2. the student and the host parents, on behalf of the student, have executed and submitted to the District Committee the official PIAA "Foreign Exchange/International Student Eligibility Agreement", and required accompanying documents, by which the student and the host parents, on behalf of the student, each agrees that the student's eligibility to participate in interscholastic athletics at a PIAA-member school shall end at the conclusion of the student's one year of eligibility.

Section 4. Ineligible Students.

Notwithstanding any provision of ARTICLE VI, a student who receives a year of eligibility under this ARTICLE VII shall thereafter be ineligible to participate in interscholastic athletics at a PIAA-member school.

Section 5. Students Not Subject To ARTICLE.

Students from American Samoa, Guam, Puerto Rico, and the United States Virgin Islands, and other dependencies of the United States, are neither Foreign Exchange Students nor International Students.

ARTICLE VIII

PERIOD OF PARTICIPATION

Section 1. Period of Participation.

A student shall not represent the student's school in interscholastic athletics if the student has:

A. Reached the end of the student's fourth consecutive year (8th consecutive semester or the equivalent) beyond the 8th grade year, without regard to the student's period of attendance;

B. Participated in six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport; or

C. Completed the work of grades nine, ten, eleven, and twelve, inclusive.

Section 2. When A Student Participates In A Season.

A student is considered as representing the student's school during a particular season in a sport only if the student has participated in a Regular Season or Postseason Contest in that sport or any part of a Regular Season or Postseason Contest in that sport.

Section 3. Student Entering At Mid-Year.

A student who enters school in the second semester and plays two part seasons in the same sport in separate school years, shall be considered as playing the equivalent of one season.

Section 4. What Constitutes A Semester.

The first half of the total number of school days in a school term shall constitute the first semester; the second half shall constitute the second semester. Athletically, the first semester shall continue until such time as the second semester actually begins.

INTERPRETATION

Section 1C. February 8, 1991.

An individual who has received a G.E.D., who enrolls in school for the purpose of obtaining a high school diploma, and who returns that individual's G.E.D. to the G.E.D. Office, is eligible to participate in interscholastic athletics provided the student is eligible in all other respects.

INTERPRETATION

Section 1. October 4, 2003.

A US Department of State-issued Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019) is deemed to be the equivalent of a J-1 visa for Canadian nationals.

Section 5. Continuing Eligibility.

A student who has used all remaining eligibility may retain eligibility for any portion of that athletic schedule not completed by the end of the semester in which the student was eligible, provided the student is eligible in all other respects.

Section 6. Waiver Of Sections 1A and/or 1B.

A. The District Committee may waive Sections 1A and/or 1B in cases of long-confining illness or injury which meet all of the following requirements: (1) causes at least 60 days of absence from school during the school year or semester which is to be repeated, (2) causes the student to be confined to an institution and/or at home for at least 60 school days during the school year or semester which is to be repeated, (3) necessitates repeating a school year or semester, and, for a waiver of **Section 1B**, (4) the student participated in fewer than 25% of the maximum permitted number of Regular Season Contests in the sport during the repeated school year or semester.

B. The District Committee may waive Sections 1A and/or 1B in cases where a student has repeated a school year or semester for a reason beyond the student's control, which produced a condition equally as debilitating as a long-confining illness or injury, and, for a waiver of Section 1B, the student participated in fewer than 25% of the maximum permitted number of Regular Season Contests in the sport during the repeated school year or semester.

C. The District Committee may waive Section 1A in cases where a student, as part of a recognized foreign student program, attended a school in a foreign country which did not offer an interscholastic athletic program.

D. If the establishment of any requirement necessary for the District Committee to exercise its discretion to grant a waiver of Section 1A or 1B results from illegal conduct on the part of the student, other than a repeated school year or semester during which the student, without there having been a criminal conviction or an adjudication of delinquency, was admitted to a substance abuse treatment facility, the District Committee shall not grant the waiver.

E. Any other provision of this Section notwithstanding, the District Committee shall not waive Section 1A or 1B where any repetition of a school year or semester was in whole or in part for reasons of scholarship, except where the scholarship reason resulted solely from circumstances which would otherwise lead the District Committee to grant the waiver. "Scholarship" shall include, but not necessarily be limited to, repetition for the purpose of correcting or alleviating problems, deficiencies, or weakness in the student's academic performance, and shall not be limited to cases of academic failure, whether or not such failure necessitates repetition of a grade or subject(s).

NOTE: *So that the District Committee may make a more timely and informed decision, it is requested that the Principal notify the District Committee whenever a situation dictates a possible request for additional eligibility.*

Section 7. Yearly Season Limitation.

A student may participate only one (1) season in each sport during each school year.

ARTICLE IX

REPRESENTATION

Section 1. Student Ineligible Who Otherwise Competes In the Same Sport.

A. Any member of a high school team, who participates in an Inter-School Practice, a Scrimmage, or a Contest as an individual or as a member of another team in the same sport during the same season, shall be ineligible to compete in that sport for the remainder of that sport's season. The season shall begin with the first Practice day of that sport, shall include vacations, holidays, and periods of suspension, and shall end with the last Regular Season Contest day in that sport unless the team is entered into District and/or Inter-District Championship Contests, in which event the season shall end with the last Contest in which that team participates in such Championship Contests.

B. How Waiver Of Same Sport Rule May be Obtained.

ARTICLE IX,

Section 1A may be waived for all sports providing that such waiver is first approved in writing by the Principal of the school concerned and is placed in the school's permanent file in the PIAA Office.

Section 2. Eligibility Of College Students For High School Athletics.

No person who has been enrolled as a part-time or full-time student in an institution of college standing and who has participated in an intercollegiate Scrimmage or Contest shall be eligible for interscholastic athletics.

Section 3. All-Star Contests and Contests to Qualify for and/or Determine a Single National High School/Interscholastic Individual Champion or Championship Team (National High School/ Interscholastic Championships).

PIAA neither approves nor disapproves all-star contests and national high school/interscholastic championships in any sport. Students who participate in an all-star contest or in national high school/interscholastic championships shall be ineligible for interscholastic athletics in the involved sport for a period of one year from the date of such participation. PIAA considers an athletic activity to constitute an all-star Contest(s) if either of the following elements is present:

1. Participants qualify for participation in the activity as a result of high school/interscholastic athletic ability, performance, or reputation.
2. Participants are selected by a means other than qualifying for the activity through a try-out session.

INTERPRETATION

Section 5. May 21, 1981.

A student who graduates from high school prior to completion of the athletic season of a sport in which the student is participating remains eligible in that sport for any portion of its athletic season not completed by the time of the student's graduation, provided the student is eligible in all other respects.

INTERPRETATIONS

April 1, 1950; as amended January 31, 2004.

A student who successfully completes the eleventh grade, then takes a non-credit summer course in a preparatory school to prepare for ACT or SAT examinations is not considered to have used a semester of eligibility.

March 20, 1965.

No postgraduate is eligible to compete in interscholastic athletics.

Section 5. May 21, 1981.

A student who graduates from high school prior to completion of the athletic season of a sport in which the student is participating remains eligible in that sport for any portion of its athletic season not completed by the time of the student's graduation, provided the student is eligible in all other respects. (NOTE: This modifies the Interpretation of March 20, 1965.)

Sections 1A and 6A. April 14, 1984.
Pregnancy shall be treated as an illness if a physician certifies, in writing, that the student was unable to attend school as a result of pregnancy.

Section 4. Multiple Teams at Same Level of Competition.
If a member school sponsors more than one team in a sport at the same level (varsity, junior varsity, or otherwise) of competition, a student shall be eligible to participate on only one of those teams in any season. During the season, a student may be transferred from a team at one level of competition to a team at another level of competition, but shall not be transferred either directly or by means of an intermediate transfer between levels of competition from one team to another at the same level of competition. For purposes of this Section, a school is considered to have a team in a sport when it has one or more of its students participate in an Inter-School Practice, Scrimmage, or Contest involving one or more other schools.

Section 5. Eligibility of Teams and Multiple Individuals for Championship Contests.
A member school which does not sponsor during the Regular Season a team which participates in more than 50% of the maximum permitted number of Regular Season Contests in a sport shall be ineligible to enter a team in that sport in the District or Inter-District Championship Contests, to receive a team score in that sport in District or Inter-District Championship Contests, and to enter in that sport in the District or Inter-District Championship Contests any Athletic Event which requires the participation of more than one individual, including but not limited to relay teams and doubles tennis teams. This provision does not apply to a member school which (1) has notified the PIAA Office in writing, prior to the first Practice day of the sport, that it will be sponsoring a team in that sport, and (2) fails to meet the participation requirement solely as the result of weather, lack of available opponents, or another cause beyond the school's control.

Section 6. Eligibility of Students for Championship Contests.
A student who participates as an individual or as a member of a team in a sport in an athletic program other than that of the student's school, who is enrolled at a school having a team in that sport, shall be ineligible to participate in the District or Inter-District Championship Contests in that sport unless the student has been in uniform and available to participate as a member of the student's school team in that sport for at least 75% of the contests occurring within the period of time beginning with that team's first contest and ending with its last contest of the Regular Season. Where the failure to meet the 75% requirement results from illness, injury, or a student's failure to meet another PIAA eligibility rule, the Principal of each school may waive the requirement. With regard to practices for the period of time beginning with the team's first contest and ending with its last contest of the Regular Season, the Principal of each school shall determine whether practice in the athletic program other than that of the student's school meets the practice requirements of that school. If it does not, the student shall be ineligible to participate in the District or Inter-District Championship Contests in that sport.

ARTICLE X
CURRICULUM

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 be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be

filed in the Principal's office. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this Section, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this Section. Where a school is closed on a Friday for any reason, the Principal may, at the Principal's election, determine whether the student as of that day meets the standards provided for in this Section.

Section 2.

To be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period, except as provided in **Section 5.** Back work may be made up, providing it is in accordance with the regular rules of the school.

INTERPRETATIONS

Section 2. July 22, 1982; as amended December 7, 1985.

A student who has passed subjects which in the aggregate total at least four credits has passed the equivalent of four full-credit subjects.

Section 2. July 21, 1983; as amended December 7, 1985; and May 11, 2002.

ARTICLE X, Section 2 sets only the minimum academic standards for interscholastic athletic eligibility. Since the standards are minimum standards (passing "at least" four full-credit subjects), member schools may adopt higher or more stringent academic standards, but may not have lower academic standards.

Sections 1 and 2. October 6, 2001.

Whenever students spend approximately double the amount of time in class under "block" scheduling in comparison to "traditional" scheduling, a credit that a student is carrying under "block" scheduling would be the equivalent of two credits under "traditional" scheduling in determining athletic academic eligibility, except when eligibility is determined by final credits at the end of the school year.

INTERPRETATION

Section 4. April 7, 2001; as amended May 21, 2003; and May 26, 2004.

A member senior high school may be represented by only one wrestler in each weight class during varsity dual meet and tournament competition. Junior varsity wrestlers who participate in a tournament in which their school's varsity wrestlers participate shall constitute another varsity wrestling team sponsored by that senior high school. Such wrestlers are therefore ineligible to participate on any other varsity wrestling team sponsored by that senior high school.

INTERPRETATION

Section 3. May 12, 2001.

The loss of eligibility in a sport provided under ARTICLE IX, Section 3, will not affect those students who have exhausted their eligibility in that sport at the time the loss provided in ARTICLE IX, Section 3 would otherwise occur. This relates almost exclusively to seniors.

Section 3.

In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period where the school has four (4) grading periods per school year, or for at least ten (10) school days of the next grading period where the school has six (6) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5.

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 week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the student has attended.

Section 5. Use of Final Credits at End of School Year.
At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.

ARTICLE XI
ASSUMED NAME

A student who participates in an Inter-School Practice, Scrimmage, or Contest under a name other than the student's own shall be ineligible to participate in interscholastic athletics for one year from the date of such participation under an assumed name.

Coaches' Evaluation/Certification/Liabilities

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Interview Process and Packet

Interview Packet

Each application packet should include the following:

- Letter of Interest
- Resume with at least three references
- Coaching Philosophy
- West Mifflin Area Supplemental Standard Application
- Act 34 and 151 Clearances

All applicants must submit their application packets on or before the due date. If applicant's packet is received after the due date the applicant may not be considered for the position for which he/she has applied. This is a requirement for all coaching positions that the district advertises in the local media for inquiries.

Coaching Requirement – Any person applying to be a coach within the West Mifflin Area School District must be 21 years of age. This includes volunteer coaches.

Interview Process

The following procedure will be utilized

- All Applicants' packets will be reviewed by Building Principal and Athletic Director.
- The Building Principal and Athletic Director in conjunction with the WMASD Athletic Committee will conduct screening interviews with all potential candidates. The screening interviews will be done according to a script that will outline the questions so each candidate will go through a uniform interview process. The interview will be no longer than 30 minutes in length. However, the WMASD Athletic Committee may choose to employ a second round of interviews as they see fit.
- In the case of a situation whereas no suitable candidates are found, it is the right of the District to re-advertise the position till the position is filled with a person that meets our athletic needs.
- All applicants' references will be checked prior to the final interview by either the principal or his/her designee.
- Once a candidate receives the Athletic Committee's approval he/she will be put on the agenda for discussion.

Included in the Appendix are Board Policies 131, 132, and 133 for coach's review.

Exit Interviews and Evaluations

Exit interviews for fall sports will be held in the month of November pending if any or all our teams are in the playoffs. In such a case will reschedule the exit interviews in January.

Exit interviews for winter sports will be held in the month of February pending if any or all our teams are in the playoffs. In such a case will reschedule the exit interviews in April.

Exit interviews for spring sports will be held in the month of May pending if any or all our teams are in the playoffs. In such a case will reschedule the exit interviews at the Board of Education's earliest convenience.

Coaches exit interview and evaluation will be based on your goals and job description that you have had received with your coach's handbook. The Athletic Director and Building Principal will facilitate the interview along with the Athletic Committee. All District keys will be returned during exit interviews.

Evaluation of Coaches

Each coach employed by West Mifflin Area High School is evaluated on his/her performance at the conclusion of each athletic season. The evaluations are performed informally by the Head Coach for each of his/her assistant coaches and formally by the Athletic Director for each Head Coach.
The formal coaching evaluation consists of adherence to the policies stated in the Policy and Procedure Manual and in the Athletic Handbook:

1. Professional and Personal Relations

a. cooperation with administration
b. organization of staff
c. relationship with parents and community, officials, students, opponents, media
d. conduct during games, tryouts, and practices
e. ability to motivate staff and players
f. professional development: attendance at meetings, clinics, etc.

2. Coaching and Related Areas

- quality of instruction: fundamental skills and tactical awareness
- handling of athletic injuries
- purchasing and care of equipment: issue and return of equipment
- supervision of team: discipline, structure, organization of practices, game organization
- preseason planning
- adherence to Pennsylvania Interscholastic Athletic Association, W.P.I.A.L and West Mifflin Area School District policies and regulations.
- willingness to devote time to coaching duties.

In addition, coaches are given a "Coaches Self-Evaluation Questionnaire" that affords them the opportunity to evaluate their coaching characteristics. Many coaches also use this tool to allow their teams to provide constructive feedback for enhancing their programs.

Evaluation Process for Coaches

The primary purpose of the evaluation is to provide information necessary to make an objective assessment of the performance of coaches and assistant coaches and to assure that quality coaching is provided to the student athlete.
A minimum of one (1) written evaluation per coach's contract period is required.
Principals, assistant principals, or Athletic Directors who hold an administrative certificate according to Pennsylvania Code shall evaluate Head Coaches.
The principal, assistant principal, or athletic director, shall conduct observations and evaluations of head coaches. A minimum of two observations is required for each evaluation.
The Head Coach shall conduct observations and evaluations of assistant coaches. A minimum of one (1) observation is required for each evaluation.

The Principal, assistant principal, or Athletic Director shall share the evaluation with the coach during a scheduled conference and within a four (4) week period at the conclusion of each sport's season as defined by PIAA Handbook.
The coaches and assistant coaches have the right to include a written statement as an addendum to the evaluation.
The coach and/or assistant coach shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the coach and the coach has received a copy. The signature shall not imply concurrence with the findings.
Evaluation forms are located in the Appendix

Coaches' Certifications

All West Mifflin Area coaches must be certified in first aid, CPR, and AED. Certification will be through either our district's school nurses or UPMC trainer. All coaches will receive training in these previous to their respective seasons. The Athletic Director will arrange for each coaching staff to receive training.
All West Mifflin Area coaches will be required to attend a workshop to become certified through the American Sport Education Program. The workshop will be coordinated through the Athletic Director's office and all coaches will receive notice of the training sessions.

Legal Duties for Coaches and Athletic Directors

The need for an understanding of the legal implication in athletics is more evident each day. Current legal issues which the athletic director and coaches should be familiar with include, but are not limited to:
• Responsibility for spectators;
• Responsibility to warn athletes/parents of the inherent risks in participation;
• Assumption of risks for negligent supervision;
• Requirements to inspect all facilities for safety concerns;
• Title IX concerns; and
• Responsibilities concerning the Americans With Disabilities Act (ADA).
A summary of the legal duties of athletic directors and coaches as identified by our court system is as follows:
1. Duty to properly plan
2. Duty to provide qualified supervision
3. Duty to provide a safe environment
4. Duty to provide safe equipment
5. Duty to provide proper teaching
6. Duty to provide proper conditioning
7. Duty to give sport specific warnings
8. Duty to provide proper emergency care
9. Duty to develop an emergency response plan

All interscholastic experiences, interactions and decisions (meetings, practices, contests, staff development, purchasing, facility management, etc.) should target the legal duties.

Coaches' Area of Liability

1. Failure to properly supervise an activity.
2. Failure to teach fundamental and protective skills.
3. Negligently entrusting duty to an unqualified individual.
4. Failure to provide and maintain a safe coaching environment
5. Failure to inspect, repair, or recondition equipment properly.
6. Failure to provide proper, effective equipment.
7. Failure to know, document, post, and follow school policies.
8. Failure to properly administer first aid.
9. Failure to warn athletes and parents of inherent dangers.
10. Failure to assess an injury of an athlete.
11. Failure to keep adequate and accurate records.

Volunteer Coaches

It will be the practice of the West Mifflin Area School District to use volunteer coaches in school athletic programs when deemed appropriate by the school Athletic Director and Principal and approved by the Board of Education. A volunteer coach is one who offers coaching services of his/her own free will and time, without compensation.

In order to protect the safety and welfare of our student athletes, West Mifflin Area School District will conduct background checks on all volunteer coaches. All records and background checks on volunteer coaches will be maintained in the District Office.

Volunteer coaches will be at least 21 years of age and possess the ability and experience to provide assistance with the various athletic programs in the school. Volunteer coaches will not be paid and cannot serve as a head coach. Volunteer coaches will always be under the direct supervision of a paid coach.

In order to be considered for a volunteer coaching position, a prospective coach must fill out a volunteer coach application, meet all volunteer coaching requirements and interview with the principal, athletic director, and head coach. This must be completed prior to the start of volunteer coaching service.

A. VOLUNTEER COACH REQUIREMENTS AND EXPECTATIONS ARE:

1. The volunteer coach must be at least 21 years of age.
2. Provide all necessary clearance Child Abuse, State Police, and FBI
3. The volunteer coach must have completed a Volunteer Coach Application.
4. The volunteer coach must be directly responsible to and must recognize the leadership of the Head Coach of the sport.
5. The volunteer coach is expected to respect student-athletes and other coaches and adhere to all school and district guidelines, rules, and policies.
6. The volunteer coach will be expected to complete certifications and have membership in the following:
    a. First Aid/CPR/AED
    b. Pennsylvania Coaches Association Membership

    All certifications and memberships must be completed prior to the start of volunteer coaching service.

Coaches' Scheduling Information

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Responsibility for Scheduling

The Athletic Director is responsible for scheduling all contests for each team within the sports program.

A. Following PIAA By-Laws; within any seven-day period students must have one day off from any interscholastic sport activity.

B. Practices, meetings, etc. are not permitted on the following days: Thanksgiving, Christmas, New Year's Day, Good Friday, and Easter. Practices held on any other holiday when school is closed are permitted under the following exceptions:
1. When a varsity contest is scheduled the following day
2. When a tournament or play-off contest falls on the following day
3. These practices must be voluntary

School Cancellation and Early Dismissal

A. When school is canceled due to weather, there shall be no interscholastic sport activity for that day. This includes practices and scheduled contests.
B. When school is dismissed early due to weather there shall be no after-school interscholastic activities. This includes practices and scheduled contests.
C. When school has a delayed starting time this in itself should not interfere with interscholastic sport activities.
D. The Building Principal along with consulting with the Athletic Director may at any time cancel after school events due to the threat of inclement weather or otherwise unforeseen emergencies. These decisions will be made and announced at/by 2:00 PM so all coaches and students can receive notification.

Practice Scheduling

Practice schedule for all sports will be coordinated through the Athletic Director's office to assure all participants using WMASD facilities equally. It is of the utmost importance to the athletic department that each one of our teams has the proper training and practice time to prepare for each of their respective seasons. All West Mifflin Area Interscholastic Teams are the priority when it comes to scheduling the different facilities. It is only after our schedule is set, then we will open the facilities to outside organizations.

If there are any changes or deviations to this schedule it will have to be approved to by either Athletic Director or Building Principal.

Closed Practices

For safety and effectiveness, practice sessions at West Mifflin Area High School are **closed** sessions. This means that parents, relatives, friends, or spectators are **not permitted at team practices**. Any exception to this rule must be cleared by both the coach and the Athletic Director.

Coaches' Miscellaneous Information

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Transportation

If a situation arises such as a bus does not arrive as scheduled or you and your team are stranded at a venue follow the procedure listed below:

- Call Mr. Maha at extension 1030 or his secretary, Mrs. Geary, at extension 1031
- After 5:00 PM or on weekends call Mr. Maha's cell phone number
- The Athletic Director will also supply the coaches with a phone number of individual drivers for coaches to contact in case a situation arises.
- Report the incident to the Athletic Director and Principal immediately upon return.

Parents are not permitted to transport student-athletes to and from any away competition that the West Mifflin Area School District has provided transportation for.
No student-athlete is permitted to transport themselves to and from any competition that the West Mifflin Area School District has provided transportation for.
All coaches will need to ride District Transportation. There needs to be multiple coaches on district transportation for liability reasons..

Maintenance Procedure

If there is a situation that needs to be addressed by our custodial or maintenance staff, please follow the procedure as listed below:

- If you are a member of the West Mifflin Area professional or support staff contact Mr. Zidek at ext. 3006
- If you are not a member of the professional or support staff, you are required to formally write the maintenance request and either e-mail or hand deliver (mailbox) to the Athletic Director. Again, good practice is to follow-up with a phone call.
- If a situation arises during a competition follow the listed procedure
    - Inform either Athletic Director and/or Principal
    - At that point the administrative team will put a plan of action into effect to resolve the situation.

All requisitions and requests need to be filed through the Athletic Director and the Building Principal. Utilize the proper forms when ordering your supplies and equipment.
Forms will be provided to you in your handbook.

Procedure for Clinics and Coaches' Clinics

It is the responsibility of the head varsity coach to plan these types of events into their yearly calendar. The West Mifflin Area Athletic Department believes this a great opportunity for our coaches and athletes to interact with the community to build a solid feeder program and enthusiasm for the sport. However, these types of endeavors need to be well-planned and age-appropriate training. Within your teams' tentative yearly calendar, you should plan accordingly for your clinic. The rationale for the planning in advance is to secure building permits, proper personnel, and informing the proper personnel within the district.
Procedure is as follow

- Set date for clinic on tentative yearly schedule

- Submit a copy of your agenda, goals, dates, price, location, and who is all involved.
- Secure all permits and board approval as soon as possible. **Do not advertise until you receive the approval from the School Board.**
- Any money raised through these types of programs will be handled through the appropriate booster organization. **Coaches are not to handle the monies collected for the clinic.**
- The Athletic committee wants a written report on the clinic. Information that is pertinent to the committee is attendance, success of the clinic, any damage, injury report, and did you achieve your goal.

Dual Participation

Students may petition the District to compete in two activities in one season. (*i.e. Volleyball and Marching Band or Soccer and Drama)* Student must complete the application which is located in the appendix and follow the procedure that is outlined in the dual participation request form. The completion of this request does not assure a student-athlete permission to compete in both areas of interest. The final determination will be the head coaches and/or the sponsors, since they are the leaders and in-house expert in that area. They will make the judgment whether or not a student athlete will be able to fulfill the requirements or meet the expectations to perform at the level that is required of them.

Coaches Uniforms

It is the belief of the WMAAC that all coaches' attire will be consistent throughout the athletic department. The district wants all coaches to be properly attired at all scheduled contests. The WMAAC believes the first impression of our programs is how our coaches are dressed. Standardized uniforms for all coaches will be khaki pants and polo shirts.

Travel to Away Events

If a team is traveling to an event and it is over 50 miles one way a charter bus may be ordered. The Athletic Director will schedule the bus.

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Section 3

West Mifflin Area School District
Athletic Department
Student's Information

STUDENT ATHLETES

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Responsibilities of Sportsmanship

A Goal for Everyone
The Player:

1. Treats opponents with respect.
2. Plays hard within the rules.
3. Exercises self-control, setting an example for others to follow.
4. Respects officials and accepts their decisions without gestures or arguments.
5. Wins without boasting, loses without excuses, and never quits.
6. Understands that it is a privilege to represent the school and community.

The Coach:

1. Treats teammates and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is the type of person he/she wants the athletes to be.
4. Disciplines those on the team who displays unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher and understands the athletic arena is a classroom.

The Official:

1. Knows the rules and their interpretations.
2. Places welfare of the participants above all other considerations.
3. Treats players and coaches courteously and demands the same from them.
4. Works cooperatively with fellow officials, timers, and/or scorers for an efficient contest.
5. Is fair and firm in all decisions, never compensating for a previous mistake.
6. Maintains confidence, poise, and self-control from start to finish.

The Spectator:

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performances; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unbecoming.

ATHLETE'S ROLE IN DEVELOPING A QUALITY ATHLETIC PROGRAM

Talk to Your Coach

Coaches want to help. Share your concerns with them before concerns become major problems for you and the team. If you have suggestions for the team or are concerned about your standing or that of a teammate, arrange to discuss the issues with your coach in private. Often times coaches can help. They are truly interested in the welfare of the entire team and each of its members. **At West Mifflin Area, we believe athletes come first, winning is second!**

Encourage Parents to be Positive

Explain to your parents that you expect them to be positive supporters not only of your efforts but the efforts of the coaches and team members as well. Discuss sportsmanship expectations with them and ask them to do their part in making West Mifflin Area's athletics a program in which everyone is proud. Remind them to focus on the positive aspects of your team's performance and your coaches' decisions.

Support Your Teammates

All teams are comprised of individuals with a wide range of abilities. Successful teams understand that each player makes important contributions to the overall success of the team. Assist your teammates to be the best they can be as athletes and as students. Even professional athletes understand that mistakes are a part of the game. Never blame a loss on the performance of a teammate. Trust them to do the best they are capable of.

Believe in Your Coaches

Coaches have a truly impossible job. Too many players and parents give credit to players when games are won but blame coaches for losses. They expect mistakes from players and perfection from coaches. In sports, it is impossible to make decisions that make everyone happy. Everyone cannot play every minute and there must be a loser in every contest that is played. Learn to accept the role your coaches assign you. Be understanding of the difficult situations your coaches deal with and be supportive of their efforts to your friends, your parents, and your teammates.

Make A Commitment

Live up to the commitments you make as an athlete. Don't agree to not drink and then go to a party the first chance you get. Don't stop doing push-ups whenever the coach looks the other way. Don't commit to being positive and then badmouth a coach or teammate the first-time things don't go your way. Breaking commitments is habit forming. Individuals who break commitments in life cannot be counted on in a game. Work together with your teammates to be the best you can be!

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Insurance and Physicals

- The school shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in tryouts and/or athletic contests of his or her school. The necessary form will be available to the student athlete by their coach, Trainer, and/or Athletic Director and must be turned in before a tryout can take place. A recent physical is required for any additional sport.
- Families may purchase school insurance to provide coverage for their student-athlete.
- No student will be allowed to try out for any sport without a completed physical exam form.
- The school will arrange physicals on a specific day; if the student athlete does not attend on that day he/she must arrange their own physical (family doctor/Med Express) in order to compete in that sport.

Uniforms/Equipment Policies

Whenever possible, it is the goal of the West Mifflin Area Athletic Department to reduce additional costs to families by providing school owned uniforms and some equipment for students. School ownership permits a higher level of assurance that uniforms and equipment, especially protective equipment, meets national safety standards. If families own protective equipment, it is their responsibility to maintain it at this standard.

School owned equipment

1. School issued and owned equipment must be returned in good condition, washed and ready to be used again on the schedule indicated by the coaching staff of each sport.

2. Some equipment that is purchased by the athletic department is not available for resale to students, and in some cases is custom-made and must be ordered in quantity.

Lost equipment or equipment not returned

1. Coaches will establish dates and locations for the purpose of returning school owned equipment back to inventory. Lost or damaged equipment will be charged at a rate of 125% of the initial cost to cover the additional expense of ordering in limited quantities.

A credit will be issued, and a $25.00 late charge will then be applied to students who turn in equipment thirty days or more past the final deadline set by their coaching staff for the return of equipment.

Students who do not return their equipment in the time frame allotted will have an athletic obligation placed on their record and the athletic department will view this event as a theft. Students will not receive their report cards and parents will lose their access to PowerSchool to view their child's grades and homework assignments until the obligation is paid. Stealing of equipment (West Mifflin Area's or anyone else's equipment) may result in suspension from all athletics for the period of one year. (as per code of conduct)

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Athletic Team Limited Roster Notification

The West Mifflin Area School District stresses the importance and the optimistic role that interscholastic athletics plays in the development of a positive school climate. It is the desire of the WMASB that our athletic program support as many athletes as possible. The coach will determine the number of student-athletes that he/she is able to manage and to reach the highest level of instruction. We realize that at times we have an excessive number of young people come out for a particular sport that by their nature requires only a small number of participants. We want to make all parents aware of the limited roster situation, we as a district will make every attempt to avoid limiting rosters, the possibility exist that at times this will be unavoidable.

Potential for "Limited Rosters" Sports

Cheerleading
Soccer
Basketball
Softball
Wrestling
Golf
Volleyball
Baseball
Tennis

Unlimited Rosters" Sports

Football
Swimming
Track
Cross Country

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Playing Time

There are many benefits to be gained by participation in athletics at the high school level. Athletes learn discipline, to perform under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership, and to play within the rules. Although there are many measures of success in the minds of each athlete, perhaps the most emotional is "playing time" during games. If an athlete has a question about the amount of playing time, he/she is getting, he/she should be

encouraged to discuss it with the coach. Being a member of a team at West Mifflin Area High School does not guarantee "playing time," but there are some guidelines:

- **Freshmen and Junior Varsity Teams**
  This is the developmental level where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual playing time. Some of the most important are attendance at practice, effort, attitude, commitment, and athletic skill. This is the level for athletes to show their potential and demonstrate to the coaching staff that they are ready for varsity level competition.
- **Varsity Teams**
  This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. However, teams cannot be successful without committed substitutes or "second string" players. These athletes have to be ready to step up when needed, and practice hard to help make the team as competitive as they can be. They should constantly strive to move up to the "starting" role. There are many decisions made by the coaching staff during a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority.

Team Captains

It is a coach's decision how team captains are chosen. They may be selected by the team or appointed by the coach prior to the first regularly scheduled event. Captains may also be appointed on a game-by-game basis.

It is expected that team captains be leaders of their team. Captains are expected to assist the coaching staff by promoting team rules, and communicating with coaches about problems that arise that could affect the team.

Captains of a team may be relieved of their position for violating team, athletic department, school, or PIAA rules.

Time Limit for Students to Participate

It is the belief of the West Mifflin Area Athletic Committee that no student may join a team after the first two weeks of the season. If a student athlete cannot determine at the onset of the season to commit themselves to a team, then the student athlete will not be permitted to join the team once the coach has his/her team in place and ready for the season.

Tryouts

Participation in athletics is a privilege given to those students who meet all requirements set by the PIAA and the West Mifflin Area School District. Students try out voluntarily and, in doing so, risk being cut. It is the judgment of the coaches that dictates the selection and number of participants for teams. All student-athletes should be aware that selection to a team for one year does not guarantee placement on that team the following year.

Please note that selection to a team is a coach's discretionary responsibility. Selection to a team represents a culmination of both physical ability applicable to the sport and level of competition, and positive effort. Each coach has the discretionary right to promote a player or not select a player based upon attitude and effort displayed by an athlete.
It is the belief of the WMAC that there are certain sports that cannot support the number of student athletes that are interested; therefore, the coach will utilize a rating system to reduce the number of participants to a manageable number. The rationale for cutting students is many but the main factor is playing time and manageable number of students. Any coach utilizing a cutting system will meet with the student athletes and parents to explain the rating process, who are raters, and the specific skills that the raters are looking for.

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Co-Curricular Rules and Regulations

The purpose of the following regulations is to promote, protect, and conserve the health and physical welfare of the student who participates in the co-curricular programs of the West Mifflin Area School District, to safeguard the educational values of these programs, and cultivate high ideals of good sportsmanship. The goals of the co-curricular programs are the life enrichment of each participant through the development of skills, health, strength, self-reliance, emotional maturity, social growth, and good sportsmanship.
The following co-curricular and interscholastic athletics rules and regulations are in effect for all students when the listed, prohibitive activities involve school-related activities, school property, or school personnel.
All suspensions from "organized school groups" will be consecutive school days during the current and/or next subsequent co-curricular or interscholastic activities in which the student participates. When there are not enough consecutive school days remaining in the school year to complete the number of required days of suspension from OSG, the suspension will carry over to the first and subsequent activities in which the student will be involved in the following year.

1. Possession or use of tobacco is prohibited:

First Offense	Two (2) days alternative education placement. Refer to magistrate
Second Offense	Five (5) days alternative education placement Refer to magistrate
Third Offense	Ten (10) days alternative education placement Refer to magistrate
Continued Offenses	Refer to magistrate, Discipline at discretion of administration

2. Student involved in the purchase, consumption, possession or transportation of alcoholic beverages or illegal drugs, including anabolic steroids, may result in a 90-day suspension from OSG. The SAP Team and administration may review a student's progress at the 45th day of suspension from OSG and make a recommendation to the School Board to reduce or maintain the OSG Suspension.
3. Stealing of equipment (West Mifflin Area's or anyone else's equipment) may result in suspension from all athletics for the period of one year.
4. Any participant arrested by the police and convicted of a criminal act or any participant who is making restitution for vandalism in relationship to school property, activities, or school personnel, may be suspended from all athletics for the period of one year.

5. Cutting class may result in a three (3) day suspension from the team.
6. Any participant absent from school will not be permitted to participate on that day. Students not in attendance by 11:30 a.m. may not be permitted to participate.
7. The use of obscene language will not be tolerated. The individual coach may handle the punishment.
8. Any participant who drops out of an OSG or athletic team before the end of the season to participate in another program other than a high school or middle school program may be suspended from that program the following season.
9. Any participant who drops out of an OSG before the end of the season to participate in an OSG within the high school, must have the consent of the coach/sponsor of both OSG's.
10. A student suspended from high school is automatically suspended from participation in all school activities during the period of suspension.
11. A coach/sponsor may include other regulations pertaining to his/her OSG with the approval of the Board. Participants will be notified of the regulations in writing (signed by player and parent/guardian).
12. These rules will be in effect from the time a student is seventh grade until the end of all interscholastic athletics and all co-curricular activities in the 12th grade.
13. Students participating in any OSG must remember that they represent the school and the community and should conduct themselves in a manner befitting this responsibility.
14. A pupil, who has been absent from school during a semester for a total of 20 or more days, shall not be eligible to participate in any OSG until that student has been in attendance for a total of 45 school days following his 20th day of absences; except where there is a consecutive absence of five or more school days, due to a confining illness, injury or quarantine, such absence may be waived from the application of this rule by the P.I.A.A. district committee if a thorough and complete investigation warrants such waiver. Attendance at summer school does not count toward the 45 days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated before.
15. In order to be eligible for OSG, a pupil must have passed at least four 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.

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Eligibility

The list submitted by the coach will be used to send our eligibility to the other schools that we compete against.
All athletes have their academic progress checked weekly during their season. The 1.75 list will be generated every Friday at noon by the assistant principal. The assistant principal will send out the 1.75 list and notify the student-athlete. Athletes declared ineligible will not be permitted to play from Sunday at 12:00am through the end of the next Saturday at 11:59pm.
**Any student-athlete who is ineligible for 3 consecutive weeks will be removed from the team for the remainder of the school year.

An athlete who is absent from school will not participate in a scheduled game that day unless the athlete has pre-approval from the principal. All student athletes must be in school by 11:30 AM or they will be ineligible for practice or games that day.

For students to be excused from classes during the school day for athletic events, they must be present in school from the beginning of the school day.
An athlete may be declared ineligible at any time by the school board, school superintendent, or school principal for any behavior or conditions which may warrant such action after such behavior or conditions have been reviewed by the director, the athletic director, and the head coach of the activity involved.

Procedure of Awarding Athletic Lettering

Basic rules that apply to all prospective athletic letter award candidates:
1. All athletic programs within the school district must comply with all rules and regulations set forth by the West Mifflin Area School District.
2. An athlete must display sportsmanship and conduct which exemplifies the school to his/her opponents, teammates, and officials.
3. An athlete must conform to all the training rules established by the coach for that given sport.
4. An athlete must conform to practice and game regulations as established by the coach in that sport.
5. The athlete must have returned all the equipment issued to the student to the satisfaction of the coach and/or athletic director.
6. In the event of injury or any other legitimate extenuating circumstances, letter awards will be made on the recommendation of the coach to the athletic director.
7. If the person has earned and been awarded a letter and his/her conduct and behavior has been unbecoming, the award letter can be taken away.
8. Each participant must satisfactorily complete the season, including individual and team post season competition.
9. Additional requirements for earning a letter will be determined by the head coach. The coach will file with the athletic director these requirements prior to the start of the season.

Expectations for West Mifflin Area Athletes

Coaches and Directors are expected to discipline athletes who choose not to maintain these standards. A player who is not able or willing to consistently live up to these expectations will lose his/her right to participate as a West Mifflin Area athlete.

SUCCESSFUL TEAMS HAVE TEAM UNITY – To contribute to TEAM UNITY,
West Mifflin Area's Athletes are expected to:

- Attend every practice and be on time
  BECAUSE practice time missed hurts the entire team!
- Be supportive of coaches and teammates
  BECAUSE seeds of discontent often grow into major problems!
- Accept your assigned role as a team member
  BECAUSE expressing dissatisfaction divides the team!
- Ride together to and from games
  BECAUSE teams experience winning and losing together!

SUCCESSFUL TEAMS HAVE CONDITIONED ATHLETES – To become HIGHLY CONDITIONED, West Mifflin Area' athletes are expected to:

- Commit to abstinence of alcohol, tobacco, or drugs

BECAUSE substance abuse dulls senses and slows reflexes!
- Work hard at conditioning your mind and body
  BECAUSE bigger, faster, stronger, smarter has the winning edge!
- Eat the right foods and get plenty of sleep
  BECAUSE you can't put it out if you don't have it to give!
- Commit to a year-round, personalized weight training program
  BECAUSE a serious weight program is necessary for athletic excellence!

SUCCESSFUL TEAMS HAVE TEAM PRIDE – To instill TEAM PRIDE, West Mifflin Area's athletes are expected to:

- Always act in a respectful manner
  BECAUSE players who act like clowns tend to play the same way!
- Maintain acceptable standards of dress and grooming
  BECAUSE teams who look good play better!
- Follow all school rules and regulations
  BECAUSE self-discipline brings pride and respect!
- Always be supportive of team members and coaches
  BECAUSE when everyone can trust you, the entire team will benefit!

NOTE: Athletes must always follow all school rules while representing West Mifflin Area High School. Failure to do so may result in discipline from outside the athletic program including suspension and/or expulsion from school.

SUCCESSFUL TEAMS HAVE INTELLIGENT PLAYERS - To become INTELLIGENT PLAYERS, West Mifflin Area's athletes are expected to:

- Maintain high academic standards in the classroom
  BECAUSE ineligible players can not participate!
- Listen for understanding and comprehension
  BECAUSE coaches should have to say it once only!
- Identify your personal strengths as well as weaknesses
  BECAUSE you need to work to improve all aspects of your game!
- Ask questions when you don't understand
  BECAUSE you can't do the job if you don't understand the expectations.

SUCCESSFUL TEAMS HAVE GOOD SPORTSMANSHIP – To show good SPORTSMANSHIP, West Mifflin Area's athletes are expected to:

- Be courteous to opponents before, during, and after contests
  BECAUSE intimidation only motivates a well-prepared opponent!
- Always use acceptable language
  BECAUSE profanity shows a lack of self-discipline and class!
- Never question an official with words or actions
  BECAUSE officials who respect the team will make better calls!
- Respect the physical well-being of opponents
  BECAUSE cheap shots are associated with losers!
- Use only positives and stress team effort with the media

BECAUSE the best press is positive "team" comments!

- Support the decisions and show respect to the coaches
  BECAUSE complainers divide and destroy!

SUCCESSFUL TEAMS HAVE ATHLETES WHO ARE LEADERS – To show good LEADERSHIP, West Mifflin Area's athletes are expected to:

- Set the example of prioritizing the needs of the team before the needs of self
  BECAUSE a group of individuals will never compete well in team sports!
- Encourage teammates with problems to discuss the issues with the coaches
  BECAUSE dissension can be catching and destroy the team!
- Expect 100% from your teammates and model what you expect from others
  BECAUSE successful teams require total team effort!
- Share in the responsibility for losses and look for ways to get better
  BECAUSE team success is proportional to the growth of each member!

ATHLETE'S CREED

I, _____, wish to participate in the athletic program provided by the West Mifflin Area High School. I realize that this is both an honor and a privilege.

I have read and will uphold the Athletic Training Rules. As a team member, I represent this organization and realize my conduct reflects not only myself, but my school, coach, teammates and family. I realize that being an athlete is a full-time responsibility and does not end when I leave the match or training session.

I am aware that the coaches will keep an attendance record of my involvement with this team. I understand that there will be consequences for missing practice(s) or games that will be outlined by the coach.

I will keep myself groomed in a fashion outlined by the coach. The coach will discuss with the team and myself what will be acceptable when a member of this team is representing the school and community.

I understand that I am responsible for laundering my uniform and will turn it in at the end of the season in clean condition.

I realize that once I earn a position on a team, I may not switch to another sport during that season. If I quit a team, I realize that I forfeit all privileges for awards and may jeopardize my chances for future participation.

I realize that any violation of the "Athlete's Creed" will result in disciplinary action as outlined in the Athletic Training Rules and that four (4) offenses throughout grades 9-12 deem me ineligible for the remainder of my years at West Mifflin Area.

_____ _____

Student Signature Date

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Section 4

West Mifflin Area School District Athletic Department

Parent's Information

PARENT SECTION

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Individual Coach's Rules

Coaches may establish additional rules and regulations with the approval of the athletic director for their respective sports. These additional rules for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach. Copies of all additional team rules by coaches are on file in the athletic office.

Practice Scheduling

Practice schedule for all sports will be coordinated through the Athletic Director' office to assure all participants using WMASD facilities equality. It is of the utmost importance to the athletic department that each one of our teams has the proper training and practice time to prepare for each of their respective seasons. All West Mifflin Area Interscholastic Teams are the priority when it comes to scheduling the different facilities. It is only after our schedule is set, then we will open the facilities to outside organizations.

School Cancellation and Early Dismissal

A. When school is canceled due to weather there shall be no interscholastic sport activity for that day. This includes practices and scheduled contests.
B. When school is dismissed early due to weather there shall be no after school interscholastic activities. This includes practices and scheduled contests.
C. When school has a delayed starting time this should not interfere with interscholastic sport activities.
D. The Building Principal, along with the Athletic Director, may at any time cancel after-school events due to the threat of inclement weather or otherwise unforeseen emergencies. These decisions will be made and announced at/by 2:00 PM so all coaches and students can receive notification.

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Use of School Facilities

The West Mifflin Area School District takes great pride in the facilities we have to offer our student-athletes, and it is the mission of the West Mifflin Area Athletic Committee to continue to provide our athletes with the best possible venues to compete in.
The Committee realizes the needs of the community to utilize the facilities we have within our district; however, our first commitment is to our student athletes. The committee invites all organizations to use our facilities, but outside organizations must understand our co-curricular activities have precedence over any outside organization.
For an outside organization to secure our facilities, they must first complete the application process and return it to the permit office. The applications for building use are available in the main office at each school in the district. The permit office will coordinate the dates with the activities that are taking place within each school to ensure the facility is not being used. In the case of a date that conflicts with an activity at the school the permit office will contact the organization to inform them of the situation and give a list of possible open dates to accommodate the organization's needs. Finally, the building principal will sign off on the application and the permit office will forward the application to the Superintendent's office for Board approval.
NOTE*: **No Weekend** activities will be granted through the building principal's office. **All** Weekend activities **must** have board approval. However, you must prepare the proper documentation and submit it no later than one (1) month in advance as outlined in West Mifflin Area Policy and Procedure Manual. Policy 707 dictates the procedure and documentation needed in order to secure a facility permit. The policy and forms are located in the appendix.*

At no time are parents/guardians or nonparticipating persons permitted on the playing area. This rule has been initiated because of the national trend of nonparticipating people harassing, assaulting, and violating the integrity of athletic competition. It is the mission of the WMAC to assure our players, coaches, referees, and spectators a safe, orderly environment to watch an athletic competition. If any person violates this regulation the WMASD will fully prosecute that person.

Football field – No students are permitted to walk in the upper commons area during the game, only exceptions are if a student is utilizing the restroom or concession stand. At no time is any person permitted in the lower commons area beneath the bleachers.

Gymnasium – No person is permitted to cross the in bounds lines and no one is permitted to stand underneath the basketball hoops during the contest. Spectators are to enter the gymnasium via the gymnasium doors and walk along the court to their seats.

Baseball/Softball fields – No person is permitted in the fenced area or dugouts and no one is permitted to stand behind the backstop during the game.

Risk of Athletic Participation

In spite of protective equipment, and the supervision and sound instruction by coaches, there are some risks associated when someone participate in athletics. Injuries can and do occur in any activity. In extremely rare cases, death could also result. At West Mifflin Area School District, we will do all that we can to ensure a safe and healthy environment for our athletes.

Coaches Certifications

All West Mifflin Area coaches must be certified in first aid, CPR, AED, Heat Acc./Cardiac, Concussion, and mandated reporter. Certification will be through either our district's school nurses or UPMC trainer. All coaches will receive training in these prior to their respective seasons. The Athletic Director will arrange for each coaching staff to receive training.
All West Mifflin Area coaches will be required to attend a workshop to become certified through the American Sport Education Program. The workshop will be coordinated through the Athletic Director' office and all coaches will receive notice of the training sessions

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Insurance and Physicals

- The school shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in tryouts and/or athletic contests of his or her school. The necessary form will be available to the student athlete by their coach, Trainer, and/or Athletic Director and must be turned in before a tryout can take place. A recent physical is required for any additional sport.
- Families may purchase school insurance to provide coverage for their student-athlete.
- No student will be allowed to try out for any sport without a completed physical exam form.
- The school will arrange physicals on a specific day; if the student athlete does not attend on that day, he/she must arrange their own physical (family doctor/Med Express) in order to compete in [illegible]port.

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Co-Curricular Rules and Regulations

The purpose of the following regulations is to promote, protect, and conserve the health and physical welfare of the student who participates in the co-curricular programs of the West Mifflin Area School District, to safeguard the educational values of these programs and cultivate high ideals of good sportsmanship. The goals of the co-curricular programs are the life enrichment of each participant through the development of skills, health, strength, self-reliance, emotional maturity, social growth, and good sportsmanship.

The following co-curricular and interscholastic athletic rules and regulations are in effect for all students when the listed, prohibitive activities involve school-related activities, school property, or school personnel.

All suspensions from "organized school groups" will be consecutive school days during the current and/or next subsequent co-curricular or interscholastic activities in which the student participates. When there are not enough consecutive school days remaining in the school year to complete the number of required days of suspension from OSG, the suspension will carry over to the first and subsequent activities in which the student will be involved in the following year.

1. Possession or use of tobacco is prohibited:

First Offense	Two (2) days alternative education placement. Refer to magistrate
Second Offense	Five (5) days alternative education placement Refer to magistrate
Third Offense	Ten (10) days alternative education placement Refer to magistrate
Continued Offenses	Refer to magistrate; Discipline at discretion of administration

2. Student involved in the purchase, consumption, possession, or transportation of alcoholic beverages or illegal drugs, including anabolic steroids, may result in a 90-day suspension from OSG.
   The SAP Team and administration may review a student's progress at the 45th day of suspension from OSG and make a recommendation to the School Board to reduce or maintain the OSG Suspension.
3. Stealing of equipment (West Mifflin Area's or anyone else's equipment) may result in suspension from all athletics for the period of one year.
4. Any participant arrested by the police and convicted of a criminal act or any participant who is making restitution for vandalism in relationship to school property, activities, or school personnel, may be suspended from all athletics for the period of one year.
5. Cutting class may result in a three (3) day suspension from the team.
6. Any participant absent from school will not be permitted to participate on that day. Students not in attendance by 11:30 a.m. may not be permitted to participate.
7. The use of obscene language will not be tolerated. The individual coach may handle the punishment.
8. Any participant who drops out of an OSG or athletic team before the end of the season to participate in another program other than a high school or middle school program may be suspended from that program the following season.
9. Any participant, who drops out of an OSG before the end of the season to participate in an OSG within the high school, must have the consent of the coach/sponsor of both OSG's.

10. A student suspended from high school is automatically suspended from participation in all school activities during the period of suspension.
11. A coach/sponsor may include other regulations pertaining to his/her OSG with the approval of the Board. Participants will be notified of the regulations in writing (signed by player and parent/guardian).
12. These rules will be in effect from the time a student is seventh grade until the end of all interscholastic athletics and all co-curricular activities in the 12th grade.
13. Students participating in any OSG must remember that they represent the school and the community and should conduct themselves in a manner befitting this responsibility.
14. A pupil, who has been absent from school during a semester for a total of 20 or more days, shall not be eligible to participate in any OSG until that student has been in attendance for a total of 45 school days following his 20th day of absences; except where there is a consecutive absence of five or more school days, due to a confining illness, injury, or quarantine, such absence may be waived from the application of this rule by the P.I.A.A. district committee if a thorough and complete investigation warrants such waiver. Attendance at summer school does not count toward the 45 days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated before.
15. In order to be eligible for OSG, a pupil must have passed at least four 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.

Procedures for Locker Room Usage

The district has extended the privilege to all athletic teams the use of the locker rooms and facilities within the district. However, there are concerns with the security level of our locker rooms. The administration in conjunction with the Athletic Director, has put in place procedures for securing the locker rooms.

- Coaches need to make certain that the doors are **always locked** when you and your team are not in the locker room.
- Remind each student to purchase a lock for their locker in the team room and/or the locker room itself.
- As you exit the locker room to the practice facility make certain that all doors are locked.
- Reinforce to all student athletes not to bring any valuables to practice and if so develop a procedure for securing the valuables.
- Emphasize to all student athletes that the school district is not responsible for any stolen or lost items.

These procedures should be carried out during all practices and games that take place within the confines of the West Mifflin Area High School.

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Eligibility

The list submitted by the coach will be used to send our eligibility to the other schools that we compete against.

All athletes have their academic progress checked weekly during their season. The 1.75 list will be generated every Friday at noon by the assistant principal. The assistant principal will send out the

1.75list and also notify the student-athlete. Athletes declared ineligible will not be permitted to play from Sunday at 12:00am through the end of the next Saturday at 11:59pm.

**Any student-athlete who is ineligible for 3 consecutive weeks will be removed from the team for the remainder of the school year.

An athlete who is absent from school will not participate in a scheduled game that day unless the athlete has pre-approval from the principal. All student athletes must be in school by 11:30 AM or they will be ineligible for practice or games that day.
For students to be excused from classes during the school day for athletic events, they must be present in school from the beginning of the school day.
An athlete may be declared ineligible at any time by the school board, school superintendent, or school principal for any behavior or conditions which may warrant such action after such behavior or conditions have been reviewed by the director, the athletic director, and the head coach of the activity involved.

Player/Parent Information Meetings

Coaches should hold pre-season meetings with parents and players to give ample notification of tryout and booster club information. Coaches should have all eligibility paperwork available for these meetings and be prepared to answer any questions. Parents should be given the season schedule, expectations for behavior, and the time commitment involved with the sport.

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Athletic Programs and Personnel Complaint Procedures

Complaints concerning District athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of the athletic program and to perform tasks more effectively.
Personnel or Program Complaints
1. Complaints regarding an individual coach must be made directly to the head coach by the complainant. Every effort should be made to resolve the problem at this stage.
2. Complaints not resolved with the head coach must be submitted in writing to the Athletic Director. The written complaint must contain the following:

- The name of the coach or the specific sport, level of competition, and/or the general athletic concern involved.
- A brief but specific summary of the nature of the complaint and the facts surrounding same.
- The complaint must be signed by the complainant.

Note: Because playing time and level or position placement are the sole responsibility of the coach, complaints regarding these items will not be heard beyond the Athletic Director.
3. For complaints not tied to a specific situation, the first contact for concerns about any phase of the athletic program is the Athletic Director. This may be done either verbally or in writing.
4. Complaints not resolved with the Athletic Director will be referred to the school's director in charge of Athletics for resolution. The director in charge of Athletics shall receive a copy of the written complaint and a written report of the efforts made to resolve the problem. The complainant shall receive a written response.
5. Complaints not resolved by the school's director in charge of Athletics and/or the principal may be referred in writing to the Superintendent for study and resolution.

6. Complaints not resolved by Superintendent may be referred to the Athletic Committee, This meeting will be arranged through the superintendent or his/her designee. The Committee's ruling will be final.

The Chain of Command

The Chain of Command in order as to which steps to follow when a concern arises:

Step one - Head Coach
Step two - Athletic Director
Step three - Building Principal
Step four - Superintendent
Step five – Athletic Committee

Note: if the complaint procedure is not followed the complainant will be redirected to the proper step of the chain of command to have their situation resolved.

Procedures to follow when you discuss a concern with a coach

1. Call to set an appointment
2. Call the coach's school number (on-campus coaches) or the athletic department (412-466-9131 ext.1030) to secure the appropriate number.
3. If the coach cannot be reached using the step above, call the West Mifflin Area Athletic Department (412-466-9131 ext.1030) and the athletic director will assist you with setting up the appointment.
4. Please **do not** confront a coach before or after a contest or practice without setting up an appointment. These can be emotional moments. Meetings of this nature are not likely to 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 steps can be determined.

Time Limit for Students to Participate

It is the belief of the West Mifflin Area Athletic Committee that no student may join a team after the first two weeks of the season. If a student athlete can not determine at the onset of the season to commit themselves to a team then the student athlete will not be permitted to join the team once the coach has his/her team in place and ready for the season.

Athletic Team Limited Roster Notification

The West Mifflin Area School District stresses the importance and the optimistic role that interscholastic athletics plays in the development of a positive school climate. It is the desire of the WMASB that our athletic program support as many athletes as possible. The coach will determine the number of student-athletes that he/she are able to manage and to reach the highest level of instruction. We realize that at times we have an excessive number of young people come out for a particular sport that by their nature requires only a small number of participants. We want to make all parents aware of the limited roster situation. We, as a district, will make every attempt to avoid limiting rosters, but the possibility exists that at times this will be unavoidable.

Potential for "Limited Rosters" Sports

Cheerleading
Soccer
Basketball
Softball
Wrestling
Golf
Volleyball
Baseball
Tennis

Unlimited Rosters" Sports

Football
Swimming
Track
Cross Country

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Tryouts

Participation in athletics is a privilege given to those students who meet all requirements set by the PIAA and the West Mifflin Area School District. Students try out voluntarily and, in doing so, risk being cut. It is the judgment of the coaches that dictates the selection and number of participants for teams. All student athletes should be aware that selection to a team one year does not guarantee placement on that team the following year.

Please note that selection to a team is a coach's discretionary responsibility. Selection to a team represents a culmination of both physical ability applicable to the sport and level of competition, and positive effort. Each coach has the discretionary right to promote a player or not select a player based upon attitude and effort displayed by an athlete.

It is the belief of the WMAC that there are certain sports that cannot support the number that of student athletes that are interested so the coach will utilize a rating system to reduce the number of participants to a manageable number. The rationale for cutting students is many but the main factor is playing time and manageable number of students. Any coach utilizing a cutting system will meet with the student athletes and parents to explain the rating process, who are raters, and the specific skills that the raters are looking for.

Parent/Coach Communication

Parents and coaches are important role models for students. They both provide necessary guidance to young adults in their development and their understanding of the world in which they will live and work as adults. When parents and coaches understand and respect each other, they can work together to benefit student athletes. You have a right as a parent to understand the commitment, expectations, and responsibilities that accompany participation in the WMASD athletic program. Clear communication between parents and coaches facilitates this understanding. Listed below are a number of steps to enhance parent/coach communication. It is important also to remember that the first link in the communication network is the one established between coach and student. Encourage your child to exercise the opportunity to speak directly with his/her coach about any topic and preferably before a parent/coach conversation is scheduled.

Communication you should expect from your child's coach

1. Philosophy of the coach
2. Locations and times of all practices
3. Explanation of athletic department training rules

4. Team requirements (i.e., special equipment, fees, off-season conditioning recommendations)
5. Procedures if your child is injured during participation
6. Explanation of excused and unexcused absences from practices/contest beyond what is provided in this document
7. Discipline that results in denying your child a participation opportunity

Communication coaches expect from parents

1. Concerns expressed directly to the head coach
2. Notification of any schedule conflicts well in advance
3. Specific questions regarding a coach's philosophy and or expectations

As your child continues their participation in the WMASD athletic program they will experience some very rewarding moments. It is also important to remember there are times when adversity and disappointment inevitably occur. At these times discussion with the coach is encouraged.

Appropriate issues to discuss with coaches

1. The mental and physical treatment of your child
2. Ways to help your child improve
3. Concerns about your child's behavior

It is very difficult to accept that your child may not play as much as you, or perhaps they hoped. Coaches are professionals. They are charged with making judgment decisions based on what they believe is equitable and best for all students involved. As you have read in the list above, certain items are open for discussion with your child's coach. Other decision making must be left in the hands of the coach assigned the responsibility of coaching your child's team.

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 parents or guardians. It is important that both parties involved have a clear understanding of the other's position.

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Playing Time

There are many benefits to be gained by participation in athletics at the high school level. Athletes learn discipline, to perform under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership, and to play within the rules. Although there are many measures of success in the minds of each athlete, perhaps the most emotional is "playing time" during games. If an athlete has a question about the amount of playing time he/she is getting, he/she should be encouraged to discuss it with the coach. Being a member of a team at West Mifflin Area High School does not guarantee "playing time," but there are some guidelines:

- **Freshmen and Junior Varsity Teams**

This is the developmental level where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual's playing time. Some of the most important are: attendance at practice, effort, attitude, commitment, and athletic skill. This is the level for athletes to show their potential and demonstrate to the coaching staff that they are ready for varsity level competition.

- **Varsity Teams**
  This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. However, teams cannot be successful without committed substitutes or "second string" players. These athletes have to be ready to step up when needed, and practice hard to help make the team as competitive as they can be. They should constantly strive to move up to the "starting" role. There are many decisions made by the coaching staff during a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority.

Team Captains

It is a coach's decision how team captains are chosen. They may be elected by the team or appointed by the coach prior to the first regularly scheduled event. Captains may also be appointed on a game-by-game basis.
It is expected that team captains be leaders of their team. Captains are expected to assist the coaching staff by promoting team rules and communicating with coaches about problems that arise that could affect the team.
Captains of a team may be relieved of their position for violating team, athletic department, school, or PIAA rules.

Team Classification

A. Varsity – Varsity team competition is available to any eligible high school student skilled enough to make the team.
B. Jr. Varsity – Junior Varsity competition is for those athletes who at their present development are not skilled enough for varsity competition.
C. Freshman – Must be ninth grade athletes only.
Athletes may be moved from one team to another within the limits of the above statements and providing they do not violate PIAA regulations on participation limitations as set forth in the PIAA Handbook.

Transportation

Parents are not permitted to transport student-athletes to and from any away competition that the West Mifflin Area School District has provided transportation for.
No student-athlete is permitted to transport themselves to and from any competition that the West Mifflin Area School District has provided transportation for.

Equipment Policies

Whenever possible, it is the goal of the West Mifflin Area Athletic Department to reduce additional costs to families by providing school owned uniforms and some equipment for students. School ownership permits a higher level of assurance that equipment, especially protective equipment, meets national safety standards. If families own protective equipment, it is their responsibility to maintain it at this standard.

School owned equipment

1. School issued and owned equipment must be returned in good condition, washed and ready to be used again on the schedule indicated by the coaching staff of each sport.
2. Some equipment that is purchased by the athletic department is not available for resale to students, and in some cases is custom-made and must be ordered in quantity.

Lost Equipment or Equipment NOT Returned

1. Coaches will establish dates and locations for the purpose of returning school owned equipment back to inventory. Lost or damaged equipment will be charged at a rate of 125% of initial cost to cover the additional expense of ordering in limited quantities.

A credit will be issued and a $25.00 late charge will then be applied to students who turn in equipment thirty days or more past the final deadline set by their coaching staff for return of equipment.

Students who do not return their equipment in the time frame allotted will have an athletic obligation placed on their record and the athletic department will view this event as a theft. Students will not receive their report cards and parents will lose their access to PowerSchool to view their child's grades and homework assignments until the obligation is paid. Stealing of equipment (West Mifflin Area's or anyone else's equipment) may result in suspension from all athletics for the period of one year (as per code of conduct)

Prayers at Athletic Contest

Due to the separation of church and state the West Mifflin Area Athletic Committee has established the following criteria for any religious passage and/or religious intentions at all our contest.

- The passage may be printed and distributed as an element of a program that is distributed at a Senior Night functions.
- The passage will not be read aloud.
- The passage will not have attention called to it by any formal public address system.

Responsibilities of Sportsmanship

A Goal for Everyone

The Player:

1. Treats opponents with respect.
2. Plays hard but plays within the rules.
3. Exercises self-control always, setting an example for others to follow.
4. Respects officials and accepts their decisions without gestures or argument.
5. Wins without boasting, loses without excuses, and never quits.
6. Always remember that it is a privilege to represent the school and community.

The Coach:
1. Treats own players and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is the type of person he/she wants the athletes to be.
4. Disciplines those on the team who displays unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher and understands the athletic arena is a classroom.

The Official:
1. Know the rules and their interpretations.
2. Places the welfare of the participants above all other considerations.
3. Treats players and coaches courteously and demands the same from them.
4. Works cooperatively with fellow officials, timers, and/or scorers for an efficient contest.
5. Is fair and firm in all decisions, never compensating for a previous mistake.
6. Maintains confidence, poise, and self-control from start to finish.

The Spectator:
1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performances; does not heckle, jeer, or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unbecoming.

Perspective on College Scholarships

Many high school athletes dream of becoming a professional athlete. It is a notable dream, but somewhat unrealistic for most high school athletes. Many parents dream of their son/daughter getting a football scholarship or their daughter a full-ride college scholarship. That, too, is unrealistic for most kids and parents. The type of athletic program offered in the West Mifflin Area School District (WMASD), emphasizes discipline, character, and cooperation. It accentuates the classroom and getting an education first. It doesn't emphasize winning at all costs nor displaying one player so that a given athlete is more important than the team. We want every athlete who deserves a scholarship to get one. Coaches in WMASD will do everything they can to help athletes go to college and to procure a scholarship, if one is merited. WMASD will offer a quality program that emphasizes education. Some parents will agree with the above for everyone except their son/daughter. To those parents we say, look at the statistics. The 1993 study released by Utah State University shows the likelihood of a high school senior getting an athletic scholarship and moving on to professional athletics:

- 59% of high school football and basketball players believe they will get a college scholarship.
- 98 out of 100 high school athletes will never play in college.
- Only 1 out of every 100 high school athletes will receive a scholarship to a Division 1 school.
- Only 1 out of 12,000 athletes will go on to become professional athletes.
- Only 1 in every 5,200 college football players will go on to become a professional player.
- 67% of all NFL players do not have a college degree.
- The average career in the NFL lasts 3-1/2 years.

Participation in athletics is highly valued in the West Mifflin Area community. The importance of scholarships, however, must be placed in a broader perspective.

How to be A Supportive Parent

Being a parent of a high school interscholastic athlete can be an extremely exciting experience. West Mifflin Area High School has students participating in a variety of different sports with multiple levels of competition, as well as many performing groups. Participating in this adventure with a student can be and should be a positive activity. Parental support is very important to these athletes, the high school, and the community.

The following are suggestions that may help promote a positive and productive experience for student athletes and their parents:

• Be positive. Being on a high school team is quite an accomplishment. Don't let playing time dictate the athlete's happiness. Celebrate the fact he/she was good enough to make the team. For example, of the 300 children who participate in youth baseball leagues, perhaps only 5-10 will be able to compete at the varsity level by their senior year. Each year a child remains on a team is a cause for celebration.

• Be supportive of the coaching staff in front of your student athlete. Nothing can erode the intricate fabric of teamwork faster than athletes doubting the capabilities of their coaches. It can be a cancer that affects performance, confidence, and the edge needed to compete. Most teams are so evenly matched that many times it is this little extra that can spell victory or defeat. The coaches are trying to do their best at every moment. Any concern should be directed to the coach of a program. Coaches will listen, appreciate confidentiality, and give a timely response.

• Be part of a network. Whether a part of a booster club or not, parents can create very special relationships which are fostered over the careers of athletes by socializing with other parents. This may take place at games, team meals, after-game parties, etc. Parents need support too! Be positive. If a parent is concerned about a "rumor" that is being spread, he/she should call someone to verify and clarify. Don't perpetuate a rumor by passing it on or by remaining silent about an issue that could affect a program.

• Be a booster parent. Be satisfied with supporting the athletic department without ever thinking that you have to contribute time and/or resources to allow your student-athlete to play. This is one of the two biggest false stereotypes that are perpetuated from year to year. The other false stereotype is that if a parent complains to a coach, his/her playing time will be affected. A parent should donate to help make the experience for every athlete the best it can possibly be. Booster clubs do make a difference, but the spirit should be focused on the total program.

• Winning and losing. To say winning and losing is not important is untrue; if it were, we would not keep score. The higher the level of play, the greater the emphasis will be on being competitive. West Mifflin Area takes great pride in past accomplishments, but it is not the outcome of a particular game or season which is important; rather, it is the process of becoming competitive that most student-athletes relish. If, as an entire community, the goal is to strive for being consistently competitive, then success will take care of itself.

• Sportsmanship. Parents should attend games and cheer for Titan success. Game officials do not favor one team over another and have nothing personal against any team. Yelling or cursing at officials or referees is unacceptable. Parents should also support the program by not criticizing coaching decisions

at games. Parents have rights to their opinions but voicing them inappropriately can never be construed as proper sportsmanship. Parents who demonstrate poor sportsmanship will be removed from a contest.
• Keep things in perspective. Having lofty expectations for a student-athlete is a normal, healthy, and challenging goal. In striving for these expectations, parents must be realistic. Not everyone will or can receive a college athletic scholarship, nor should a student-athlete's success be measured by a scholarship offer. West Mifflin Area has had several athletes receive scholarships based on the hard work of all stakeholders, particularly the athletes themselves. The coaching staff will assist interested students in finding an opportunity to continue athletics at the next level, but they will never recommend a school at which the athlete cannot potentially be successful. The athletes alone do not dictate the success of the athletic program. It is a joint venture of all stakeholders. If the contribution of any group is less than total, the entire program stands to lose. We have a tremendous amount of support for West Mifflin student-athletes by the coaches, teachers, administration, and the school board. Parental support, which is incredible in the West Mifflin Area, is the most important.

Summary

Research has consistently established that students involved in co-curricular activities have a greater chance of success in adulthood. The WMASD athletic programs have been established to assist in the development of traits that will promote the long-term health and welfare of students at our school. We hope the information provided in this document helps to make your family's experiences with the WMASD's athletic programs enjoyable and rewarding.

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"Ten Commandments of Sports - for Parents"

1. Be sure that your child knows that ...win or lose, scared or heroic...you love him/her, appreciate his efforts, and are not disappointed in him/her.
2. Try your best to be completely honest about your child's athletic capability, his/her competitive attitude, his sportsmanship...and his ACTUAL skill level.
3. Be helpful...but do not coach him on the way to the field, pool, or court - or on the way back - or at breakfast.
4. Teach him/her to enjoy the thrill of competition...do not say, "Winning does not count", because it does.
5. And hear this, parents: try not to relive your athletic life through your child in a way that creates pressure...do not pressure him/her because of your pride.
6. Do not compete with the coach...remember, in many cases the coach becomes a hero to his athletes, a person who can do no wrong.
7. Do not compare the skill, courage, or attitude of your child with that of other members of the squad or team...at least not in his hearing.
8. You should also get to know the coach so that you can be sure that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to expose your child to him/her.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reactions when they bring home tales of woe... or heroics.
10. And finally...make a point of understanding courage and the fact that it is relative. Some of us climb mountains but fear a fight...some of us fight but turn to jelly if a bee buzzes nearby. A child must know: Courage is not ABSENCE of fear, but rather, doing something in SPITE of fear.

TO PARENT OR GUARDIAN:

I have read and fully understand these regulations. I will do my best to help _____ uphold these regulations and will support the coach, Athletic Director, and school when enforcement of these rules is necessary.

I realize that any violation of the "Athlete's Creed" will result in disciplinary action as outlined in the Athletic Training Rules and that four (4) offenses throughout grades 9-12 deem my child ineligible for the remainder of his/her years at West Mifflin Area High School.

_____

(Signature of Parent/Guardian)

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Section 5

West Mifflin Area School District
Athletic Department
Cheerleading Information

WMASD Cheerleading Regulations

Policy Purpose: This policy is applicable district-wide and will be published and made available to candidates in writing prior to tryout practices, effective with 2024 - 2025 participants. A copy of the written policy governing cheerleading is to be posted in a place accessible to the general student population and general public (e.g. bulletin board, library, and school office). Posting is to be done prior to tryouts. Upon selection, compliance with the rules is mandatory. Noncompliance is cause for suspension or expulsion from the squad. The school will utilize both oral and written media to make students, parents, or guardians aware of the date, time, and place of tryouts and the written policy governing high school and middle school cheerleading. The faculty and other employees are to be made fully aware of this policy governing cheerleading. Building directors are advised that any contemplated change of this policy must have board, faculty and sponsor/coaches' input before a final decision is reached. Central staff is to be kept continually apprised of all activity in this area.
Cheerleading Purpose: To promote school spirit, represent the student body, school district and community in a positive light and cultivate good sportsmanship.

A. Eligibility:

In order to be eligible to participate in cheerleader tryouts, the following eligibility requirements must be met:

1. Cheerleader candidates must be residents of the West Mifflin Area School District and registered in school at the time of the tryouts.
2. Cheerleader candidates must meet all of the WPIAL/ PIAA scholastic grade requirements, attendance requirements and be compliant with the WMASD code of conduct. Academic and attendance requirements detailed in section F.

B. Squad Organization:

1. Cheerleading squads shall be organized based on participation.
   Varsity/Junior Varsity – Eligible high school students grades 9-12
   *Squad placement is at the discretion of the sponsor/coaches regardless of student age/grade.

   Middle School – eligible middle school students grades 7-8
2. Squad size should be no more than the following:
   Varsity – 25
   Junior Varsity-25
   Middle School – 25
   - For all squads 27 with Athletic department approval

C. Pre-season:

1. Any student that presents a valid medical excuse by a certified doctor that they cannot participate in tryouts shall have the opportunity to try out two (2) weeks after the initial tryout. Special circumstances will be taken into consideration by the athletic director on a case-by-case basis.
2. Parents/guardians must make arrangements and pay for the same judges as used in the initial tryouts. The sponsor must be notified before the actual tryout date if a special tryout is to be considered.
3. To minimize and/or eliminate the possibility of any disruptions or interference with the work of the squad, any communication with squad members or sponsors is to occur before the first tryout practice session.
4. If all of the above requirements are met. The squad members will not be announced until after the medically necessary tryout date is completed.
5. Tryouts for the next school year shall be conducted no earlier than the second week of April.

D. Squad Selection:

1. Cheerleader candidates will be evaluated by a non-bias panel of judges.
2. The judging panel shall include at least (1) minority. Three (3) judges are adequate.
3. A letter contacting and soliciting the services of judges should be sent with the WMASD school districts guidelines.
4. Coach/Sponsors should not converse with the judges once tryouts have begun or during the tallying of the scores.
5. Judges are to be informed verbally and in writing that no selection will be made on the basis of race, sex, religion, age, ancestry, or national origin. There is to be no quota on the number of selectees from any racial, religious, or ethnic group. The judges are to be informed in writing of the cheerleading policy.
6. In the judging process, selections will be made on the candidate's ability. Judges will be given a copy of the adopted policy
7. Tryouts are closed to the public.
8. Ink shall be used in scoring.
9. The scores and decisions of the judges are final.
10. The minimum acceptable score for a cheerleader shall be Seventy percent (70%) or better.
11. Upon request, each student trying out will be given a personal copy of his/her score. Scores will be available in the Athletic office. Candidates will have their numbers and scores posted upon tabulation.
12. Posting of the scoring is to be done beginning with the highest score in descending numerical order.
    a. Captain of the Varsity team shall be the highest scoring senior with one year experience.
    b. Co-Captain of Varsity shall be the next highest scoring candidate with one year experience regardless of grade

c. Captain and co-captains of the Junior Varsity team shall be designated at the sponsor/coach's discretion after tryouts have been completed if participation warrants a junior varsity team.
d. Captain of the middle school team shall be the highest scoring 8th grader with one year experience.
e. Co-Captain of middle school shall be the second highest scoring candidate regardless of grade.

13. If the Varsity squad is not of adequate size the sponsor/coach will combine with the Junior varsity team.
14. Any cheerleader with three (3) years of service will be guaranteed a slot on that squad. However, they must try out. The tryout score earned will determine Captain and Co-Captain status.

E. Selection Criteria:

1. All cheerleading candidates will be evaluated on four (4) areas of cheerleading.
    1. Poise and presentation
    2. Sideline cheer
    3. Dance routine
    4. Jumps
2. All material/choreography will be taught on the first day of tryout practice.
3. Cheerleading candidates shall wear a plain white t-shirt, navy blue shorts, white athletic sneakers for the tryout.

F. Academic and Attendance eligibility:

1. Students who are absent from school for twenty (20) or more days in a semester are ineligible to participate in athletics/extracurricular activities. To restore eligibility, the student must be in attendance for a total of sixty (60) school days following his/her 20th day of absence.
2. Students must not have a reoccurrence of twenty (20) or more days of absence in order to restore their eligibility. Students who accumulate unexcused tardies will also be ineligible for participation in athletics. On the third unexcused tardy, students will be suspended. Suspension days will be combined with days of absence and if the combination is twenty (20) or more days in a semester, students will be ineligible to participate in athletics until fulfilling the eligibility criteria.
3. All excuses for extended illnesses are due by the close of the current school year. Any illness is considered extended if the student is out of school three (3) or more consecutive days under a doctor's care.

4. Sponsors are to continually encourage squad members to maintain good attendance and maintain a scholastic average commensurate with their abilities; thus, implying that the sponsor should have a working knowledge of the member's ability as well as his/her cumulative scholastic performance.
5. Participating students must earn a 1.75 grade point average. This will be based upon the G.P.A. from the prior nine (9) week grading period. Grades in physical education and driver theory will not be included in determining a student's grade point average.
6. All eligibility for fall activities will be determined based on final grades.
7. Students may attend summer school to enhance their grade point average for eligibility purposes only, based upon the fourth nine weeks.
    a. a. For eligibility purposes only, the student must take the same or equivalent course required for graduation. The grade for the summer school course will replace the fourth nine weeks grade for eligibility purposes only.
    b. This grade will not replace the original grade for class rank or academic grade point average.
8. Ineligible cheerleaders who have not restored their eligibility through summer school will be removed from the squad.
9. Students must pass four (4) full credit subjects or the equivalent during the previous grading period. Two (2) of the courses must be in mathematics, science, English, or social studies.
10. Grade changes by teachers are permitted up to but not to exceed two (2) weeks after the report card distribution date for the first, second, and third quarters. Grade changes will be permitted until and including the last day of June for the fourth quarter of the school year.
11. A cheerleader who has not restored his/her eligibility through summer school will be removed from the squad. The replacement will be named and will be present on the first day of band camp.
12. Absences from school on the day of a scheduled activity will prohibit a student from performing. Exceptions include participation in a religious activity, death in the immediate family, and a doctor's appointment. Verification of the doctor's appointment is mandatory

G. <u>In/Post Season Regulations:</u>

1. A squad member who, in writing to the sponsor, terminates his/her membership shall not be eligible for reinstatement in the same school year and the year following.
2. The basic uniforms will be financed by the school district.
    1. School district items:
        1. Shell(vest)
        2. Skirt
        3. Warmup Jacket
        4. Warmup pant

5. Blue and Gold Poms

3. Uniforms are the responsibility of each student participant. The uniform is to be returned in a condition allowing for reasonable wear.
4. Any non-school district provided items deemed necessary by the sponsor/coach will be the financial responsibility of the parent/guardian.
5. All members must be in full uniform, as determined by the coach, for events or they will forfeit their chance to participate in that event.
6. Any part of the uniform purchased by the school district is to be returned to the school district at the end of the season. If the uniform or equipment is not returned at the end of the season, the student shall have to pay the full purchase price.
7. Summer/Band Camp is mandatory. All cheerleaders must be present for summer band practice the last ten (10) weekdays in August before the beginning of the fall school term for the full day.
8. All physical assessments shall be filed in compliance with the district per WPIAL/PIAA policy.
9. Absences from school on the day of a scheduled activity will prohibit a student from performing. Exceptions include participation in a religious activity, death in the immediate family, and a doctor's appointment. Verification of the doctor's appointment is mandatory.
10. Sponsor/Coaches will keep an attendance log.
11. The squad must travel together to and from each function.
12. All uniform items provided to the cheerleader shall be turned into the sponsor/coach no later than 1 week following the last event.

H. Behavior and demerits:

All of the guidelines listed below will result in demerits earned by the student athlete. Demerit notification will be given to the student athlete by the sponsor/coach. An accumulation of fifteen (15) demerits, the student athlete will be removed from the team. The sponsor/coach has the authority to set additional rules, guidelines and expectations as they see fit.

1. Immediate expulsion from the Squad
    1. Violating Board policy regarding the use of drugs and alcohol as stated in the Student Handbook.
    2. Smoking while in uniform.
    3. Any and all unlawful actions and/or behavior.
    4. Excessive excused and/or unexcused absences

2. Suspension From the Squad

1. Two (3) unexcused absences.
2. Uncooperative attitude
3. Any act or deed that harms the reputation of the school during a public performance or practice.
4. Violation of the standards and regulations of the school as adopted by the school authorities.
5. Proven intimidation of the other squad members.
6. Failure to fulfill assigned responsibilities.
7. Unexcused absences

3. Warnings and Demerits:
    1. Chewing gum while performing.
    2. Untidy appearance or missing required uniform (upon inspection at the school before performance).
    3. Unnecessary conversation with the crowd during performance.
    4. Insufficient knowledge of routine as determined by sponsor.
    5. One (1) unexcused absence.
    6. Each member will be checked before each performance. Hair, equipment, shoes, uniform, and make-up are to be presentable to the satisfaction of the sponsor/coach. Violations of any of the above will result in a group member forfeiting his/her position for that performance. (pep rally, parades, cheering for any sporting events ect.)
    7. Any member not properly attired for practice or event will be considered "absent."

I. Cheerleader Letter Award Qualifications:

A cheerleader will be awarded a varsity letter if the cheerleader meets the following criteria:

1. Must cheer for Varsity for all designated interscholastic sports.
2. Must not have two (2) unexcused absences.
3. Must not have missed more than one (1) performance.
4. Must compete in all competitions.
5. Must have one (1) year at high school level as cheerleader.
6. Cost of jackets and embroidering to be parent responsibility.
7. Letter will be furnished by varsity club. Pins/plaques furnished by Athletic Department.
8. Coach/Sponsor reserves the right for a final decision.

J. Involvement in Other Extracurricular Activities

1. Because the selection of cheerleaders is a voluntary, auditioned process, and does not allow for substitutes or alternates to fill temporary vacancies, those girls chosen to be

high school cheerleaders must realize that cheerleading is a top priority extracurricular activity and must act accordingly.

2. Occasionally, a girl may desire to participate in another activity to take advantage of, and enhance, her secondary education. When this case arises, the following guidelines will apply:
    1. Any high school cheerleader may participate in another extracurricular activity only if it is mutually acceptable to, and can be appropriately arranged by the cheerleading coach and the coach of the other activity.
    2. In all cases the final decision shall be that of the principal.

K. Camps and Competitions

The following regulations shall be followed regarding cheerleading camps and competitions:

1. Each squad may attend a summer cheerleading camp with the approval of the coach and athletic director. If the squad elects to attend a camp, all members of the squad are expected to participate unless excused by the coach for a justifiable reason.
2. All expenses to attend a summer cheerleading camp and/or competition will be the responsibility of the cheerleaders themselves.
3. Each squad may participate in the following cheerleading competitions as outlined below:
    1. All squads may participate in a cheerleading competition which is a regular part of their summer camps.
    2. If, as a result of this competition, a squad qualifies for an additional level of competition, the squad may do so at their own expense upon Board of Education approval.
    3. In addition to the above summer competitions, the squads may participate in the following number of competitions once the cheerleading season begins:
        a. Varsity squad – 2
        b. Junior Varsity and Freshman – 1
        c. Entry fees for in-season competition shall be the obligation of the athletic department.
        d. Expenses incurred by the cheerleading coach for either a camp or competition shall be the responsibility of the athletic department.

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Section 6

West Mifflin Area School District Athletic Department

Booster Information

BOOSTER CLUB GUIDELINES

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Overview

This memo is provided as a courtesy to all West Mifflin Area School District booster/support organizations. The district recognizes the important role assumed by booster/support organizations for the benefit of West Mifflin Area School District students. However, it should be made clear that the district has no official affiliation, nor direct accountability, with any booster/support organizations, but we have used guidelines similar to these in the District and wanted to provide them to you in case you also wanted to use them. Booster groups and support organizations are separate and distinct entities from the West Mifflin Area School District, and the West Mifflin Area School District does not provide any oversight over any financial matters or operations of any booster group or support organization. The West Mifflin Area School District is not responsible for the proper accounting, reconciliation, or auditing of any booster group or support organizations' financial statements. The following are only suggested as guidelines that might be helpful to the organizations, if you choose to use them:

1) Booster/support organizations exist at the discretion of coaches and/or sponsors to promote athletics and activities in a manner consistent with the educational philosophy of the West Mifflin Area School District.
2) Booster/support organizations provide supplemental or full financial support for athletics and activities.
3) Booster/support organizations increase the opportunity for communication between parents/guardians and coaches/sponsors in areas of common interest.
4) Booster/support organization's charter or by-laws dictate all endeavors, including the authority to control the receipt or disbursement of funds. The West Mifflin Area School District accepts no responsibility for the proper accounting, reconciliation, or auditing of any booster/support organization's financial statements.
5) Concerns of individual members of booster/support organizations or of the booster/support organizations must follow the following reporting hierarchy:
   Step 1: Coach/Activity Sponsor
   Step 2: Athletic Director (if applicable)
   Step 3: Building Principal
   Step 4: Assistant Superintendent
   Step 5: Superintendent
   Step 6: Athletic Committee
6) All fundraising activities sponsored by booster/support organizations must follow legal guidelines. The athletic director and/or building principal must be informed of the fundraising activities in advance of the activities.

7) Any activities, which use the name of the school or implied support of the school or the district, adhere to the policies, procedures, and financial safeguards normally expected of public bodies.
8) Booster/support organizations must follow all District policies and procedures, including those pertaining to the use of District facilities. It is the responsibility of the booster/support organizations to be aware of all District policies and procedures.
9) The school and booster clubs should do everything possible to inform parents of potential costs for involvement in extra-curricular activities. Parents new to West Mifflin are often very surprised to learn how expensive participation in these activities can be. One of the primary considerations of the booster club should be those families unable or unwilling to financially support extra-curricular programs. Students will **never** be denied participation because they are unable to pay. Booster clubs should budget for all needy students.
10) Booster clubs are organized to assist a program. Members perform many voluntary tasks during the year. Whenever possible, they should be recognized for their hard work. Parents in the West Mifflin Area community have a keen interest in the extra-curricular programs and students having a positive experience with their involvement. Coaches and advisors should always be truthful with parents when assessing any situation. Parents do not have to pay to join a booster club in order for their children to participate in any program. Boosters may solicit membership to support the programs but parents do not have to join.
11) Booster members attending athletic events must pay admission individually or the booster group itself may pay the admission for them. The only members that receive free admission are the elected officers of the in season competing athletic team's booster group. An example would be the officers of the football boosters would have free admission to the football game, but not to a soccer game and vice versa. To be considered an elected officer, you must be one of the following: President, Vice President, Treasurer, Secretary, or Corresponding Secretary. Each booster group must provide the Athletic Office with a list of the elected officers prior to each season so that these officers names can be placed on file.

General Guidelines:

Persons responsible for the transactions of the Activity Funds should have a good understanding of general bookkeeping and accounting knowledge.

- Sound business, budgetary, and accounting procedures should be utilized.
- Correct authorizations and approvals should be included for all transactions.
- Minutes must be maintained for all meetings.
- Account Balances must be monitored and kept in line with FDIC Guidelines.
- Booster Club Balances should be deposited in interest-bearing accounts.
- All records and documents should be retained.
- This includes but is not limited to unused tickets, listings of receipts, invoices, quotes, and contracts.

Accounting Guidelines

- Booster/support organization's charter or by-laws dictate all endeavors, including the authority to control the receipt or disbursement of funds. Although the West Mifflin Area School District accepts no responsibility for the proper accounting, reconciliation, or auditing of any booster/support organization's financial statements, provided below are general guidelines that may be beneficial for these groups.
- The accounting system will account for the raising and expending of the club's money. Booster Clubs should develop policies and procedures that are applicable to their specific organization.

Budgets

Each activity should have a budget detailing the source and amount of revenue and expenditures. Budgets should be completed and approved at the first meeting of each fiscal year.

***Budget* to Actual Records:** A final analysis of the activity's revenues and expenditures and reconciliation to the budget should be maintained.

A budget is required prior to each fundraising or revenue generating activity.
Prepare budgets at the beginning of the fundraiser.
Prepare final budgets and reports at the end of the fundraiser.

Revenues

Booster/support organizations raise money in a variety of ways to help fund their activities. Regardless of the size or volume of transactions, adequate internal controls and procedures over receipts are critical. Two important issues in dealing with receipts are classification and control. Controlling receipts is the most important step in the accounting process. All money collected from any source should be substantiated by pre-numbered receipts, tickets, and other records that can be used to verify amounts collected.

Some common types of receipts are generated from participation events, admission activities, and from fundraising events. Fundraisers generate profit for the organization by selling purchased items or services. In any sales transaction where the item sold is promised for future delivery, the buyer must be given a written receipt by the seller. The receipt should include the name of the organization, the item(s) to be delivered, anticipated delivery date, and the name of the advisor in case of any questions. In all other transactions the buyer will receive merchandise in exchange for money. All money is to be deposited with the Treasurer by the close of the school day on which they are collected. Money deposited should reference the organization and a listing of where the individual's money was collected from with the related amounts collected. The seller will receive a receipt for this deposit and will keep this receipt on file for organization records. Sellers are responsible for returning all unsold items and for obtaining a credit from the company. All invoices for items normally subject to sales tax must include the sales tax as part of the total purchase price for fundraising sales.

All Cash must be deposited. All money collected for any reason must be deposited daily. Money should not be taken home for safe keeping or left in desk drawers or file cabinets. All amounts must be kept in the organization safe or deposited in the bank. Any amounts not deposited daily should be placed in a safe. In the event the bank is closed or the treasurer is not available any amounts not

deposited into the bank should be kept in the organization safe. Large receipts should be deposited in an overnight depository rather than placed in a safe.

Deposits for each sale should include detailed documentation. Each deposit must have the following information:

- Date of deposit, activity/organization's name, the breakdown of the money, reasons for collection, date of collection, and officer signatures which verify the amount being deposited. In addition, deposits must:
  - Be monitored by the officers.
  - Be authorized by the officers.
  - Be deposited to the account.

Include all details necessary to substantiate the receipt. Cash payments made from sales, gate or ticket receipts are prohibited.
Each revenue source should be deposited separately. Deposit records should be kept for all receipts and deposits by the Activity Personnel.
Tickets should be pre-numbered or recorded by number of tickets allocated to ticket sellers and reconciled with unused tickets and cash collections. Each deposit should have a record of the amount of tickets sold and the price per ticket sold. A person independent of the ticket sellers must control ticket numbers and restrict access to the ticket stock. Independent control and reconciliation of numbers is required. Appropriate supervision or separation of duties, as described above, adds to the reliability of the process.

Expenditures
All anticipated purchases should be outlined in writing prior to placing orders noting all terms and conditions and total costs of items to be purchased. This outline should be approved by the officers and attached to final invoices when presented for a check request for payment.
Monies can not be expended from these funds without the expressed permission of the officers.

Officer authorizations and approvals should be included for all transactions.
Loans are prohibited.
Checks must be written for ALL expenditures. NO Exceptions! NO Cash payments!

All payments should be made by check with proper substantiation. Substantiation includes: Proof that any money being withdrawn from any account is really justified, that the payee really does exist, and that the transaction is legitimate. Letters of correspondence, bills of sale, sales slips, or any other documentation can be used as proof that we are not writing checks to ourselves.

Payment can be made only from original invoice, not from statements or summaries.

NO invoice, NO payment.

Reimbursements for items should be minimal and never paid without a check. Checks should be written directly to vendors especially for items that are large in nature.

- Two signatures must appear on all checks.
- Appropriate signature cards must be on file with the Financial Institution.
- Three individuals may be on record.

Expenditures must be monitored by the officers. Expenditures must be authorized by the officers. Cash payments made from sales, gate or ticket receipts are prohibited.

Inventory
Safekeeping and recordkeeping of the organization's assets and inventory is required. A physical inventory should be taken each year. Safe storage of items is necessary. Inventory reports and records should be updated for purchases/disposals.

Payments for Services
Many times, an organization will be involved in hiring and paying for services such as dance bands, assemblies, entrance fees, or registration fees. Copies of contracts, registration forms, or letters of correspondence may serve as substantiation. Contracting with any individual must include a contract for service.
Internal Revenue Service (IRS) Form 1099 must be completed for all payments for services to one individual that meet the threshold of $600.

Be a Supportive Parent

Being a parent of a high school interscholastic athlete can be an extremely exciting experience. West Mifflin Area High School has students participating in over 20 different sports with over 45 levels of competition, as well as many performing groups. Participating in this adventure with a student can be and should be a cherished activity. Parental support is very important to these athletes, the high school, and the community.
The following are suggestions that may help promote a positive and productive experience for student athletes and their parents:
• Be positive. Being on a high school team is quite an accomplishment. Don't let playing time dictate the athlete's happiness. Celebrate the fact he/she was good enough to make the team. For example, of the 300 children who participate in youth baseball leagues, perhaps only 5-10 will be able to compete at the varsity level by their senior year. Each year a child remains on a team is a cause for celebration.
• Be supportive of the coaching staff in front of your student athlete. Nothing can erode the intricate fabric of teamwork faster than athletes doubting the capabilities of their coaches. It can be a cancer that affects performance, confidence, and the edge needed to compete. Most teams are so evenly matched that many times it is this little extra that can spell victory or defeat. The coaches are trying to do their best at every moment. Any concern should be directed to the coach of a program. Coaches will listen, appreciate confidentiality, and give a timely response.
- Be part of a network. Whether a part of a booster club or not, parents can create very special relationships which are fostered over the careers of athletes by socializing with other parents. This may take place at games, team meals, after-game parties, etc. Parents need support too! Be positive. If a parent is concerned about a "rumor" that is being spread, he/she should call someone to verify and clarify. Don't perpetuate a rumor by passing it on or by remaining silent about an issue that could affect a program.
• Be a booster parent. Be satisfied with supporting the athletic department without ever thinking that you have to contribute time and/or resources to allow your student-athlete to play. This is one of the two biggest false stereotypes that are perpetuated from year to year. The other false stereotype is that if a parent complains to a coach, his/her playing time will be affected. A parent should donate to help make

the experience for every athlete the best it can possibly be. Booster clubs do make a difference, but the spirit should be focused on the total program. - winning and losing. To say winning and losing is not important is untrue; if it were, we would not keep score. The higher the level of play, the greater the emphasis will be on being competitive. West Mifflin Area takes great pride in past accomplishments, but it is not the outcome of a particular game or season which is important; rather, it is the process of becoming competitive that most student athletes relish. If, as an entire community, the goal is to strive for being consistently competitive, then success will take care of itself.

- Sportsmanship. Parents should attend games and cheer for Titan success. Game officials do not favor one team over another and have nothing personal against any team. Yelling or taunting officials or referees is unacceptable. Parents should also support the program by not criticizing coaching decisions at games. Parents have rights to their opinions but voicing them inappropriately can never be construed as proper sportsmanship. Parents who demonstrate poor sportsmanship will be removed from a contest.

• Keep things in perspective. Having lofty expectations for a student-athlete is a normal, healthy, and challenging goal. In striving for these expectations, parents must be realistic. Not everyone will or can receive a college athletic scholarship, nor should a student-athlete's success be measured by a scholarship offer. West Mifflin has had several athletes receive scholarships based on the hard work of all stakeholders, particularly the athletes themselves. The coaching staff will assist interested students in finding an opportunity to continue athletics at the next level, but they will never recommend a school at which the athlete cannot potentially be successful.

The athletes alone do not dictate the success of the athletic program. It is a joint venture of all stakeholders. If the contribution of any group is less than total, the entire program stands to lose. We have a tremendous amount of support for West Mifflin student-athletes by the coaches, teachers, administration, and the school board. Parental support, which is incredible at West Mifflin, is the most important. Parents are the ones with the most vested interest in seeing student-athletes have a positive experience.

Conclusion

This memo is provided as a courtesy to all West Mifflin Area School District booster/support organizations, to assist with guidelines that you might want to use with your organization. These are similar to guidelines we use in the district and hope you find them helpful. The district recognizes the important role assumed by booster/support organizations for the benefit of West Mifflin Area School District students. However, it should be made clear that the district has no official affiliation, nor direct accountability, with any booster/support organizations; so, use of these guidelines is voluntary.

ATHLETIC DEPARTMENT GUIDELINES/INFORMATION

Principles, ethics, and a commitment to sportsmanship guide the athletic department at West Mifflin Area.

ATHLETIC PRINCIPLES

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The athletic program will:

• Provide opportunities for students to participate in a variety of sports. Students and parents are the ones who make the determination regarding specializing in one sport.
• Foster training in conduct, game ethics, and sportsmanship for participants and spectators.
• Assist participants in the development of required physical and sports-specific skills.
• Engender respect for local, state, and national rules and policies that govern the school program.
• Be an integral, well-coordinated part of the school curriculum.
• Be administered by school authorities and based on a spirit of amateurism.

The athletic department believes:

• Students are our highest priority.
• The dignity, worth, and self-esteem of participants should be paramount to all athletic activities.
• The most important result of competition is the development of life-long values and skills.
• The athletic program is an integral part of the high school experience.
• High school athletics should be fun and rewarding, and they are most beneficial when they are competitive.
• A well-designed program promotes community and school pride.
• Open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
• Morale, satisfaction, and performance are enhanced when athletes work together as a team.
• Well-qualified coaches and program directors are important components of a successful athletic program.
• Positive parent support and involvement enhance student growth and program

CODE OF ETHICS

It is the duty of all concerned with high school athletics to:
• Emphasize the ideals of sportsmanship, ethical conduct, and fair play.
• Show courtesy to visiting teams and officials.
• Establish a cordial relationship between visitors and hosts.
• Respect the integrity and judgment of game officials.
• Encourage leadership, use of initiative, and good judgment.
• Recognize that the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being.
• Remember that an athletic contest is only a game-not a matter of life and death-for player, coach, school, officials, fans, community, state, or nation.
• Establish player safety and welfare as the highest priority.
• Provide proper supervision of students at all times.
• Use discretion when criticizing and/or reprimanding players.
• Instruct players in the safe use of equipment.
• Avoid suggesting, providing, or encouraging any athlete to use a non-prescriptive drug, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration (USFDA), Surgeon General of the United States or the American Medical Association (AMA).
• Avoid recruitment of athletes from other schools.
• Ensure equal opportunity for all students without regard to gender, race, creed, color, national origin, ancestry, or economic capability.

SCHOOL-BASED AND SPECTATOR ACTIVITIES

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a. Spectator Activity – Timing for this type of activity is of major importance because of the negative effect that competition with other high-interest activities may bring about. Saturation of the community with an excess of similar activities can be equally damaging. Spectator activity is particularly vulnerable to this phenomenon. It is also important to recognize that national and state athletic associations impose restrictions on the number of contests that may be played by athletes in any season and also limit the degree to which players can be involved in fundraising. Accordingly, the membership of any fundraising team representing the school must be scrutinized so as not to violate existing regulations.

   Access to the facility used for spectator activities is also important and should not be overlooked in long-range planning. This facility should be reserved through the school administration well in advance of the desired date because the school auditorium and gymnasium are typically in high demand by faculty, student, and community members.

b. Re-sales – Re-sales can also be extremely productive in terms of revenue, but several details need attention before engaging in this type of fund raising. First, it is important to decide what type of resale will be undertaken. Popular events drawing the largest turnouts are clothing and sport equipment re-sales. All publicity should focus on the profit-sharing concept and on the types of items to be sold. Additionally, an understanding should be developed concerning the screening of donated items, the personnel who will staff the actual sales site, and the mechanics of display and sales. Check in and check out procedures, as well as arrangements for handling and banking funds, should be arranged prior to the actual resale date. Again, arrangements for an adequate size facility must be initiated through the school district well in advance.

c. Car Washes, School Fairs, Casino Nights, Lock-Ins, Haunted House, Dances, and Carnivals – These activities can be good supplements to fundraising activities if timed properly or if conducted concurrently. High-interest activities such as pancake breakfasts featuring a "name" speaker or entertainer can also be very productive events for a minimum investment of funds and time. Pet shows, sports information seminars (safe diet seminars), sports equipment shows can all be carried on at school facilities making use of local talent or merchandise. In all large group activities, provisions must be made for complying with ordinances concerning facility capacities, litter, noise, or other disturbances of neighboring residents. As with other large group activities maintaining community goodwill is of great importance when conducting supplemental fund raising.

d. Road Runs – Road runs and marathon walks have also been used to raise funds in some communities. In these activities, entry fees and monetary commitments to the mileage efforts of the runners and walkers provide a dual mechanism for fund raising.

e. Coupon/Carton Label or Box Top – Nationally recognized fast food and soft drink companies will redeem coupons or carton labels or box tops for cash, e.g., 25 cents per coupon or label. Certain restaurants or supermarkets are designated as sales outlets and coupon-label redemption centers. During this period, the local school(s) and booster club(s) conduct intense advertising campaigns to encourage food or beverage purchases at these outlets.

f. Famous Alumni Events – Luncheons, breakfasts, pre-season fund raisers, golf outings, parent nights, and homecoming events can be enhanced by the attendance of a famous graduate. Ticket sales campaigns or other fundraising initiatives can be coordinated with events such as these.

g. Dance Lessons/Theme Dance – Selling tickets for a "line dance," "Country Western" dance, 50's – swing dance, etc., can be profitable and fun. Participant enjoyment can be provided at no additional cost.

h. Item Sales/Food Sales – sales within a student body or from the school store, candy, nuts, athletic clothing, pizza, and calendars are strong sellers.

i. Special Event Sales of birthday cakes or flowers, valentines and congratulation cards are extremely popular. Parents of athletes pay a fee for production and delivery of the item.

j. Cookbooks for (sport name) Athletes – Parents and/or coaches provide recipes. Cookbooks are sold as fundraising items to begin a season.

k. Art or Craft Shows – These can be conducted individually or in conjunction with carnivals or re-sales. Students, faculty, or local artists provide artwork or craft items and donate a percentage to the athletic department.

l. Athletic Memorabilia Sales or Auctions – Football helmets that are no longer serviceable can be made into lamps with minimal investment. Paint and decals can be used to recondition the helmet and plank material to provide a base platform. Switches, bulbs, and receptacle hardware can be purchased. JA certified electrical should install all electrical wiring. Old footballs or basketballs can be cleaned and reconditioned. Old panels can be painted and used for autographs.

m. Cake Auctions – Families or local bakers donate cakes which are auctioned during a larger fundraising event. Cakes are sold for $7.00 to $12.00 depending on size and composition.

n. Youth Sport Tournaments (Wrestling, Basketball, Swimming) –Alumni or booster groups act as tournament organizers, ticket sellers, ticket takers, crowd supervisors, and scorers/timers. If any members are certified contest officials, they may be able to donate their services during tournament competition. Ticket sales, concession sales, program sales, and athletic item sales are all fundraisers that can be incorporated along with raffles, auctions, or games of chance.

o. Handy Work/Yard Work Auction – Athletes, alumni, booster club members, cheerleaders and pom-pom squad members make themselves available for yard work, window washing and cleaning projects. Community residents pay for the student services by donating significant sums to the booster club. An auctioneer sells the services to promote volume (e.g., lawn mowing starts at $20.00, mowing up to $35.00 during the auction).
p. Cautions and Considerations –Several safety, product liability, and public relations guidelines are important to consider before entering into various fundraising endeavors.

These include:

1) Locally prepared or homemade foods - It is important to comply with local health department regulations and inspection requirements. The handling and sale of foods may require a permit issued by the local health department. Noncompliance with this requirement may be grounds for an automatic fine and could also provide substantive grounds for litigation in the event of a food poisoning case.
2) Storage of food stuffs – An occasional oversight in preparation or anticipation of a large demand may create a large inventory of easily spoiled food stuffs. Adequate cooler or freezer space is a major concern to prevent food loss and toxicity.
3) Affiliation with companies without certified quality control – Newer, highly-competitive companies may offer materials or food stuffs yielding a higher profit margin than the products of historically stable "name" companies. This competitiveness may be accomplished at the expense of quality and sanitation control or because the newcomer has no product liability insurance.
4) Product sizes, weights, and measures - Extremely poor customer relations are developed when food products are smaller than advertised or when clothing sizes are not accurate. In all cases, be sure to check the replacement of "buy back" policies of the company in the event of customer dissatisfaction. Again, by selection of a "name" supplier, the likelihood of accurate measures and weights is enhanced.
5) Insurance and Taxation Considerations
   A) Insurance Considerations – It should not be assumed that school district liability insurance will automatically cover losses, damages, or liabilities incurred because of fundraising on behalf of district activity programs. Several legal variables will be considered by courts or insurance companies in the event of injury or loss to a salesperson or to a customer. These include:
      a. Who sponsored the fundraising activity – school or booster club?
      b. Who benefits from the fundraising activity?
      c. What was the age of the student who was injured in fundraising?
      d. What directions were given to sales personnel?
      e. Did the student disobey directions?
      f. Was supervision needed or provided?
      g. What conditions or dangers were inherent?
      h. Did the injury occur on school property?
      i. Was the accident or injury foreseeable? Was an "Act of God" involved?
      j. Was the student pressured in any way to participate in fundraising/
      k. What was the proximate cause of the accident or injury?

      Because of the many variables, it is strongly suggested that booster clubs and other support programs investigate the cost of liability insurance.

B) Taxation Considerations – State tax laws usually exempt schools and non-profit, fundraising agencies from taxation. However, it is important to check the exact provisions of statutes before making such an assumption. Several states restrict the total revenue that non-profit organizations can accumulate, while others place restraints on the number of fundraising events that any single organization can hold. Most states require the maintenance or organization records, although filing of an annual tax report is not usually required. In addition, many state revenue departments provide tax-exempt status to bona fide, non-profit agencies certified by issuance of a tax-free number that enables them to purchase supplies such as materials for carnivals and dances without paying state sales taxes.

Many high schools and colleges have used a combination of efforts for successful purchases of several capital athletic training items, e.g., weight machines, projectors, whirlpools, pitching machines, uniform goods. In addition, when pep band, cheerleader and pom-pom budgets have been exhausted, these funds have made travel and admission possible to state tournaments which these organizations would not otherwise have been able to attend. This activity must be conducted in the highest sense of ethical support for the school and is best accomplished with involvement of school personnel and by developing guidelines designed to avoid ill will and legal liability.

Finally, no single program is "right" for a particular high school. Trends, values, needs, and fads will dictate community responses and require the sports director or fundraiser to be constantly alert to changes in each area.

THE WMAAC DOES NOT RECOMMEND OR CONDONE DOOR TO DOOR SELLS.

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Section 7

West Mifflin Area School District
Athletic Department
Sports Medicine

SPORT MEDICINE

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Standard Operating Procedures For West Mifflin Area High School

I. Sports Medicine Coverage:

A. Coverage will be provided by UPMC Health System, Sports Medicine

1a. Certified Athletic Trainer:

A Certified Athletic Trainer (ATC) is a qualified allied health care professional educated and experienced in the management of health care problems associated with sports participation. In cooperation with physicians and other allied health care personnel, the ATC functions as an integral member of the athletic health care team at the Center for Sports Medicine and West Mifflin Area High School. The ATC functions in cooperation with medical personnel, athletic and school directors, coaches and parents, and insurance companies in the development and coordination of efficient and responsive athletic health care delivery systems. The domains of the profession of Athletic Training include: prevention, recognition and evaluation, management/ treatment and disposition, rehabilitation, organization and administration, and clinical education and counseling.

1b. Specific Duties:

a. Coverage of all home practices and events
b. If more than one activity is occurring:
   *Games have priority over practices
   *Higher injury risk activities have priority over lower risk activities
   *Direct communication between practices and the ATC will be provided at all times via two-way radio or cell phone
c. Provide initial/emergency care to injured athletes
d. Management of daily athletic care:

*Pre-practice/event preparation
*Post practice/event preparation
*Rehabilitation/conditioning under the guidance of the team physician

e. Management of Training Room operations:
*Record keeping: daily treatment records, injury logs, daily notes in patient charts
*Inventory and budget
*Exercise and rehabilitation
*Maintenance

f. Provide open communications between athletes, coaches, administration, and physicians

g. Provide clinical instruction for Student Athletic Trainers

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2a. UPMC Team Physician:

The team physician(s) is responsible for the delivery of medical care to all West Mifflin Area High School athletes, including coordination of pre-season physical examinations and subsequent authorization for participation, injury/illness evaluation, referral to medical specialists, and prescription of therapeutic modalities and rehabilitation exercise for return to competition. In all instances, the team physician determines the criteria and makes the final decision relative to the injured/ill athlete's return to competition.

In accordance with the current statute governing the practice of Athletic Training in the Commonwealth of Pennsylvania, the above stipulation is set forward to delineate the supervision and direction provided by the Team Physician over the practice of the designated Certified Athletic Trainer at West Mifflin Area High School.

_____ **Date:** _____
Physician's Signature

_____
Physician's Printed Name

2b. Specific Duties:

a. Assessment and management of injuries
b. Field coverage of all home and away Varsity Football games and scrimmages

3. Student Athletic Trainers:

The Student Athletic Trainer's (SAT) responsibilities are to observe and assist the staff Athletic Trainer in the daily functions of Athletic Training. The students will be carefully selected to the program on the basis of grades, recommendations, and interview. They should be certified in First Aid and CPR.

B. Philosophy of Athletic Training:

To provide the most prudent care capable so that athletes have the best opportunity to pursue their chosen activity and lifestyle in a safe and healthy manner.

The Center for Sports Medicine's Athletic Training Staff provides athletic training and sports medicine services at West Mifflin Area High School. Should an athlete require additional medical care, the ATC will assist the family in coordinating the proper care. This may be accomplished through contact with the family's Primary Care Physician. If necessary the athlete may be referred to the UPMC Health System, Sports Medicine and its affiliates, or to an outside source for further evaluation and/or treatment. The ATC is employed by the UPMC Health System, Sports Medicine and will follow policies and procedures of UPMC Health System, in conjunction with certain guidelines set forth by West Mifflin Area High School.

The ATC is responsible for the return of the athletes to their sport through a progressive, functional, and innovative rehabilitative program, which is under the guidance of the team physician. Whenever possible the ATC will strive to integrate education about athletic injuries so that the athletes can be motivated to lead healthier lifestyles. The ATC is committed to using any technology available and affordable in the delivery of these services. The ATC will remain committed to the continuous upgrading of the equipment used in the delivery of sports medicine services so the athletes will be assured for the most modern care available.

The philosophy places a high value on health and wellness, thus enabling injured student athletes to return to competition as soon as is medically safe. These services will be provided to maintain the highest standards of quality consistent with the National Athletic Trainers' Association's Code of Professional Practice and credentialing statutes of the Commonwealth of Pennsylvania. It is the intention of this medical team to support West Mifflin Area High School with the best human resources necessary to accomplish the stated goals of this program.

C. The decision of the ATC and/or UPMC Team Physician on the participation status of an athlete is in the interest of the athlete's health. Disregard of these decisions jeopardizes the athlete's safety and the overall West Mifflin Area Sports Medicine coverage.

II. Athletic Pre-Participation Requirements:

A. Each athlete must obtain a physical exam prior to participating in sports at West Mifflin Area High School. This exam is comprehensive and includes a physical exam and health history, in accordance with PIAA and WPIAL guidelines; emergency contact information; and acknowledgement of possible risk and injury. In the event a medical condition is identified, the ATC and physician will make appropriate referrals for physical evaluation prior to the athlete's participation in the sport.

B. No athlete may participate without proper medical clearance by a medical doctor. A coach who permits an athlete to participate without a proper physical exam is placing him/herself in a position of being legally responsible should an injury, illness, or death result from the athlete's participation.

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III. West Mifflin Area Athletic Contacts

Athletic Trainer: Kristen Moore, ATC
Sarah Schneider
Athletic Training Room: 412-466-9131 Ext. 1058

Athletic Director: Mr. Lance Maha 412-466-9131 Ext. 1030
Athletic Secretary: Mrs. Mary Ann Geary 412-466-9131 Ext. 1031

Ambulance/Fire/Police: 911

School Nurse: 412-466-7220 Ext. 1011

School Secretary: Mrs. Kamauf 412-466-7220 Ext. 1005

UPMC Sports Medicine 412-432-3770

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IV. General Information Regarding Emergency Procedures:

A. When an injury occurs the most qualified individual present will evaluate the athlete and give all instructions regarding the care of that athlete.

B. A coach or designated assistant coach can render care to an injured athlete based on their level of knowledge when no other more qualified individual is present. Care given is expected to be reasonable and prudent.

C. Personal protective equipment for handling bodily fluids is provided in the training room and within all medical kits. Universal precautions regarding blood born pathogens will be followed by everyone when dealing with blood or bodily fluids.

OSHA Guidelines:

1. Rubber latex gloves should be worn for touching all blood and bodily fluids of all athletes. This should include performing incisions for blisters. Gloves should be changed after contact with each athlete.

2. Hands and other skin surfaces should be washed immediately if contaminated with blood or other bodily fluids. Hands should be washed after gloves are removed.

3. All athletic trainers should take precautions to prevent injuries caused by sharp instruments by the proper use of sharp containers.

4. Anyone performing CPR should use an approved protective barrier when administering breaths.

5. In the event of blood spills, a decontamination solution should be used to clean the spill.

6. All soiled clothing and towels should be removed and placed in a contamination bag that will be sent to the laundry room for special cleaning. Latex gloves should be used when handling these materials.

7. All dressings and bandages that have been contaminated should be disposed of in red Biohazard bags.

8. Anyone who is exposed to blood or other bodily fluids should contact the athletic trainer in a timely manner.

9. Do not keep or eat food in areas where contact with blood and other bodily fluids may occur.

D. Reporting Injuries:
   1. After all practices and games, any new injuries must be reported to the ATC.

   2. Injuries manifesting signs and symptoms in a gradual, chronic pattern should be reported to the ATC as soon as possible to avoid debilitating conditions.

   3. Injuries occurring at away events should be reported to the ATC as soon as possible.

   4. Athletes choosing medical care outside of West Mifflin Area' sports medicine coverage must report medical condition, care received, and release of return to competition to the ATC before return to participation can take place.

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E. Athlete's emergency information will be provided to the coaches for all away events.

V. Treatment of the Unconscious Athlete:

A. **Always suspect a head/neck injury when dealing with an unconscious athlete.**

B. If an ATC is on site:

   1. The ATC will provide emergency care

   2. A Student Athletic Trainer, or assistant coach, or team captain, respectively, will aid the Athletic Trainer

   3. The Head Coach will organize the rest of the team away from the injury site

C. If an ATC is not on site:

1. The Head Coach, or a designated assistant coach, will provide initial care.

2. An assistant coach, or team captain, is sent to contact the ATC immediately.

   *EMS is contacted next
   *Stay on the phone until the dispatcher hangs up

3. The head coach will assess life threatening conditions:

   a. Airway
   b. Breathing
   c. Circulation

   *Maintaining an open airway, breathing, and circulation is imperative

4. If the athlete is breathing and has circulation then the individual giving care will maintain the athlete in a stable position without allowing the head and neck to move until help arrives.

5. The team will organize themselves away from the incident.

6. The athlete's parents will be contacted

D. One of the coaching staff or the athlete's parents (if present) will accompany the athlete to the hospital. The coach will have the athlete's emergency care information. They should be prepared to relay information back to the ATC.

E. The ATC will follow up on the athlete's condition and care after the practice or event is over. The ATC will fill out necessary medical reports and insurance forms.

F. The ATC is responsible for the athlete's medical follow-ups and medical clearance by the appropriate physician.

VI. Suspected Head/Neck Injury:

A. General Guidelines:

- Any athlete suspected of having a spinal injury should not be moved and should be managed as though a spinal injury exists.
- The athlete's airway, breathing, circulation, neurological status, and level of consciousness should be assessed.
- The athlete should not be moved unless absolutely essential to maintain airway, breathing, and circulation.
- If the athlete must be moved to maintain airway, breathing, and circulation, the athlete should be placed in a supine position while maintaining spinal immobilization.
- When moving a suspected spine-injured athlete, the head and trunk should be moved as a unit. One accepted technique is to manually splint the head to the trunk.

- The Emergency Medical Services system should be activated.

B. If an ATC is on site:

1. The ATC will provide emergency care

2. A Student Athletic Trainer, or assistant coach, or team captain, respectively, will provide assistance to the Athletic Trainer

3. The Head Coach will organize the rest of the team away from the injury site

C. If an ATC is not on site:

1. The Head Coach, or a designated assistant coach, will provide initial care.

2. An assistant coach, or team captain, is sent to contact the ATC immediately.

   *EMS is contacted next
   *Stay on the phone until the dispatcher hangs up

3. The Head Coach will immediately provide head and neck stabilization.

4. The Head Coach will assess life threatening conditions:

   a. Airway
   b. Breathing
   c. Circulation

   *Maintaining an open airway, breathing, and circulation is imperative

5. If the athlete is breathing and has circulation, then the individual giving care will maintain the athlete in a stable position without allowing the head and neck to move until help arrives.

6. The team will organize themselves away from the incident.

7. The athlete's parents will be contacted

D. One of the coaching staff or the athlete's parents (if present) will accompany the athlete to the hospital. The coach will have the athlete's emergency care information. They should be prepared to relay information back to the ATC.

E. The ATC will follow up on the athlete's condition and care after the practice or event is over. The ATC will fill out necessary medical reports and insurance forms.

F. The ATC is responsible for the athlete's medical follow-ups and medical clearance by the appropriate physician.

VII. Lightning Safety: Back to Table of Contents

1. When lightning or thunder occurs, the ATC will make the call to remove individuals from the field. If the ATC is not on site, the coach will make the decision.

2. The coach actively looks for signs of threatening weather and notifies the ATC (if not already aware) if severe weather becomes dangerous.

3. Local weather forecasts and warnings will be monitored before games by the ATC.

4. If removal from the practice fields is necessary, individuals are to use the high school or middle school as a safe shelter.

5. If removal from the game field is necessary, individuals are to use the high school, middle school, or block houses as a safe shelter.

6. The Flash-to-Bang count will be used to determine when to go to safety. By the time the Flash-to-Bang count approaches thirty seconds all individuals should be already inside a safe structure.

7. Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or a lightning flash before resuming an activity or returning outdoors.

8. The lightning safe position (Crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) will be assumed for individuals who feel their hair stand on end, skin tingle, or hear "crackling" noises.

9. The following basic first aid procedures will be used to manage victims of a lightning strike:

   *Survey the scene for safety
   *Activate local EMS
   *If necessary, move the victim with care to a safer location
   *Evaluate airway, breathing, and circulation, and begin CPR if necessary
   *Evaluate and treat for hypothermia, shock, fractures, and/or burns

10. All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

VIII. Phone locations:
In case of an emergency, phones are located in the training room, coaches/equipment room in boys' locker at high school, stadium press box, and the high school's main office.

IX. Training Room Rules:

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A. No swearing
B. No horseplay
C. No loitering
D. Do not take supplies without permission
E. Do not use phone without permission
F. No muddy shoes
G. No eating food in training room
H. No cell phones
I. Appropriate dress is required

X. Training room hours are 1:30 PM till approximately 30 minutes after the last practice or game (Weekdays). Please see athletic trainer for weekend and holiday hours.

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Section 8

West Mifflin Area School District Athletic Department *FACILITIES*

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FACILITIES

The West Mifflin Area School District takes great pride in the facilities we have to offer our student-athletes, and it is the mission of the West Mifflin Area Athletic Committee to continue to provide our athletes with the best possible venues to compete in.
The Committee realizes the needs of the community to utilize the facilities we have within our district; however, our first commitment is to our student athletes. The committee invites all organizations to use our facilities, but outside organizations must understand our co-curricular activities have precedence over any outside organization.
For an outside organization to secure our facilities, they must first complete the application process and return it to the administration office. The applications for building use are available by email through Ms. Mikelene Teter in the Administration office teterm@wmasd.org. The building principal and athletic director will then correlate the dates with the activities that are taking place within the school to ensure the facility is not being used. In the case of a date that conflicts with an activity at the school the building principal or his/her designee will contact the organization to inform them of the situation and give a list of possible open dates to accommodate the organization's needs. Finally, the building principal will sign off on the application and forward the application to the board of directors.
NOTE: ***NO Sunday*** *activities will be granted through the building principal's office. All Sunday activities* ***must*** *have board approval. However, you must prepare the proper documentation as outlined in West Mifflin Area Policy and Procedure Manual. Policy 707 dictates the procedure and documentation needed in order to secure a facility permit. The policy and forms are located in the appendix.*

At no time are parents/guardians or nonparticipating persons permitted on the playing area. This rule has been initiated because of the national trend of nonparticipating people harassing, assaulting, and violating the integrity of athlete competition. It is the mission of the WMAAC to assure our players, coaches, referees, and spectators are safe, while watching an athletic competition. If any person violates this regulation the WMASD will fully fully prosecute that person.

Football field – No students are permitted to walk around the field during the game, only exceptions are if a student is utilizing the restroom or concession stand. At no time is anyone permitted in the locker room area beneath the bleachers. No unauthorized personnel will be permitted on the field without the Athletic Director's permission. A field pass is required.

Gymnasium – No person is permitted to cross the in bounds lines and no one is permitted to stand underneath the basketball hoops during the contest.

Baseball/Softball fields – No person is permitted in the fenced area or dugouts and no one is permitted to stand behind the backstop during the game.

Athletic/Activity Pass Fee Scale

The standard fees for all athletic competitions will be as following:

- Adults $8.00 per event
- Students $4.00 per event

The West Mifflin Area High hosts approximately 75 home events yearly that the public must pay a fee to attend. It is the West Mifflin Area Athletic Committee position to offer the residents of community an opportunity to purchase reduced price season passes for these events.

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Press Box Management

Because of the pressure of deadlines and the need for reporters to have clear lines of vision and efficient communication with publishers or stations, press-box management techniques can significantly affect media relations.

While most high school press-box management efforts will be small in scope, good order and efficiency are necessary requirements. Conversely, if athletic directors are asked to host an invitational or state qualification tournament, this management task may be significantly expanded.

In the sections that follow, management guidelines and techniques have been suggested that are designed to enhance effective press-box operations.

a. General Considerations
   Traditionally, the press box is reserved for members of the working press, electronics media representatives, spotters, coaches, film crews, and scouts. In some instances, a VIP section may be designated if space permits. Regardless of the number of specific people authorized for admission to the press box, specific procedures should be implemented.
b. Specific Press Box Management Procedures
   Following are suggestions for specific management procedures for access and seating:
   1) Location may be dictated by locations of telephones, power sources, or computer hookups.

2) Window spaces may dictate location of film or video crews.
3) Local media representatives who traditionally have covered season contests for the host community should be given priority in seat assignments.
4) Media representatives of participating communities should be given next priority.
5) Media representatives of neighboring communities are given lowest priority seats.
6) For tournaments, all media representatives should be invited to apply for credentials, seating assignments, and media brochures or packets.
7) Reporters and statisticians should be provided with stable, clean writing surfaces.
8) Press packets should be placed at each media station, including accurate rosters, up to date statistics, and guidelines on equipment access and interview procedures.
9) Radio station personnel may prefer isolated locations to reduce broadcast interruptions from crowd noise or other broadcasters.
10) VIP seating may be limited to the highest-ranking school district officials or elected community leaders depending on available seats.
11) Attempt to assign broadcast media seats where their vision will not be obstructed by crowd movements.
12) Place name labels at each assigned seat. Correlate all name tags and seat assignments to a master seating chart which is kept by the press box supervisor(s).
13) Press box door guards should be chosen for their firm, calm decorum and courteous interactions. They will say "no" to a large number of people who will not be similarly courteous.
14) Additional press box supervisors may be necessary if a large number of representatives are expected to cover a tournament. Unauthorized seat exchanges are not uncommon and TV crews will attempt to change assigned shooting locations. Multiple copies of the seat/window assignment charts are imperative.
15) During tournaments, all media representatives should be provided with "Press" or "Media" badges for ease of press box access and identification.
16) With available seating allocations, media credentials should be mailed to all bona fide representatives who request them. If requests arrive late, a central pick-up point should be identified.

Guidelines For Announcers

a. Press box field announcers have important responsibilities and obligations that must give direction to the type of information that is announced during a contest. Accurate game information is a minimum requirement and should include:
   1) Football
      a) Down and yards to go.
      b) Who carried the ball, and yardage gained or lost.
      c) Who made tackle, interceptions, fumble, recovery, etc.
      d) Who received pass, or who broke up a pass defensively.
      e) Identify what penalties were assessed, after official gives signal.
      f) Name of scorer (touchdown, field goal, point after).
   2) Soccer
      a) Player in control.
      b) Player who shoots.

c) Players who assist.
d) Saves by goalkeeper.
e) Players who intercept passes or break up offensive plays.
f) Penalties (wait for official signal).
g) Penalty kicker.
h) Direct and indirect free kicker.
i) Goal kicker.
j) Corner kicker.
k) Scorers and method.
(1) Clear shot
(2) Shot with assist
(3) Head shot
(4) Rebound shot
(5) Penalty kick

3. Basketball
a) Player in control
b) Player who shoots
c) Player who assists
d) Player that is defending
e) Player with rebound
f) The score
g) Player who inbounds ball
h) Player who is fouled
i) Player who committed the foul
j) Number of foul shots

b. Announcers Should Avoid:
1) All comments about officials. Wait until an official signal has been given before announcing a penalty. You may announce that a flag has been thrown but wait for the official's signal for the penalty.
2) Praising or berating any individual player by name.
3) Assume or announce play situations in advance, such as, "It looks like they will have to punt" or "It's long yardage so we'll probably see a pass," etc.
4) Using any derogatory or inflammatory remarks.
5) Avoid emotion – remain impartial.
6) Negativity. All public address information announced should be positive. This pertains to both the home and the visiting team.

c. Prior To Game Time the Announcer Will Announce:

1) Sportsmanship message.
West Mifflin Area High School, through its athletic department, extends to you a cordial welcome.
The West Mifflin Area High School and the_____High School are members of the WPIAL and PIAA and abide by the rules and regulations as set forth by the association to maintain high standards of conduct, competition, and relations with member schools.

These are high school teams who are playing here today; they are friendly rivals as members of opposing teams. This, basically, is the theme of interscholastic athletics – the idea of friendly competition.
The officials assigned to this game have been selected and assigned according to procedures adopted by the WPIAL. The officials are:

Referee_____

Umpire_____

Their experience and integrity qualify them for their important part in this friendly interscholastic game. An attitude of good sportsmanship should be reflected be all spectators.
And now the introduction of the members of each team.

2) Anti-drug message; public service announcement
3) National anthem.
4) During the game, reminders should be given to emphasize sportsmanship expectation.
5) Acknowledgment of sponsors and donors (e.g.; scoreboard, press box, concession stand) can be made during time outs and/or between periods.

d. At the conclusion of each game, the announcer should remind everyone to buckle up and drive safely.

Press Packets

The following items should be contained in a press packet:

a. Team Information
   1) Names, heights, weights, jersey numbers, year in school
   2) Biographical sketches (coaches, key players)
   3) Season record
   4) Coach's career record
   5) School enrollment
   6) Principal, athletic director
b. Tournament Information
   1) History of the tournament and listing of tournament winners
   2) Tournament records
   3) Attendance history and current seating capacity
   4) Past team and individual champions
   5) Officials assigned to various contests
   6) Pairings and game times
c. Media Credentials
   1) Press, media, statistician, or photographer badge(s)
   2) Parking permit(s)
   3) Seating assignment(s)
   4) Rules for press box decorum
   5) Elevator locations

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Concession Stands

The concession stands will be maintained by the booster group(s) that is affiliated with the athletic team which is competing. Booster groups are reminded to maintain the concession stand's cleanliness and working condition for the next group who must use it. The use of the concession stand is a privilege that the West Mifflin Area School District has extended to the boosters to aid in the fundraising efforts for that sport. The West Mifflin Area School District has the right to revoke the privilege to any booster group that does not adhere to the rules and regulations set forth by the Board of Education.

In case of a playoff event, the athletic director will dictate the booster group who may occupy the concession stand. For example, if we host a boy's soccer game, it is then the decision of the boy's soccer boosters to operate the concession stand. They may choose to share the responsibility of operating the concession stand with another organization or they may decline the opportunity to operate the concession stand for a playoff contest. If the first party declines the opportunity to operate the concession stand, they have no right to or part of the proceeds made during that event.

If the first party denies the opportunity to operate the concession stand, the procedure to solicit another organization will be as follows:
The building principal or his designee will contact the other organizations to receive letters of interest. If multiple groups demonstrate an interest, all parties will be contacted and a lottery will be held for the first opportunity and from the drawing of names a rotation will be established. For example, soccer denies the opportunity and all the other groups show an interest, the building principal will contact all the organizations for a lottery. The building principal will pull all the organization's names to establish the rotation. The rotation will be the first group's name pulled will then have to fulfill the duties of running the concession stands. The second name will automatically be the next in line if/when this situation arises again.

Coaches

Coaches are responsible for having their squads on the playing field and physically ready at the scheduled game starting time. Coaches will be "role models" for players.

Before the game, each coach will meet with the referee and umpire and those game officials will:

- Present a list of the names of all officiating crew members,
- Ask for verification that all players are wearing legal and required equipment,
- Ask if the team uses unusual formations or plays that require referee notification before the down,
- Verity the length of the halftime intermission,
- Verify that emergency medical coverage is available,
- Set the time of player introductions by the stadium announcer, and
- Set the time of the coin toss.

For the coin toss, team captains must be (uniformed) players. No more than four captains from each team may be present at the coin toss and only one from each team shall be designated as the spokesman.

NOTE: The options available to the winner of the coin toss are to:

(1) Defer the choice to the second half,

(2) Choose to receive,
(3) Choose to kick, or
(4) Choose a goal to defend.

There is no rule requirement that a team has to warm-up on the field before the start of the game. Before the start of the second half, teams are required to warm-up for 3 minutes, but not the type of warm-up. Therefore, time spent running from locker rooms to the playing field can be counted as warm-up activity.

The game officials assume authority for the contest, including penalizing unsportsmanlike acts, 30 minutes prior to the scheduled game starting time, or as soon thereafter as they are able to be present. Coaches are responsible for all personnel in their respective team boxes.

Coaches should use sideline officials (e.g., linesman and line judge) as their primary sources on the-field information. If severe weather conditions warrant it, the crew of officials is authorized to delay or suspend the game.

The "35-Point Rule" applies to all PIAA high school games. When the difference in opponents' score is 35 or more points in the second half, then the game clock will run continuously (including after incomplete forward passes, after scores, and after scrimmage kicks) except for time outs following scores and change of goals between periods.

By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated.

NOTE 1: To shorten the period or remaining periods when the game is played in hot weather, opposing coaches meet with the referee in the center of the field to finalize the decision. The referee indicates the end of the shortened period by holding the football overhead in one hand (signal #14 in the signal chart). The stadium announcer should inform spectators of the decision.

NOTE 2: The decision to shorten periods or terminate a game when weather conditions are severe (e.g., electrical storms, cold/windy conditions) can be made off the field. The stadium announcer should be notified of the decision and he/she should inform the spectators.

After the game, coaches should refrain from making statements to print media and announcers concerning the ejection of players or disqualification of team box personnel. The contest manager will act as the contact between game officials and print media personnel and announcers regarding unusual situations that happened during the game, including ejections and disqualifications.

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Line-to-Gain Crew

The line-to-gain crew must be capable of functioning in an efficient and timely manner. Top performance by the line-to-gain crew is essential for the administration and conduct of the game.

This crew of at least three people consists of a down box operator and two persons to hold the rods of the 10-yard line-to-gain chain. The down box operator will attach the clip to the line-to-gain chain. Game officials (e.g., the linesman) may ask that a fourth person operate the clip.

One, two or three additional persons may be added to the crew to operate an optional auxiliary down box and one or two optional line-to-gain ground markers.

Members of the line-to-gain crew are expected to be businesslike and impartial. The referee has rule book authority to replace incompetent crew members.

As soon as possible before the game, line-to-gain crew members should report to the contest manager and linesman so that their presence is known.

Before the game, on the playing field, the line-to-gain crew should meet with the linesman at least 15 minutes before scheduled game starting time on the sideline opposite the press box to:

- Inspect the line-to-gain equipment to ensure that it is in good working order.
  NOTE: line-to-gain equipment includes:
  (1) The official down box unit with flat tip covered with a protective cap,
  (2) Line-to-gain chain (10-yard chain and two rods with flat tips covered with protective caps) or other measuring device,
  (3) Clip (usually supplied by the linesman) to attach to the chain at the start of a series of downs,
  (4) Distinctive vests or jackets,
  (5) Auxiliary, unofficial, down indicator operated on the sideline opposite the official down box,
  (6) Auxiliary line-to-gain markers (usually flat, orange or red-colored, plastic sheets).
- Put on distinctive vests or jackets so they are easily recognized by game officials, participants and spectators.
- Discuss with the linesman procedures to be used in operating the down box and line-to-gain chain (or other comparable equipment on the sideline opposite the press box).
- Verify that the line-to-gain chain is the proper length by stretching it between 10-yard stripes.
- Assist the linesman in fastening colored tape to the midpoint of the 10-yard chain.
  NOTE: Tape at the 5-yard mark of the chain will help the linesman and referee in determining if a 5-yard penalty will give a team a first down.
- Review placement of the down box and red stake of the line-to-gain chain at the start of a series of downs.
  NOTE 1: Specifies that the ball must be 10-7/8 inches to 11-7/16 inches in length.
  NOTE 2: The down box is placed on the yard line through the foremost (front) point of the football when the football is placed on the ground for the first-down of the series.
  EXAMPLE 1: After a touchback the down box should be placed on the edge of the 4-inch wide 20 yard line that is closest to the goal line.
  EXAMPLE 2: After an incomplete 4th down legal forward pass the down box is moved to the other end of the football. That is, after this change of possession, the new offensive team "gains 11 inches," the length of the football.
  EXAMPLE 3: If it is 4th down and goal-to-go with the foremost point of the football 6 inches from the goal line and an incomplete legal forward pass is thrown, then, for the subsequent first down, the down box is placed 17 inches from the goal line, not 6 inches from the goal line.

Auxiliary down box operator and the operator of the auxiliary line-to-gain marker should meet with the line judge at least 15 minutes before the game starting time on the press box side of the field to:

- Put on distinctive vests or jackets so they are easily recognizable. Review procedures for the movement of these optional pieces of equipment.

Down box operator during the game at the beginning of a new series of downs:

- Sets the down box at the foremost (front) point of the football.
  NOTE 1: The linesman will assist the down box operator in setting the down box unit on the proper yard line.
  NOTE 2: The rear rod of the line-to-gain chain will be set adjacent to the down box after the down box is set in proper position.
- Places a clip on the 10-yard chain at the intersection of the sideline and yard line closest to the rear rod of the line-to-gain chain.
  NOTE: A fourth crew person can be assigned to fasten the clip to the chain.
- Moves the down box off the sideline, but stays within 6 feet of the sideline. That is, the down box and operator remain out-of-bounds.

Down box operator during the game:

- Changes the down number at the direction of the linesman only after setting the down box at the new spot of the football.
- Drops the down box to the ground and retreats when player action comes to the sideline.
- Takes his/her position on the sideline when it is goal-to-go.
  NOTE: The line-to-gain chain should not be set on the sideline when it is goal-to-go.
- Retrieves the football following the points after touchdowns and field goal attempts unless the ball person has been assigned this duty.
- Places the down box adjacent to the front rod of the line-to-gain chain when a measurement for first down occurs; the previous down number is still displayed on the box.
- Reports to the linesman any problems in moving the equipment because of interference by players, substitutes, or other sideline personnel; the game officials will discuss the matter with the coaches.

Line-to-gain chain crew during the game at the beginning of a new series of downs:

- Sets the rear rod adjacent to the down box rod.
- Waits for the clip to be attached to the chain.
- Moves the line-to-gain chain off the sideline but stays within 6 feet of the sideline.

Line-to-gain chain crew during the game:

- Operates on the sideline opposite the press box.
- Drops rods to ground and retreats when player action comes to the sideline.
- Carries rods onto field for first down measurements.
  NOTE: The front rod is given to the umpire who will handle it for the first down measurement.
- Reports to the linesman any problems in moving the equipment because of interference by players, substitutes, or other sideline personnel.
- Removes the line-to-gain chain from the sideline when a series of downs starts goal-to-go.

Crew members in charge of auxiliary line-to-gain ground markers should lay the markers on the ground with the pointed end touching the sideline at the yard line that is 10 yards in advance of the down box.

Entire line-to-gain crew after the game:

- Assemble all equipment (down box, line-to-gain chain or other measuring device, auxiliary down box, auxiliary line-to gain ground markers, clip, vests, and jackets).
- Inspect equipment for hazards and malfunctions and report them to the contest manager.
- Prepare the equipment for easy use for the next game.
- Place equipment in proper storage area.

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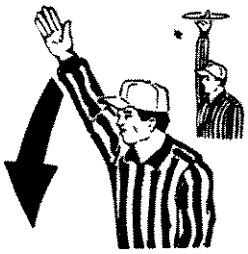
Field Clock Operator

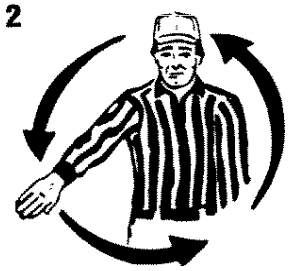
The field clock operator must know football timing rules, game officials' signals, and the clock's mechanism. Attentiveness of the field clock operator ensures that the game will proceed in a timely manner.

Before the game the field clock operator should meet with the referee and line judge (4man crew), or referee and back judge, preferably in the officials' locker room, to discuss procedures that will be used:

- Before the game, what amount of time will be set and run off the field clock?
  NOTE: Typically, the field clock starts running 20 minutes before scheduled kick-off time.
- During the halftime intermission, what amount of time will be set and run-off?
  NOTE 1: Halftime intermissions can be 10 to 20 minutes in length. Fifteen minutes is the typical length of the halftime intermission, but it can be increased to a maximum of 20 minutes for special activities, provided opponents have been notified no later than 5 minutes prior to the game. By mutual agreement of the opposing coaches, the intermission may be reduced to a minimum of 10 minutes.
  NOTE 2: The length of the half time should be displayed at the start of the intermission.
  NOTE 3: Some referees will ask that the halftime clock start running when the field is clear of players and they give the "start the clock" signal (#2 in the signal chart) after teams have left the field.
- For the mandatory player warm-up at the end of the halftime intermission, the 3:00 minutes should be displayed on the field clock.
  NOTE: The length of the mandatory player warm-up is specified, but not the type of warm-up. Therefore, time spent running from locker rooms to the playing field can be counted as warm-up activity.
- When time must be added to or subtracted from the time displayed on the field clock what signals will be used by the Referee?
  NOTE 1: Signal #2 of the officials' signal chart is often used by the referee to indicate that time should be run off the clock.
  NOTE 2: Signal #3 is often used by the referee to indicate that the game clock should not run.
  NOTE 3: Signal #1 of the officials' signal chart is used by the referee to indicate the period is extended by an untimed down. Reasons for extending a period for an untimed down include:
  (a) time expired during a touchdown lay and the try will be attempted as part of the same period, or
  (b) there was a foul by either team and the penalty was accepted, or
  (c) there was a double foul, or
  (d) there was an inadvertent whistle.



Ball ready for play Untimed down



Start Clock

time-

Discretionary or injury time out

On kickoffs, the field clock starts when the ball is legally touched by any player and the game officials give signal #2. The ball is "legally touched" on a kickoff when the kicked football is touched:

(1) Anywhere by a receiving team member, or

(2) 10 yards beyond the kickoff line by a kicking team member.

Action which causes the game clock to stop can be classified as "major" and "minor" clock stoppers.

- On major clock stoppers, the game clock will not be restarted until the ensuing snap or free kick. Major clock stoppers include:
- Ball goes out of bounds, • Fair catch is made,
- Fair catch is awarded, • A score occurs (e.g., touchdown, try, field goal),
- Touchback occurs, • Forward pass is incomplete
- Team time out is granted, • TV/radio time out is granted,
- End of period, • Time is consumed illegally, and
- Penalty for delay of game foul is accepted.

With minor clock stoppers, the game will be restarted when the referee gives the "ready for play' and "start the clock" signals. However, major clock stoppers take precedence over minor clock stoppers- Minor clock stoppers include:

- Any foul,
- Inadvertent whistle,
- Officials' time out for: First down, Measurement for first down, Change of possession down, Equipment repair, Coach/referee conference not charged to the coach's team, Injured or apparently injured player,
- Any unusual delay (such as drying the ball or unpiling players after a down).

The game clock will NOT run during (1) points after touchdowns and 2) overtime periods.

NOTE*:* Before the commencement of the first overtime period, there is a three minute intermission. Before the commencement of subsequent overtime periods, there is a two-minute intermission. No time is set on the game clock; the intermissions are timed by the game officials.

An exception to normal clock operating procedures occurs anytime in the second half when the score of the game shows a point differential of 35 or more points.

NOTE 1: When a team scores a touchdown/extra point or field goal to give it a lead over its opponent of 35 or more points, the clock will commence running when the ball is legally touched on the subsequent kick-off and continue to run without interruption even though the clock would, normally, be stopped for (1) incomplete forward passes, (2) the ball or runner going out of bounds, (3) touchdowns or successful field goals, and (4) the administration of penalties.

NOTE 2: Under the "35 Point Rule," the field clock is stopped for time outs-team time outs, injury time outs, time outs charged to the referee, or following scores.

NOTE 3*:* Normal clock operating procedures resume when a team scores (safety, field goal, or touchdown) to make the differential less than 35 points.

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School Bands, Cheerleaders, and Pom-Pom Squads

School bands, cheerleaders, and pom-pom squads are welcome participants at interscholastic football games because they add entertaining elements to the school activity. However, personnel of these co-curricular groups are expected to conduct themselves in dignified, safe manners.

Several days before the day of the football game band directors for the home and visiting teams, and adult supervisors of cheerleading and pom-pom squads should contact the game manager indicating their intentions to participate in activities of the football game, and also supply the game manager with:

(1) Number of members in the band, cheerleading and pom-pom squads attending the game, and
(2) Plans to perform on the playing field before the game and/or during the halftime intermission.

NOTE: The contest manager will assign the respective band to stadium seating areas based on the number of band members.

The following guidelines for school bands apply to football playoff games. Band directors and the contest manager should discuss these items before the bands arrive at the site of the regular season game.

- Free admission is expected for bands which perform (march) on the field prior to the game or during the halftime intermission,
- Free admission could be refused to bands which do not perform (march) on the playing field.
- Band Boosters/Parents working the event as per list from the booster president will receive free admission to the event.
- Pre-game performances on the field must be limited to the area between the two 30-yard lines to accommodate football teams which continue their warm-ups to the time of introductions.
- The band from the home (host) school will perform the National Anthem.
  NOTE: For games played at a neutral site or for football playoff games, a coin toss could be used to determine which band will pay the National Anthem.
- The need to extend the length of the intermission from (the usual) 15 minutes to (a maximum of) 20 minutes for half-time activities must be communicated to the contest manager several days before the day of the football game.
- The maximum lengths of on-field halftime band routines should be (1) 10 minutes if only one band is performing or (2) 7 minutes if both bands are going to perform.
- During the game, bands should not play while the game clock is running.
  NOTE: Bands can play during time outs, between quarters, the halftime, and before and after the game.
- Bands are not allowed to use electronic amplification devices during football playoff games.
- On-field band performances may be canceled if inclement weather makes the playing field soft and muddy.

NOTE: When the on-field performance is canceled, free admission for band members should be given IF the contest manager does not notify the band director before his group leaves the home town for the game.

The following guidelines for cheerleaders apply to football playoff games. Cheerleading supervisors and the contest manager should discuss these times before cheerleaders arrive at the site of the regular season game.

- Cheerleaders (in uniform) should be granted free admission to the football game.
- Cheerleaders should be outside the restraining fence which surrounds the playing field.

NOTE: If there is no room for cheerleaders other than inside the restraining fence, then cheerleaders are not to be on the sideline or on the field and they are not to follow the ball up and down the field.

- Cheerleaders should remain in front of their fans.
- Electronic amplification devices cannot be used for football playoff games.
- Team mascots should (1) conduct themselves in respectful manners, (2) avoid confrontations with the opposing team's mascot, and (3) refrain from attempts to interact with game referees.
- Cheerleading restrictions that apply during football playoff games include the following:
    - Mini trampolines, other rebounding devices and related pieces of equipment are prohibited.
    - Routines which involve pyramids or similar ventures are not permitted.

NOTE: A "pyramid" exists when more than two levels of bodies are assembled in a routine.

The following guidelines for pom-pom squads apply to football playoff games. Supervisors of pom-pom squads and the contest manager should discuss these items before pom-pom squads arrive at the site of the regular season game:

- Pom-pom squads are not considered to be part of either the band or the cheerleaders and squad members could be asked to pay admission to the game.
- It may be necessary to cancel planned on-field programs if the playing field becomes wet and muddy.
- The length of the halftime routine should permit performances by school bands and the pom-pom squad from the opponent’s school.

Ball Persons

Ball persons, whose duties include (1) drying wet footballs and (2) retrieving footballs that are out of play, are selected for their agility, quickness, and ability to stay focused on events that occur during the entire football game. Ball persons who have these qualities will give respective offensive teams the advantage of snapping playable footballs in timely manners that suit the team’s styles of play.

Ball people should introduce themselves to the game officials as soon as possible before the game.

Ball people selected by the contest manager will handle footballs furnished by the host school and approved for play by the referee.

The visiting team may be asked to designate a ball person if that team elects to use footballs from a manufacturer other than the footballs furnished by the host school.

All footballs used in the game must be approved by the referee before the game. The referee will (1) verify that submitted footballs have the specified markings, dimensions and proper air pressure and then (2) mark the footballs for easy identification during the game.

Equipment for ball people includes:

(1) Towels,

(2) "Kangaroo vest" (optional), which has pockets for holding several footballs, and

(3) "Ball Dry Compound" (optional), a mixture of water-absorbing powders contained in a plastic bag.

Ball people move along the sidelines but stay at least 3 feet from the sidelines when play is in progress.

NOTE 1: When only one set of footballs is used, the ball person is located on the press box side of the field and is under the jurisdiction of the line judge.

NOTE 2: When each team uses its own footballs for downs when it snaps the ball, then two (or more) ball people are used: one on each side of the field. The respective ball persons are then under the jurisdictions of the line judge and linesman.

Ball persons should stay within 5 yards of the line of scrimmage and not come onto the playing field with a "new" football unless summoned by an official. The "new" football should be played to the nearest game official when the official requests it.

When a runner carries the football out of bounds, the game official will place the football on the ground on the sideline at the out of bounds spot. Another football should be relayed onto the field for placement on the nearest hash mark. After the "new" football is in place on the hash mark, the "old" football can be picked up by the ball person.

When forward or backward passes go out of bounds, the ball person should relay a "new" football onto the playing field before the "old" football is retrieved.

When forward passes thrown far beyond the line of scrimmage are incomplete, the game officials may request that the ball person relay a "new" football onto the field before retrieving the "old" football.

On field goal attempts and tries after touchdowns, the ball person should place a "new" football at the base of a goal post before retrieving the kicked ball.

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Procedures for Locker Room Usage

District has extended the privilege to all athletic teams the use of the locker rooms and facilities within the district. However, there are concerns with the security level of our locker rooms. The administration in conjunction with the Athletic Director has put in place procedures for securing the locker rooms.

- Coaches need to make certain that the doors are **always locked** when you and your team are not in the locker room.
- Remind each student to purchase a lock for their locker in the team room and/or the locker room itself.
- As you exit the locker room to the practice facility make certain that all doors are locked because access to the area is accessible from the loading dock.
- Reinforce to all student athletes not to bring any valuables to practice and if they do develop a procedure for securing the valuables.
- Emphasize to all student athletes that the school district is not responsible for any stolen or lost items.

These procedures should be carried out during all practices and games that take place with the confines of the West Mifflin Area High School.

Procedures for Locker Room Usage at Away Contests

The coach is directed to inspect all locker room facilities at away venues for any damage or vandalism before allowing the team to enter the facility. This practice is to protect yourself and your team from being falsely accused of an act that you and your team had no part in doing. In the case that you do find some discrepancies with the facilities:

- Report your findings to either the visiting school's Athletic Director or Head Coach.
- Write the discrepancies down and have the person you reported the situation to sign the note to acknowledge the discrepancies.
- Report the incident to the Superintendent of West Mifflin Area School District.

If this procedure is not followed the district will not have the evidence or documentation to pursue the other school district for restitution.

Prayers at Athletic Contest

Due to the separation of church and state the West Mifflin Area Athletic Committee has established the following criteria for any religious passage and/or religious intentions at all our contest.

- The passage may be printed and distributed as an element of a program that is distributed at a Senior Night functions.
- The passage will not be read aloud.
- The passage will not have attention called to it by any formal public address system.

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Procedure for Removal of an Unruly Spectator

The WMAAC has mandated guidelines for our athletic staff to remove a spectator that has become unruly or is disrupting the athletic competition.

If a spectator is yelling obscenities or using foul language the Athletic Director, School Director, and/or designee will initiate the first contact with the spectator. The Athletic Director, School Director, and/or designee will then ask the spectator to refrain from using the inappropriate language and then inform them, that if they do not stop they will have to leave the venue.

If the spectator does not comply with the Athletic Director', School Director's, and/or designee's request the individual will notify the School Police and West Mifflin Police as to the situation and remove the spectator with their assistance. The spectator will then be charged with disorderly conduct.

In the case of a spectator coming on to the competition surface at any time during a contest the spectator will be removed from the venue. The Athletic Director, School Director, and/or designee will initiate the process of removing the spectator with the aid of the School Police and West Mifflin Police. The spectator will be charged with disorderly conduct.

If a situation arises that the spectator becomes aggressive towards another person or a person involved in the contest the Athletic Director, School Administrator, and/or designee will do the following:

- Have both coaches escort their teams to the locker room.
- The Athletic Director, School Administrator, and/or designee will escort game officials to their locker room.

- West Mifflin Police along with our School Police will subdue the spectator and remove them from the venue. Charges will be filed with the West Mifflin Police.
- Depending on the situation, the Administration will assess the outcome and will determine if the contest will be concluded or restarted.
    - The Administrators will base their decision on the welfare and safety of the athletes and fans.
    - The Administrators will also consult with the game officials on the situation.
- The Administration in conjunction with the game officials may postpone play until the venue is cleared ensuring a safe environment for participants in the events.

Faculty Athletic Managers

The WMAAC extends the same authority to you as the game manager. The Faculty Athletic Manager will attempt to contact the Athletic Director or a School Administrator to inform them of the situation. However, if there are no school police at your contest and you feel a situation is arising to call the West Mifflin Police and ask for their assistance. The Faculty Athletic Manager must follow-up on all procedures with a written report to the Building Principal immediately. The report will include all necessary details of the incident and the spectators name if possible.

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Section 9

West Mifflin Area School District
Athletic Department
Appendix

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Hazing

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

The athletic program does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.

Suspected acts of hazing should be reported to the coach, athletic director, principal, or other school director immediately.

Unlawful Harassment

Harassment in any form will not be tolerated. The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive education environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's athletic status.
- Submission to or rejection of such conduct is used as the basis for athletic decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services, or treatment.
- Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive education environment.

Students may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one student-athlete verbally intimidates or harasses a second, the second student-athlete is to tell a coach, teacher, counselor, nurse, or director. Under no conditions is retaliation permitted.

Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Each student-athlete shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student-athlete shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students may choose to report harassment orally or in writing to:

- Building principals
- Athletic director
- Teachers
- Coaches
- Counselors
- Nurses

All employees who receive harassment complaints from student-athletes should report such complaints to the building principal.

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NCAA Initial-Eligibility Clearinghouse

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions - Divisions I, II, and III. Institutions are members of one of the divisions according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college as a freshman and you wish to participate in Division I or II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse was established by the NCAA member institutions in January 1993. The Clearinghouse ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. Documents are available on the website http://www.ncaaclearinghouse.net/ These documents are:

1. Your completed and signed Student Release Form and fee.
2. Foreign Student Application.
3. Your official transcript mailed directly from every high school you have attended.
4. Your ACT or SAT scores.

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West Mifflin Area School District
Sports Physical Packet

Student Name _____ Grade _____ Sport _____
(in the fall)

WEST MIFFLIN AREA HIGH SCHOOL WILL PERFORM 2026 FALL SPORTS PHYSICALS ON _____. Physicals will only be performed on this date. No makeup exams will be performed**. All paperwork must be completed, signed, and returned to the school by _____. No physical will be performed without completed paperwork!!!**

Before students participate in any sport, it is mandatory that they have a sports physical exam performed by a medical doctor or doctor of osteopathy. Sports physicals are offered by the school at no cost to the parent. Parents may also choose to have their own private family physician perform the physical at their own expense.

Physicals for fall sports must be dated by the physician after June 1. Physicals for winter and spring sports must be dated by the physician no more than six weeks prior to the first day of PIAA official practice for that sports season.

I hereby give my consent for the above-named student to compete in the PIAA approved sport at West Mifflin Area High School, and for him/her to go with the coach and/or principal or his authorized representative on any required trips.

Neither the PIAA, WPIAL, nor the high school assumes responsibility in case of an accident. I hereby release the school district of West Mifflin Area from any liability for medical costs for any injury that occurs in any sporting event, practice, or surrounding circumstances in connection with my son/daughter's sport.

All athletes are covered by an athletic insurance plan. In case of an injury, it becomes the responsibility of the student to **obtain an athletic insurance claim form from the school athletic trainer**. This insurance is not primary insurance coverage. The parents will provide primary insurance coverage.

Please sign below, on the emergency form, on the release/consent to treat forms, and in the appropriate <u>FOUR</u> places on the parent's certificate page.

***If having a private physical from your family physician, please have the physician complete the physician's certification page. ***

I give my permission for the West Mifflin Area medical staff, including the school nurse, school physician, school nurse practitioner, and athletic trainer, to perform a pre-participation physical/screening including ImPACT testing on my son/daughter. I hereby state that, to the best of my knowledge, my answers to the health history form are complete and correct.

Both my son/daughter and myself have read the opposite page and agree to abide by the West Mifflin Area Co-Curricular rules and regulations.

Parent/Guardian Signature _____ Date _____

Student Signature _____

THIS PACKET SHOULD BE RETURNED TO THE ATHLETIC OFFICE!!!
NO FORMS SHOULD BE TURNED INTO COACHES!!!

West Mifflin Area School District
Athletic Emergency Form

Athlete's Name: _____ Sport: _____

Address: _____ Age: _____ Grade: _____

_____ Birthday: _____

_____

Type of Health Insurance:_____

Parents/Guardians Names: _____

Phone #: _____

Emergency Contact: _____ Relationship: _____

Phone #: _____

Do you give consent for emergency treatment to be given to your child at the hospital?
Yes _____No_____ Name of hospital you prefer: _____

Do you give consent for emergency treatment to be given at the nearest medical facility during away activities? Yes _____ No _____

List any allergies your child might have (ex. Bee sting, Penicillin, etc.)
_____

List any conditions the school should be aware of (Asthma, Diabetes, Surgeries, etc.)
_____

Please list any medications/herbs/supplements that your child takes on a regular basis
_____

_____
Parent/Guardian Signature

Athletic Department
West Mifflin Area School District

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HEAD COACH EVALUATION FORM

ADMINISTRATIVE RESPONSIBILITIES

1. Assigned duties and responsibilities to assistant coaches with approval of the athletic director.

   _____ Satisfactory _____ Needs Improvement

2. Coordinated effectively the issuance, care, and inventory of equipment, supplies (medical, as well as others), and uniforms.

   _____ Satisfactory _____ Needs Improvement

3. Assisted the athletic director in purchasing equipment, supplies, and uniforms for the particular sport according to the annual budget.

   _____ Satisfactory _____ Needs Improvement

4. Assisted the athletic director in scheduling independent games and officials.

   _____ Satisfactory _____ Needs Improvement

5. Supervised athletes and the facility at all times from the time practice or activity started until athletes left for home.

   _____ Satisfactory _____ Needs Improvement

6. Submitted all necessary forms to the athletic director.

   _____ Satisfactory _____ Needs Improvement

7. Ensured the proper completion of physical examinations and all forms relating to the examinations and emergency medical authorization before any athlete participated.

   _____ Satisfactory _____ Needs Improvement

8. Coordinated the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion), and for the collection of fees for lost equipment and uniforms by athletes.

_____ Satisfactory _____ Needs Improvement

9. Attended meetings punctually.

_____ Satisfactory _____ Needs Improvement

10. Performed all duties or responsibilities related to the coaching position as needed or directed by high school principal and/or athletic director.

_____ Satisfactory _____ Needs Improvement

COACH'S COMMENTS: _____

_____

_____

_____

INTERPERSONAL RELATIONSHIPS

1. Effectively involved the entire coaching staff in the team's preparations for competition.

_____ Satisfactory _____ Needs Improvement

2. Demonstrated an interest in the classroom efforts and other activities of athletes; worked effectively with teachers.

_____ Satisfactory _____ Needs Improvement

3. Provided leadership that promoted positive attitudes and good sportsmanship.

_____ Satisfactory _____ Needs Improvement

4. Conducted interactions with athletes in a tolerant, fair, understanding, sympathetic, and patient manner.

_____ Satisfactory _____ Needs Improvement

5. Encouraged representation on the team from all groups within the student body

and provided an opportunity for athletes in all stages of development.

_____ Satisfactory _____ Needs Improvement

NARRATIVE: _____

_____

_____

COACH'S COMMENTS: _____

_____

_____

_____

PROFESSIONAL RELATIONSHIPS

1. Notified all members of the team of all policies, rules, procedures, and requirements as they pertain to the team.

   _____ Satisfactory _____ Needs Improvement

2. Took responsibility for the conduct of student-athletes, assistant coaches, and other team personnel at all times-practices, games, bus rides, other schools, etc.

   _____ Satisfactory _____ Needs Improvement

3. Promoted unity within the coaching staff and entire athletic department.

   _____ Satisfactory _____ Needs Improvement

4. Set up all scouting trips and meetings with assistant coaches.

   _____ Satisfactory _____ Needs Improvement

5. Showed respect for officials, press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, and teachers.

   _____ Satisfactory _____ Needs Improvement

6. Promoted school and community interest in the sport by appearing at school pep rallies, holding a preseason parent meeting, and attending Booster Club meetings.

_____ Satisfactory _____ Needs Improvement

7. Maintained a pleasant, workable relationship with the news media.

_____ Satisfactory _____ Needs Improvement

8. Developed teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct.

_____ Satisfactory _____ Needs Improvement

9. Worked effectively with medical personnel and trainers.

_____ Satisfactory _____ Needs Improvement

10. Promoted the attitude among athletes and coaches that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete.

_____ Satisfactory _____ Needs Improvement

NARRATIVE: _____

_____

_____

COACH'S COMMENTS: _____

_____

_____

_____

OVERALL PERFORMANCE

_____ Satisfactory _____ Needs Improvement

Coach's Signature: _____

Athletic Director's Signature: _____

Principal's Signature: _____

Date: _____

Athletic Department
West Mifflin Area School District

ASSISTANT COACH EVALUATION

_____ _____

NAME/DATE SPORT

Scale: 1. Effective/Satisfactory
2. Needs Improvement/More Training
3. Unsatisfactory/Refer to Comments
4. Not Applicable

Professional Qualifications

_____ 1. Cooperates with AD and Head Coach

_____ 2. Understands and follows the policies and rules established by the WMASB, WPIAL, and PIAA.

_____ 3. Develop a rapport with entire coaching staff.

_____ 4. Attends athletic department meeting, awards programs, pep assemblies, etc.

_____ 5. Maintains a professional and dignified sideline conduct, especially towards officials, athletes, and opponents.

_____ 6. Works cooperatively with other assistant coaches.

_____ 7. Knows CPR, First Aid, and AED.

_____ 8. Is prompt to meetings, practices, and competitions.

_____ 9. Uses appropriate language, behavior, and manners with athletes and parents.

_____ 10. Completes necessary paperwork effectively and promptly.

Coaching Skills

_____ 1. Communicate effectively the rules of the sport.

_____ 2. Provides proper supervision of athletes at practice, in the locker room, on the bus, and after a competition.

_____ 3. Displays a competent knowledge of the sport.

_____ 4. Maintains discipline with athletes.

_____ 5. Accepts the philosophy, policies, and techniques taught by the head coach.

Personal Characteristics

_____ 1. Remains fair, understanding, and tolerant with athletes and staff.

_____ 2. Displays a well-groomed appearance.

_____ 3. Shows sincere interest in all athletes.

_____ 4. Provides honest, positive, and confident leadership.

_____ 5. Is cooperative and receptive to suggestions from the AD and head coach.

Additional Comments

Signature Sheet

Assistant Coach's Signature	Date
Head Coach's Signature	Date
Athletic Director's Signature	Date
Building Principal's Signature	Date

Athletic Department
West Mifflin Area School District

COACH SELF-EVALUATION

COACH_____ SPORT_____ DATE_____

Rate yourself on the following items related to well-organized, effective coaching. Please indicate G (good), A (Adequate), P (poor), D (Deficient), or NA (Not Applicable on the lines preceding each numbered item.

MAJOR PRE-SEASON RESPONSIBILITIES:

_____ 1. Medical clearance of squad candidates according to Public Schools and High School League regulations.

_____ 2. Alphabetized list of candidates, identified by grade and section, submitted approximately four weeks before the beginning date of the sports season to the athletic director for the purpose of obtaining information from the guidance department to assist in determining whether or not a student is eligible to compete in the interscholastic athletic program. High School League Participation-Parental Consent Forms accurately completed prior to submission to athletic director.

_____ 3. Insurance form completed and signed by a parent or guardian before candidate begins practice.

MAJOR RESPONSIBILITIES DURING SEASON:

_____ 1. Provides a rough draft of the High School League master eligibility list submitted to the athletic director in ample time for him to review, correct when necessary, and forward to a secretary to be typed and sent to High School League office and each opponent on schedule one day prior to date of first game.

_____ 2. Issues of an Interscholastic Athletic Regulations Handbook to squad members who are participants in sport for the first time, and reviews regulations with all squad members.

_____ 3. Supervision of squad members from time of arrival for a practice or competition until the conclusion of the activity.

_____ 4. Adherence to the regulations relative to towel service.

_____ 5. Care of equipment, supplies, and school facilities.

_____ 6. Care of injuries and completion of injury report forms for student health records and insurance purposes.

_____ 7. Follows proper procedures to ensure that squad members are excused from school for athletic contests.

_____ 8. Adherence to regulations relative to overnight squad trips.

_____ 9. Personal pre-game preparations (transportation, equipment, facilities).

_____ 10.Appropriate personal conduct at games toward players, officials, and spectators.

_____ 11.Reporting of varsity game scores and other pertinent information to all newspapers not represented at the contest as soon as feasible after a home game.

MAJOR RESPONSIBILITIES AFTER SEASON (SUBMIT TO ATHLETIC DIRECTOR):

_____ 1. Provide a list of squad members who completed the season (varsity letter winners, junior varsity certificate winners, special award recipients).
_____ 2. Season record – opponents and scores, any championships won, and any outstanding achievements by a player such as most points scored in a game, high scorer for season, etc.
_____ 3. Detailed list of players who failed to return issued school equipment.
_____ 4. Completed form for county health and physical education office which requires number of participants, record, and information on injuries.
_____ 5. Inventory of equipment on hand – indicating condition.
_____ 6. Budget submitted for next season.

MISCELLANEOUS ITEMS:

_____ 1. High ideals, good habits, and desirable attitudes in person behavior.
_____ 2. Participation in coaching clinics and in-service programs. Studying films, magazines, and books related to sport to aid in becoming a more effective coach.
_____ 3. Rapport with players.
_____ 4. Rapport with coaching staff.
_____ 5. Knowledge of game rules, fundamentals, and strategy.
_____ 6. Ability to improve player performance.
_____ 7. Organizational ability.
_____ 8. Teaching student-athletes to use only legitimate and ethical means in attempting to win a game.
_____ 9. Respect and concern for athletes, students, parents, colleagues, and other citizens.
_____ 10.Cooperation with teaching staff, co-coaches, parents, newspapers, etc., to attain and maintain good public relations.

COMMENTS:

Signature of Coach: _____ Date: _____

PLEASE RETURN PERSONALLY TO ATHLETIC DIRECTOR FOR DISCUSSION OF SELF-EVALUATION
I agree with this self-evaluation, except as noted above.

Signature of Athletic Director: _____ Date: _____

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WPIAL SOCCER TOURNAMENT
SITE MANAGERS CHECK LIST & INSTRUCTIONS

1. HAVE SIGNS PREPARED TO:
   - A. Designate specific seating for each team's followers.
   - B. Designate dressing rooms
     NOTE: HOME TEAM – TOP OF THE BRACKET
   - C. Designate seating for cheerleaders and sponsor for each school.
   - D. Indicate price of tickets sold at the gate.
2. ARRANGE FOR A SALES PERSON OR PERSONS:
   - A. Tickets are sold only at the gate.
   - B. Ticket prices are $3.00 (student) and $6.00 (adult).
   - C. Tickets are to be sold until the second half of the last game begins.
3. ARRANGE FOR A TICKET COLLECTOR OR COLLECTORS:
   - A. Each person entering the gate must have a ticket, a WPIAL courtesy pass, or a valid press pass.
     Exceptions:

Team Personnel	players, coaches, managers (3)
Cheerleaders	twenty-five in uniform + one sponsor
Officials	three officials
WPIAL Game Manager	

   - B. THERE ARE NO SCOUTING PASSES.
   - C. Bus drivers must have a ticket.
   - D. The entire ticket is to be collected, torn in half, boxed, and returned to the game manager at the conclusion of the game(s).
   - E. Pass-out tickets are not to be issued.
   - F. Admission to the facility is not permitted after ticket sales have concluded unless the person has in their possession a ticket purchased in advance.
   - G. Horns, radios, or other noise-making devices are not permitted.
     Bands are not permitted.
     Pompons on sticks are not allowed. No moving signs are permitted.
     Signs are allowed only if they are in good taste.
   - H. No 50-50 or game ball raffles of any kind are permitted.
   - I. The WPIAL Game Manager has the authority to make all decisions relative to the safe and orderly operation of the game(s).
4. ARRANGE FOR AN OFFICIAL SCOREKEEPER:
   - A. Please turn in the score sheets to the game manager.
   - B. Please have the scorekeeper call in the score to the appropriate news media.
5. ARRANGE FOR A CLOCK OPERATOR
6. ARRANGE FOR T-SHIRT AND/OR PROGRAM SELLERS (Check with WPIAL Game Manager)
7. ARRANGE FOR THE PLAYING OF THE NATIONAL ANTHEM ON THE PA SYSTEM AT THE BEGINNING OF THE (FIRST) GAME.
8. DESIGNATE TEAM BENCHES.
9. ARRANGE FOR POLICE SECURITY TO ADEQUATELY:

A. Maintain crowd control.
B. Ensure there is no alcohol consumption, no gambling or drug use. Violators should be dismissed from the site with arrests made as required.
C. Escort officials on and off the field at the appropriate times.

10. MEDICAL ASSISTANCE:
While each team is responsible for providing medical assistance, an efficient medical backup should be planed, i.e. ambulance service, paramedics, etc.
11. ARRANGE FOR TICKET RECONCILIATION WITH THE GAME MANAGER FOR ALL GATE SALES.
12. PROVIDE THE GAME MANAGER WITH A PAYROLL ACCOUNTING DETAILING ALL SITE EXPENSES.
13. REPORT TO THE GAME MANAGER FOR ANY DAMAGES TO YOUR PHYSICAL FACILITY.
14. ALL PAID WORKERS MUST PROVIDE THEIR SOCIAL SECURITY NUMBER TO GAME MANAGER.
15. THE WPIAL GAME MANAGER WILL DEPOSIT INTO THE WPIAL ACCOUNT THE NET CASH RECEIPTS ALONG WITH ANY OTHER CHECKS FROM THE GAME.

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WPIAL FOOTBALL PLAYOFF PROCEDURES AND INSTRUCTIONS

Please give a copy of this document to: principal, athletic director, head coach, cheerleading sponsor, band director, and the football boosters.

1. Game starting time for single games played at night is 7:30 P.M. Single games played on Saturday afternoon shall begin at 1:30 P.M. Saturday night games, if scheduled, shall begin at 7:30 P.M. In case of bad weather, the WPIAL will make a decision in regard to postponing playoff games. A two o'clock deadline is set for postponement of an evening game, and each team will be notified by that hour. If the game is scheduled for the afternoon, each team will be notified by 8:30 A.M.
2. Requests from other schools for student and adult tickets are to be handled by the participating schools.
3. Band members, band chaperones (2) and cheerleaders (25) in uniform are to be admitted to playoff football games without tickets. **BUS DRIVERS MUST HAVE A TICKET.** Preferably drivers should remain outside with their bus to guard against damage. For safety reasons, band performances at half time are subject to cancellation due to inclement weather. This decision will be made by the game manager and the site manager collectively.
4. Players, coaches, and managers are admitted in a group 1-1/2 hours before the game without tickets. Please do not bring junior varsity players, small children, or other personnel not vital to the operation of the game. Game managers are instructed to remove extraneous people from the sidelines.
5. All tickets are to be checked in at the game 1-1/2 hours before game time and a check presented for all tickets sold. Do not bring cash. Make check payable to *"WPIAL"*. **NO STUDENT TICKETS WILL BE SOLD AT THE GAME.** All tickets supplied by the WPIAL are "dual" tickets except at the finals. They can be sold as either an adult or a student ticket. When an adult sale is made, the stub must remain on the ticket. When a student sale is made, the stub must be removed from the ticket. All stubs should be packaged into lots of 25 and returned with your ticket report for reconciliation.
6. All persons entering must have one of the following: a game ticket, a complimentary ticket, a current WPIAL Courtesy Pass, or a media credential. **Complimentary Tickets will change color in each round.** Twenty complimentary tickets are included in each ticket package for school use.
7. Please remember that we are guests at a playoff site. Any damage to the premises is the responsibility of the schools participating at the site.
8. Persons under the influence of alcohol or drugs will not be admitted and will be removed from the game if discovered later.
9. The principal is responsible for the conduct of the coach and students at the game. **THE COACH IS EXPECTED TO BE A GENTLEMAN AND TO DISPLAY A HIGH STANDARD OF SPORTSMANSHIP.** Competitive integrity and ethics combined with fair play and respect for opponents and officials are trademarks of high school sports.
10. The principal or his designee shall inform the WPIAL game manager of his seat location prior to the kickoff.
11. Officials for playoff games are assigned by the WPIAL. Participating schools have recommended officials and those lists will be considered in assigning game officials. Officials will **not** be announced until game time.

12. An eligibility list must be presented at the pairing meeting prior to the start of the tournament.
13. The winner of each championship game will receive a WPIAL championship trophy and the second-place team will receive a runner-up trophy. Fifty medals will be presented to the finalists in each classification. A game football will be presented to each team at the completion of the game as a memento of the championship experience. Additional medals may be ordered through the WPIAL office at the school's expense.
14. Each school must provide two new game balls at the start of each game in the **first, quarterfinal,** and **semi-final rounds.** All game balls must be approved by the game officials. Game balls for the championship games will be provided by the WPIAL. They will be the GST1003 model made by Wilson. This ball will be used in PIAA play as well. If teams want to use the Wilson F1005, they must provide their own.
15. Each band is allowed ten minutes each between halves; the visiting team band plays first and the home team band follows. The **home team band** will play the National Anthem 15 minutes prior to the start of the game and leave the field immediately.
16. The WPIAL and the participating schools will share the total net receipts of each game after all expenses have been paid on a basis of 52% for the competing schools and 48% for the League.
17. No "walking" signs, flags, or banners are permitted at the game site. All stationary signs should exhibit good taste in their message. **BANDS MUST REFRAIN FROM PLAYING DURING GAME ACTION.**
18. Programs will be assembled by the WPIAL and will be on sale at all game sites beginning in the quarter final round. Ten programs will be provided for press box use.
19. **Raffles of any kind (includes 50/50 raffles) will not be permitted at the game site. This includes efforts to sell the game ball.**
20. Sales of ancillary items of any kind by any vendors will not be permitted on school property.
21. A team doctor must accompany each team to all games.
22. **NO PASSES OTHER THAN THE CURRENT WPIAL COURTESY PASS WILL BE HONORED DURING THE WPIAL TOURNAMENT.**
23. Game managers may take strong measures to counteract any type of disruptive behavior by unruly fans.
24. Videotaping of playoff games by opponents is permitted. Video tapers cannot obscure any fan's view, and they are not entitled to press box privileges.
25. Competing teams in all tournament games **must** exchange game tapes. The two previous game tapes (this includes post-season games also) must be exchanged with the opposing school no later than the morning of the day after the last game. The exchange of two previous game tapes will be in effect throughout the tournament. A school cannot refuse to comply with this practice.
26. Fireworks are not permitted at WPIAL games.
27. Use of non-human mascots such as horses, falcons, bulldogs, lion cubs, etc., will be permitted at home sites only, provided a responsible attendant is present at all times. These mascots will **not** be permitted at any neutral site.
28. The presence and use of balloons, towels, noisemakers, sirens, whistles, or portable listening devices (without earphones) are prohibited. Small portable listening devices with earphones are permitted. The principal and athletic director of each school will be requested to confiscate these items from the spectators from their school and community. Principals and athletic directors of competing schools shall announce and publicize this regulation.

29. Any coach or contestant ejected from a playoff contest by a PIAA official may not participate in the next contest. **There is no appeal.**

WPIAL CHAMPIONSHIP FOOTBALL

CRITERIA FOR "PLAYOFF" OVERTIME PLAY

NOTE: Please have this procedure read over the PA system prior to the beginning of overtime.

All WPIAL football playoff games will have a winner determined in the following manner if a tie prevails at the end of regulation play:

1. Regular National Federation High School Football Rules will apply in the overtime.
2. A three-minute intermission will allow coaches and players to confer while officials assemble at the 50-yard line to review the procedure.
3. A coin toss will be held and the visiting captain shall make the choice. The winner of the toss may elect offense or defense while the other captain will determine which end of the field will be used. Both teams will use the same end. The loser of the overtime-coin toss will have his choice if a second series of downs is needed. Captains will alternate choices if more periods are needed.
4. The ball will be put in play at the ten-yard line going in.
5. Both teams will have four downs to score unless a loss of possession or a score occurs. A try for point will be permitted. If a touchdown is scored a try will not be attempted when it is not needed. A loss of possession will give the defense the ball on the ten-yard line.
6. **If the defense gains possession, the down and series for the offense ends immediately and the defense will put the ball in play at the ten yard line.**
7. Each team shall be permitted one additional time-out during each overtime period (a series for Team A and a series for Team B) plus any unused second half regulation game time-outs.
8. The team scoring the greater number of points in the overtime will be the winner.
9. If a tie persists after both teams have had their opportunity to score, the process will be repeated. The loser of the over-time coin toss will have his choice for the second series of downs. **The coin will not be flipped again.** Captains will alternate choices if more periods are needed.

WPIAL FOOTBALL TOURNAMENT

SITE MANAGERS CHECK LIST & INSTRUCTIONS

1. HAVE SIGNS PREPARED TO:

A. Designate specific seating for each team's followers.

B. Designate dressing rooms.

NOTE: HOME TEAM – TOP OF BRACKET

C. Designate reserved seating for cheerleaders and sponsors for each school.

D. Indicate price of WPIAL tickets sold at the gate.

2. ARRANGE FOR A SALE PERSON OR PERSONS:

A. Only adult tickets are sold at the gate.

B. Ticket price at gate is $5.00 through the semi finals.

C. Tickets are to be sold until the end of the third quarter.

3. ARRANGE FOR A TICKET COLLECTOR OR COLLECTORS:

A. Each person entering the gate must have a ticket, a WPIAL courtesy pass, or a valid press pass.

EXCEPTIONS:

Team Personnel	players, coaches, managers
Cheerleaders	twenty-five (25) in uniform + one sponsor
Officials	game officials
WPIAL	Game Manager

B. THERE ARE NO SCOUTING PASSES

C. BUS DRIVERS MUST HAVE A TICKET

D. The entire ticket is to be collected, torn in half, boxed and returned to the game manager at the conclusion of the game(s).

E. Pass-out tickets are not to be issued.

F. Admission to the facility is not permitted after ticket sales have concluded unless the person has in their possession a ticket purchased in advance.

G. Horns, radios, or other noise-making devices are not permitted. Pompons on sticks are not allowed. Signs are allowed only if they are in good taste. No moving signs are permitted.

H. **No 50-50 raffles or gambling of any kind are permitted, nor is the sale of any ancillary items.**

I. The WPIAL game manager has the authority to make all decisions relative to the safe and orderly operation of the game(s), including whether or not the band plays at half-time in inclement weather.

4. ARRANGE FOR ADULT AND RELIABLE STICK CREW.

5. ARRANGE FOR CLOCK OPERATOR (should be a current or former PIAA official)

6. ARRANGE FOR PROGRAM SELLERS (check with WPIAL game manager)

7. ARRANGE FOR THE PLAYING OF THE NATIONAL ANTHEM BY THE HOME TEAM BAND PRIOR TO THE BEGINNING OF THE GAME.

8. DESIGNATE TEAM BENCHES AND LOCKER ROOMS.

9. ARRANGE FOR POLICE/SECURITY TO ADEQUATELY:

A. Maintain crowd control.

B. Ensure there is no alcohol consumption, no gambling or drug use. Violators should be dismissed from the site with arrest made as required.

C. Protect the belongings of the participating teams (locker rooms)

D. **Escort officials on and off the field at the appropriate times.**

10. Security charges for the game will be paid by check from the WPIAL office. An invoice should be provided to the game manager for the amount of these services.

11. MEDICAL ASSISTANCE:

While each team is responsible for providing medical assistance, an efficient medical backup should be planned. An ambulance is a must at WPIAL football games, and the cost will be covered by the WPIAL.

12. Please make sure that you talk to the participating schools with regard to field phone arrangements and ensure that both teams have communication systems available.

13. ARRANGE FOR TICKET RECONCILIATION WITH THE GAME MANAGER FOR ALL GATE SALES.

14. PROVIDE THE GAME MANAGER WITH PAYROLL ACCOUNTING DETAILING ALL SITE EXPENSES.

15. REPORT TO THE GAME MANAGER ANY DAMAGES TO YOUR PHYSICAL FACILITY.

16. THE GAME MANAGER WILL DEPOSIT INTO THE WPIAL ACCOUNT ALL CASH AND/OR CHECKS RECEIVED. ALL CHECKS MUST BE PAYABLE TO "WPIAL".

17. THE GAME MANAGER IS RESTRICTED TO ALLOWING CASH PAYMENTS TO WORKERS WHO RECEIVE $100 OR LESS FOR THEIR SERVICES, EXCLUDING CERTAIN OTHER AREAS.

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STANDARD APPLICATION
For Supplemental Contract Positions in the West Mifflin Area School District

(PLEASE PRINT OR TYPE)

Position(s) Desired _____

Name _____ _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER[1]

Present Address _____ _____
STREET (AREA CODE) TELEPHONE

_____ _____
CITY STATE ZIP CODE

PERMANENT ADDRESS _____ _____
STREET (AREA CODE) TELEPHONE

_____
CITY STATE ZIP CODE

E-MAIL ADDRESS (IF AVAILABLE) _____

EDUCATIONAL BACKGROUND

	I. School or Institution and Location	II. Major/ III. Minor	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT *Average*
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

[1] Federal Privacy Act [5 U.S.C.§552A NOTE] Statement. Authority for requesting social security account numbers: Public School Code of 1949 [24 P.S. § 12-1212, 24 P.S. §1224] Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address	Your Title
From			
To		(Area Code) Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:		Final Yearly Salary:	

Dates		Name of Employer and Address	Your Title
From			
To		(Area Code) Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:		Final Yearly Salary:	

Dates		Name of Employer and Address	Your Title
From			
To		(Area Code) Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:		Final Yearly Salary:	

REFERENCES

References should include Athletic Directors, Booster Members, or Coaches who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses, and convictions resulting from a plea of "nolo contendere" (no contest).
Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate, which results in a fine, sentence, or probation.
You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? ☐ Yes ☐ No

Are you currently under charges for a criminal offense? ☐ Yes ☐ No

Have you ever forfeited bond or collateral in connection with a criminal offense? ☐ Yes ☐ No

Within the last ten years, have you been fired from any job for any reason? ☐ Yes ☐ No

Within the last ten years, have you quit a job after being notified that you would be fired? ☐ Yes ☐ No

Have you ever been professionally disciplined in any state? ☐ Yes ☐ No

Professional disciplined means the annulment, revocation, or suspension of your teaching certification or having received a letter of reprimand from an agency, board, or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment? ☐ Yes ☐ No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 34 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

****

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment. I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of_____ (school district) may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age, or disability.

Date	**Signature of Candidate (in ink)** **[Must be original]**

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

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WEST MIFFLIN AREA SCHOOL DISTRICT No. 123

Book Policy Manual
Section 100 Programs
Title Interscholastic Athletics
Code 123
Status Active
Legal
1. 22 PA Code 4.27
2. 24 P.S. 1601-C et seq
3. 34 CFR 106.41
4. Pol. 103
5. Pol. 103.1
6. 24 P.S. 511
7. Pol. 204
8. Pol. 218
9. 24 P.S. 5323
10. 24 P.S. 1425
11. Pol. 123.1
12. Pol. 123.2
13. 22 PA Code 12.1
14. 22 PA Code 12.4
15. 24 P.S. 1603-C
24 P.S. 5321 et seq
Adopted May 20, 2021

Purpose

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

The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.

The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

Definition

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

Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.[1][2][3][4][5]

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[6]

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.[6]

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

The Board directs that no student may participate in interscholastic athletics who has not:[6]

1. Met the requirements for academic eligibility.
2. Attended school regularly.[7]
3. Been in attendance on the day of the athletic event or practice for the hours required.
4. Returned all school athletic equipment previously used.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[8]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.

6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[9][10][11][12]

1. Concussion and Traumatic Brain Injury Information Sheet.

2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

The Superintendent shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[13][14]

Guidelines

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.[15]

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.[15]

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[15]

WEST MIFFLIN AREA SCHOOL DISTRICT No. 123.1

Book Policy Manual
Section 100 Programs
Title Concussion Management
Code 123.1 - NEW
Status Active
Legal
1. 24 P.S. 5322
2. Pol. 123
3. Pol. 122
4. 24 P.S. 5323
24 P.S. 5321 et seq
Adopted May 20, 2021

Purpose

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

Definitions

Appropriate medical professional shall mean all of the following:[1]

1. A licensed physician who is trained in the evaluation and management of concussions.

2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.

3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following:[1]

1. Interscholastic athletics.[2]

2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.[3]

3. Noncompetitive cheerleading that is sponsored by or associated with the school.[3]

4. Practices, interschool practices and scrimmages for all athletic activities.[2][3]

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.[4]

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

Guidelines

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.[4]

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.[4]

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.[4]

Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.[4]

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[4]

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.

2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.

3. For a **third** violation, permanent suspension from coaching any athletic activity.

WEST MIFFLIN AREA SCHOOL DISTRICT No. 123.2

Book Policy Manual
Section 100 Programs
Title Sudden Cardiac Arrest
Code 123.2 - NEW
Status Active
Legal
1. 24 P.S. 1425
2. Pol. 123
3. Pol. 122
Pol. 822
Adopted May 20, 2021

Authority

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.[1]

Definition

Athletic activity shall mean all of the following:[1]

1. Interscholastic athletics.[2]
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the district, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.[3]
3. Noncompetitive cheerleading that is sponsored by or associated with the district.[3]
4. Practices, interschool practices and scrimmages for all athletic activities, as defined above.[2][3]

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet that includes information about electrocardiogram testing.[1]

Guidelines

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest and information about electrocardiogram testing. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, cardiologists, and athletic trainers.[1]

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.[1]

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.[1]

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.[1]

Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.[1]

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following minimum penalties:[1]

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.

2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.

3. For a **third** violation, permanent suspension from coaching any athletic activity.

WEST MIFFLIN AREA SCHOOL DISTRICT No. 247

Book
Policy Manual
Section
200 Pupils
Title
Hazing
Code
247
Status
Active
Legal
1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 24 P.S. 1302-E
14. Pol. 236.1
15. 18 Pa. C.S.A. 2810
16. 24 P.S. 1303-A
17. 22 PA Code 10.2
18. 35 P.S. 780-102
19. 24 P.S. 1302.1-A
20. 22 PA Code 10.21
21. 22 PA Code 10.22
22. Pol. 805.1
23. 22 PA Code 10.25
24. Pol. 218
25. Pol. 233
26. Pol. 317
18 Pa. C.S.A. 2801 et seq
22 PA Code 10.23
Pol. 113.1
Pol. 916
Adopted
August 12, 2021
Last Revised
February 17, 2022

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[2]

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[13][14]

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of [4] publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, and website posting of notice/signs.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[7]

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[15]

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[16][17][18]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16][17][19][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent

or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[17][22][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[16][22]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[15]

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][7][15][24][25]

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[26]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[4]

WEST MIFFLIN AREA SCHOOL DISTRICT No. 249.

Policy Manual
Section
200 Pupils
Title
Bullying/Cyberbullying
Code
249
Status
Active
Legal
1. 24 P.S. 1303.1-A
2. 24 P.S. 1302-E
3. Pol. 236.1
4. Pol. 103
5. Pol. 103.1
6. Pol. 218
7. 22 PA Code 12.3
8. 20 U.S.C. 7118
9. 24 P.S. 1302-A
10. Pol. 236
11. Pol. 233
Pol. 113.1
Adopted
August 12, 2021
Last Revised
June 22, 2023

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

Authority

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

Education

The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][8][9][10]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][6][11]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.

8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

WEST MIFFLIN AREA SCHOOL DISTRICT No. 919

Book	Policy Manual
Section	900 Community
Title	Booster Organizations/Clubs
Code	919
Status	Active
Legal	
1. 24 P.S. 510	
2. Pol. 707	
3. Pol. 122	
4. Pol. 123	
5. Pol. 218	
6. Pol. 246	
Adopted	May 20, 2021

Purpose

The West Mifflin Area School District acknowledges the existence of various community-based booster clubs which encourage the participation of district students in a variety of athletic and other cocurricular or club activities. The Board and administration also recognize that members of these groups give countless hours in support of the goals of their respective organizations, which ultimately enhances the quality of the cocurricular experience of participating students. At the same time, it is absolutely necessary that all district-sponsored programs remain under the control, direction, and supervision of the Board, the administration, and the Athletic Director.

Authority

It is the responsibility of the Superintendent and the Board to recognize school-related organizations and to approve their activities.

Booster organizations do not have the authority to direct the duties of a school district employee. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with interschool programs are under the jurisdiction of the West Mifflin Area School District administration.

Being elected and responsible body for directing all educational and cocurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to

booster organizations. Booster groups need to be sanctioned annually in August of each school year by the Board of School Directors.[1]

Guidelines

All booster club officers must be a community member in good standing. All booster group members should have volunteer clearances on file with the appropriate organization.

To facilitate communication between the booster organizations and the district, and to make clear to all concerned the purposes of the booster organizations, the Board requires from each group a list of current officers, their telephone numbers, addresses, and e-mail addresses, and a current statement of bylaws and objectives of the group. These documents must be submitted to the Building Principal by August 1 of every school year. Lists of officers, bylaws, and objectives are to be submitted annually.

Any equipment or uniforms that are purchased by a booster organization for a district-sponsored team/group must be approved by the Business Manager, building principal, and/or the Athletic Director in advance. Personalized items and services provided by a booster organization to student participants or coaches must be approved by the appropriate coach/director/advisor and Athletic Director or appropriate building administrator prior to purchase.

When using any school facility or equipment for meetings, fundraisers, socials, banquets and other activities, booster clubs shall request permission of the building administrator to conduct such an event and shall coordinate the date of the event with the appropriate district administrator. An application for Use of School Facilities must be completed, and approval must be received prior to the event as per Policy 707.[2]

Each booster organization must as part of its bylaws agree to abide by the disciplinary policies of the district concerning the conduct of district students in all district-related activities.[3][4][5]

Responsibilities of the District

The school district shall be solely responsible for:

1. Supervising athletics and activities.
2. Posting, recruitment, interviewing, selecting, evaluating, and monitoring athletic and activities personnel.
3. The selection, purchase, use, maintenance and storage of equipment.
4. Ensuring that district athletics and activities adhere to district, league, and state rules and regulations.
5. Hiring and supervision of officials.
6. Transportation of participants to and from regular functions and district facilities.
7. Scheduling of competitions and activities.
8. Maintenance and administration of athletic department and cocurricular activity funds.
9. All decisions concerning the program operations, maintenance, administration, and the selection of award winners.

Chain of Command

Concerns or issues of individual members of booster groups or support groups regarding the team or athletic program should follow the chain of command indicated below:

Step 1 – Coach/Activity Sponsor

Step 2 – Athletic Director

Step 3 – Building Principal

Step 4 – Central Office Administration

Fundraising

Fundraising for the benefit of the students should be educationally appropriate and follow these general operating guidelines.

Booster clubs are adult organizations, which sponsor adult fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours.

A key to the success of any organization is clear communications. Each booster organization must establish and maintain clear communications with its members as to the purpose of the organization and the desired voluntary commitment of its members.

Letters should go home to parents/guardians explaining the fundraisers and the cost involved in running the booster programs. Parents/Guardians should be informed of the meeting dates, location, and when fundraising agenda items will be discussed and/or voted on in the organization.

Fundraising activities may occur during the length of a particular athletic/sport season, a school year, or as a special activity year round approved by the building principal. The appropriate school office will coordinate a calendar with all scheduled fundraising events.

Student participation in an “off-season” league or tournament, where costs are assessed on a per student basis to cover entry fees, will be the responsibility of the parent/guardian. Off-season fundraisers need to be approved by the Board of School Directors.

Concessions

Booster/Support organizations involved in concessions at school events shall follow district guidelines for use of, and payment for, facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission. Booster organizations involved in concessions at school events shall follow district guidelines and are encouraged to follow the district student wellness policy.[6

To avoid conflicting events and demands on students and school personnel, each booster club may sponsor banquets to which students may be invited, without charging admission to such students.

A booster club planning a recognition event shall request permission of the building principal to conduct such event and shall clear the date for the event with the building principal/athletic director.

If you are aware of your next year's banquet date prior to the end of the school year, it can be placed on the district-wide activities calendar.

Each booster organization, including non-booster athletic organizations, must follow the P.I.A.A. guidelines when giving gifts to students.

When banquet facilities are used off school grounds, the following guidelines will apply:

1. The banquet will be recognized as a school function and all school rules will apply and be enforced, including the Code of Student Conduct.

2. No alcoholic beverages or tobacco products will be permitted in the banquet area.

3. An announcement must be made at the beginning of each banquet summarizing these items.

Finance and Reporting

Each booster group shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited. Booster/Support groups must follow appropriate accounting practices in maintaining and disbursing funds.

The district does not assume any financial responsibility for a booster group and excludes itself from any liability a booster group may incur.

Booster groups shall not use the district tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

Booster organizations with administrative recognition, and defined as nonprofit civic and service organizations that support extracurricular activities, may conduct small games of chance on or off school property in accordance with law.

Role Of The Head Coach/Activity Sponsor

The head coach should have an active role in his/her respective booster organization and the decision-making process of the club. S/He should be involved in the structure of the organization's agenda for meetings and actively participate in the meeting. If the head coach cannot attend, a representative from the coaching staff should attend.

Vending Contracts

Booster organizations are not authorized to enter into any contractual agreements that violate existing contracts between vendors and the school district or that violate other Board policies. All vending contracts are subject to the prior approval of the Board of Directors.

Programs

Each booster organization is responsible for and must screen all program advertising for appropriate content. If there is any doubt about the content of an ad, it must be approved by the secondary principal. Advertising of alcoholic beverages or tobacco products are not permitted in any programs. Booster organizations are responsible for time, material and cost of producing a program.

Annual Meeting

In an effort to improve communication between the West Mifflin Area School District and the boosters, there will be an annual meeting where all of the booster clubs meet with the district's administration. The meeting will be held at a mutually agreeable time and date in August. The purpose for the meeting will be to share ideas and discuss issues that arise during the school year.

Requirements and Recommendations

The West Mifflin Area School District requires that each organization:

1. Submit a yearly financial report of revenue and expenditures to the school district prior to August 1 for the Athletic and Activities Committee's review. At the conclusion of each fiscal year, the booster organization shall submit to the District Administrative office a general accounting of money raised and the equipment, favors, awards, supplies, banquet, or salary expenditures incurred and purchased by the organization during that year.

2. Booster groups may not use any district accounts for any purchases.

3. Provide minutes of meetings to the principal and the athletic director within one (1) month after the meeting occurs.

Disband/Cease to Operate

In the event a booster club disbands or ceases to operate, all remaining funds and other cash assets will be transferred to the West Mifflin Area School District in trust for the sole purpose of distributing said funds for the benefit of its successor club or like group.

Compliance

Should any situation emerge between a booster organization and the school, the high school principal shall resolve the issue within the established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines.

Violation of Board policy or Title IX policy may lead to revocation of a booster organization's function in district activities.

FOOTBALL PRE-SEASON HEAT-ACCLIMATIZATION GUIDELINES

Practice or competition in hot and/or humid environmental conditions poses special problems for student-athletes. Heat illness is a primary concern in these conditions. Having a scripted practice plan with breaks from activity as well as scheduled hydration and cooling off periods will be of great assistance in preparing student-athletes for the football season

CORE PRINCIPLES:

1. Acclimatization Period: All schools sponsoring high school football are recommended to institute the heat acclimatization program on Monday or Tuesday (August 10 or 11, 2020) for 5 consecutive days prior to the Monday starting date (August 17, 2020) for the 2020 football season. If a school opts to institute heat acclimatization during this period, the intent is to have all members of the team be present and participate in all 5 consecutive days of the heat acclimatization period, but minimally, a player must be present for 3 consecutive days of these first 5 days of heat acclimatization to satisfy the requirement. A school must have 5 consecutive days of heat acclimatization prior to their first contact drills and contact drills may not be initiated before Monday, August 17, 2020 (the first legal practice date of fall sports).
    - The practices for this week are limited to a 5-3-5-3-5 hours of practice daily for the 5 days of heat acclimatization. Practice sessions may be no longer than 3 hours in length and teams must have 2 hours of rest (recovery period) between sessions. Days 1, 3 and 5 are limited to 5 hours per day and Days 2 and 4 are limited to 3 hours per day. NOTE: For the 2020 Football Season, if a Team is unable to meet the 3 hour daily minimum due to school being in session during the day(s) of heat acclimatization, the Team is expected to maximize the time available for heat acclimatization on those days to satisfy the spirit and intent of this guideline.
    - Helmets and shoulder pads with shorts are permitted the first 5 days of heat acclimatization. Full gear and contact may not be worn until Monday, August 17th after the completion of the five consecutive day heat acclimatization period.
    - If a school starts heat acclimatization on Monday, August 10th, if they choose, they may practice on Saturday, August 15th, but there may be no contact on this day the same as the previous 5 days of heat acclimatization since it is prior to the first contact day of Monday, August 17th. If a school starts heat acclimatization on Tuesday, August 11th, then Saturday August 15th is their 5th consecutive day of at acclimatization and no contact is permitted.
    - If a school starts heat acclimatization on the first practice day, Monday, August 17th, they must have 5 consecutive days of heat acclimatization with helmets, shoulder pads, shorts, prior to their first legal practice with contact. If starting on August 17th, a school must have 5 heat acclimatization days, plus the 5 regular practice days (where contact and full gear is permitted) before their first scrimmage. If they are scheduled to play on the first play date of the fall season, this schedule may limit them to only 1 scrimmage. Schools are advised to be cautious in scheduling a second scrimmage if starting heat acclimatization on August 17th.
    - The only exception to the first legal play date for football is those schools who are playing Week Zero by trading a scrimmage for their first regularly scheduled contest. That varsity team may play the optional weekend of August 28 & 29 with junior varsity competition to follow.

2. Scrimmages: A team shall not participate in a scrimmage prior to the first available scrimmage date as provided in Article XVI: Season and Out-of-Season Rules and Regulations of the PIAA By-Laws.
3. Participation Limitation: No Team, no individual member or members of such Team, and no individual representing any PIAA member school, may Practice or participate in an Inter-School Practice, Scrimmage, Contest, and/or Open Gym on more than six days in any Calendar Week during the Regular Season.
4. Out-of-Season Activities: General conditioning provides only partial heat acclimatization. Therefore, student athletes should be exposed gradually to hot and/or humid environmental conditions to provide better heat acclimatization. Each exposure also should involve a gradual increase in the amount of exercise that is undertaken over a period of days to weeks until the exercise intensity and duration is comparable to that likely to occur in competition. If conditions are extreme, training or competition should be held during a cooler time of the day.

- When protective gear and clothing is authorized by the school Principal outside of the defined season, frequent rest periods should be scheduled so that the gear and clothing can be loosened to allow evaporation of sweat and other forms of heat loss. During the acclimatization process, it may be advisable to use a minimum of protective gear and clothing and to Practice in T-shirts, shorts, socks and shoes. Excessive tape and outer clothing that restrict sweat evaporation should be avoided. Rubberized suits should never be used.

Maximum Practice Time: The maximum allotted time per day for practice is 5 hours and teams must have 2 hours of rest between sessions.
Minimum Practice Time: The minimum practice time for the first five days is 3 hours per day.
Practice: The time a player engages in physical activity. It is defined that any practice session be no greater than three (3) hours in length. Warm-up, stretching, conditioning, weight training and 'cool-down' periods are all considered practice.
Recovery Period: A minimum of a two (2) hour recovery period must be provided after any session.
Walk-through: No protective equipment or strenuous activity permitted. Only balls and field markers (cones) may be used. Prevention of Heat Illness from the Sport Medicine Guidelines of the PIAA Handbook should be observed. These include regular measurements of environmental conditions. See Sports Medicine Guidelines for more detail or consult with your athletic trainer and/or team physician.

FOOTBALL HEAT ACCLIMATIZATION FAQ'S

What date must the Heat Acclimatization start?

- Monday, August 10, 2020 or Tuesday, August 11, 2020

How long must the Heat Acclimatization be run?

- Five (5) consecutive days
  - If starting Monday, August 10, 2026 then up to and including Friday, August 14, 2026.
  - If starting Tuesday, August 11, 2026 then up to and including Saturday, August 15, 2026.

What are the daily minimum and maximum times permitted for each session of the Heat Acclimatization Period?

- The minimum amount of time for practice each day during the Heat Acclimatization Period is three (3) total hours.
- The maximum amount of time for practice on Days #1, #3, and #5 is five (5) total hours.
- The maximum amount of time for practice on Days #2 and #4 is three (3) total hours.
- If you plan on using the five (5) total hours allotted for Days #1, #3, and #5, then you must have a two (2) hour rest period after three (3) hours of practice prior to practicing the additional two (2) hours.

The following is a sample illustration of a Heat Acclimatization Plan that meets the above provisions:

DAY	AM SESSION	BREAK	PM SESSION
1	8:00 AM – 11:00 AM	11:00 AM – 1:00 PM	1:00 PM – 3:00 PM
2	8:00 AM – 11:00 AM	N/A	N/A
3	8:00 AM – 11:00 AM	11:00 AM – 1:00 PM	1:00 PM – 3:00 PM

4	8:00 AM – 11:00 AM	N/A	N/A
5	8:00 AM – 11:00 AM	11:00 AM – 1:00 PM	1:00 PM – 3:00 PM

Who must participate in the Heat Acclimatization Period?

- All students in 9th through 12th grade who may be rostered on the Junior Varsity or Varsity Team. Jr. High rostered players may not participate and Jr. High Teams must adhere to the required first (3) three days of mandatory practice being non-contact and may only use helmet, shoulder pads, and football shoes for these first three (3) days

What is the minimal amount of days a "team" must participate in the Heat Acclimatization Period?

- The team as a whole must participate in a minimum of five (5) consecutive days of Heat Acclimatization.

What if a player or players miss a day of the Heat Acclimatization Period due to illness or other excused absence?

- All players are expected to participate in all five (5) days of the Heat Acclimatization Period, however players must participate in a minimum of three (3) consecutive days to be considered as successfully completing the Heat Acclimatization Period.

What equipment may players wear during the Heat Acclimatization Period? • Players may wear their helmet and shoulder pads during the Heat Acclimatization Period. Full gear may not be worn until the first official day of Fall Sports (Monday, August 17, 2026).

May our team "scrimmage" another team during the Heat Acclimatization Period?

- No, teams may NOT "scrimmage", conduct "inter-school practices", etc. during the Heat Acclimatization Period.

**Special thanks to Jason Zimmerman and the District XI Committee for the development of the FAQ's*
PIAA Handbook pages 20-21

WEST MIFFLIN AREA SCHOOL DISTRICT
SPECTATORS' CODE OF CONDUCT

Each parent/spectator attending an event at West Mifflin Area School District will ensure that his/her conduct is that of a responsible adult or youth who adheres to positively encouraging all participants no matter what situation arises during the contest. Listed below are the expectations that you will follow:

1. Respect the rules of the game, and encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at all sporting events.
2. Respect the game officials and do not question their decisions in a loud, abusive, or disrespectful manner.
3. Place the emotional and physical well-being of the players ahead of any personal desire to win.
4. Always maintain control of his/her emotions, avoid using abusive language and negative body language, profanity, or critical remarks towards the opposing team.
5. Respect the WMASD staff and game workers. Spectators will support coaches and officials working with student athletes, in order to encourage a positive and enjoyable experience for all.
6. Spectators will respect all of the coaches at the event, and will take time to speak with coaches at an agreed upon time and place.
7. Follow the building rules and regulations and respect the property of others.
8. Spectators will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as taunting; refusing to shake hands; or using profane language or gestures.
9. There is no interaction with game officials, coaches, or players at the conclusion of the game.
10. Do not enter onto the playing fields, surfaces, locker rooms, and/or any areas that are designed and designated for school district personnel.
11. Leave the WMASD school grounds in a timely manner at the conclusion of the game.

By reading this document, I agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or designated school official.
- Written warning
- Parental game suspension with written documentation of incident kept on file by the school district
- Parental season suspension
- Parental full-year suspension
- Parental lifetime suspension
- Suspension of Participant

The severity of the incident will dictate the disciplinary action.

Thank you all for your cooperation!

Selection of Starlettes, Silks, and Band Front

Purpose

This policy is applicable district-wide and will be published and made available to candidates in writing prior to tryout practices, effective with 2000-2001 participants.

Guidelines

A copy of the written policy governing auxiliary group members is to be posted in a place accessible to the general student population and general public (e.g., bulletin board, library, and school office). Posting is to be done prior to tryouts. Upon selection, compliance with the rules is mandatory. Noncompliance is cause for suspension or expulsion from the group.

The school will utilize both oral and written media to make students and parents/guardians aware of the date, time, and place of tryouts, and the written policy governing the selection of high school Starlettes, Silks, and Band Front, hereafter referred to as groups.

The faculty and other employees are to be made fully aware of this policy governing group members.

Before Tryouts

Any student that presents a valid medical excuse by a certified doctor that s/he cannot participate in tryouts shall have the opportunity to try out two (2) weeks after the initial tryout. Parents/Guardians must make arrangements and pay for the same judges used in the initial tryouts.

The sponsor must be notified no later than the actual tryout date if a special tryout is to be considered.

The parents/guardians and other interested adult citizens (21 years or older) are permitted to attend the practices. Their role will be that of observers. In an effort to minimize and/or eliminate the possibility of any disruptions or interference with the work of the group, any communication with group members is to occur after the practice session. Tryouts will be closed.

The possibility of the purchase of additional apparel must be disclosed to the student/parent/guardian before the tryouts.

Tryouts

Applicants should be able to do all of the following commands:

- Commands - attention, parade rest, all facing movements.
- Basic marching.
- Routines.

Any previous member of a squad (Starlettes, Silks, & Band Front) with two (2) consecutive years of service **immediately preceding** the tryout and scoring at least seventy percent (70%) of the highest score will be guaranteed a slot on that particular squad equal to the position they held the preceding year (regular or alternate).

All applicants will be enrolled students.

Upon request, all students trying out will be given a personal copy of their scores after the compilation of the scores by the judges. Candidates will have their numbers and scores posted upon tabulation. If an applicant fails to try out (having a legitimate excuse, medical excuse, or death in the immediate family), the group will not be announced for two (2) weeks.

Once a candidate has been successfully chosen for one (1) group, s/he cannot try out for another group that year.

Judges and Judging

Independent judges are to be chosen from the surrounding school districts or from an independent judging association. The Judging Panel shall consist of at least one (1) minority. Three (3) judges shall be an adequate number.

A letter contacting and soliciting the services of judges for the various tryouts shall be over the signature of the building principal.

Tryouts will be closed. Parents/Guardians and sponsors should not converse with the judges once tryouts have begun or during the tallying of the scores.

Ink shall be used in scoring.

The scores and the decisions of the judges are final.

Posting the scores is to be done beginning with the highest score in descending numerical order. Selection to the group will be based on the candidate meeting attendance, scholarship, and numerical ranking.

The school is responsible for communicating in writing to the persons chosen to the group. It is recommended that personal letters of congratulations, with the signatures of the sponsor and the director, be sent to the students and parents/guardians. The names of group members are to be announced over the P.A. system to the student body.

Eligibility and Attendance

1. Eligibility will continue to be based on a 1.75 grade point average as well as the standards set through the P.I.A.A. regulations concerning eligibility.
2. All eligibility for fall extracurricular activities will be determined on the basis of the final grades.
3. Students may attend summer school to enhance their grade point average for **eligibility purposes only** based upon the fourth nine weeks:

a. For eligibility purposes only, the student must take the same or equivalent course required for graduation.

b. The grade for the summer school course will replace the fourth nine weeks grade for eligibility purposes only. This grade will not replace the original grade for class rank or academic grade point average.

4. The period of ineligibility will be thirty (30) calendar days from the date of the first day of practice as defined in the P.I.A.A. handbook for the corresponding season. Nonathletic ineligibility begins on the first day of each quarter for all other extracurricular activities.

5. Students must pass four (4) full credit subjects or the equivalent during the previous grading period. Two (2) of the courses must be in mathematics, science, English, or social studies.

6. Grade changes by teachers are permitted up to but not to exceed two (2) weeks after the report card distribution date for the first, second, and third quarters. Grade changes will be permitted until and including the last day of June for the fourth quarter of the school year.

7. Students declared ineligible for interscholastic athletics may participate in conditioning activities only.

8. Students with any combination of twenty (20) tardies or absences **in a semester** will be declared ineligible. The length of ineligibility will be thirty (30) calendar days from the twentieth day of absence/tardy.

9. All other attendance issues should follow the current high school attendance policy.

Selection Criteria

The school will be responsible to assure every student in the initial tryouts will be given equal and full consideration in preparation for judging.

Judges are to be informed orally and in writing that no selection will be made on the basis of race, sex, religion, age, ancestry, or national origin. There is to be no quota on the number of selectees from any racial, religious, or ethnic group. The judges are to be informed in writing of the groups' policy. In the judging process, selections will be made on the candidate's ability. Judges will be given a copy of the Adopted Group Policy.

The parents/guardians and other interested adult citizens (21 years or older) are permitted to attend the practices. Their role will be that of observers. This opportunity and practice shall be communicated via media generally available to the schools, e.g., public address system, bulletin board, posting, school and school district publications, and local news media outlets. Tryouts will be closed.

Groups will be judged on the following criteria:

Silks (Band Front)

1. Poise and presentation (grooming, posture, make-up, hair).

2. Marching routine (parade-like).

3. Basic marching (to include Facing/Flanking).

4. Original routine (to include twirls and tosses).
5. Instructed routine (to include twirls and tosses).

Starlettes (Band Front)

1. Poise and presentation (grooming, posture, make-up, hair).
2. Basic marching to include Facing/Flanking.
3. Marching routine (parade-like).
4. Original routine (dance) to include kicks.
5. Instructed routines to include kicks.

Group Constitution

The Groups of the West Mifflin Area School District shall be:

1. High School Starlettes (Grades 9-12).
2. High School Silks (Grades 9-12).
3. High School Band Front (Grades 9-12).

Purpose

To promote school spirit, properly represent the school, and promote inter-school relations and good sportsmanship.

Size of Groups

The size of the various groups may vary from year to year. If the number of students trying out for any group is equal to or less than the maximum plus fifty percent (50%) permitted on the group, the sponsor will determine the size of the group before the judging begins. EXAMPLE: If more than 45 girls should try out for Starlettes, then squad may consist of up to 30 members.

If the number of students trying out is fifty percent (50%) or less than the maximum number permitted on the group, the group will be eliminated for that year.

1. The Starlettes will consist of a maximum of 30 members, 24 regulars and the remainder alternates.
2. The Silks will consist of a maximum of 40 members, 32 regulars and the remainder alternates.
3. The Band Front will consist of a maximum of 10 members selected from the remainder of each group's tryout candidates.

Selection of Captain and Co-Captain

The Captain of each high school group shall be the highest scoring senior with one (1) year of experience on that particular group.

The Co-Captain shall be the second highest scoring person with at least one (1) year of experience on that particular group.

Group Regulations

A group member who, in writing to the sponsor, terminates their membership shall not be eligible for reinstatement.

The basic uniforms will be financed by the school district. (see Appendix A)

Uniforms are the responsibility of each student participant. The uniform is to be returned in a condition allowing for reasonable wear.

All special effect props purchased must be agreed upon by the group and purchased by each member.
All members must be in **full** uniform for performances (see Individual Responsibilities), or they will forfeit their chance to participate in that performance.

Any part of the uniform purchased by the school district is to be returned to the school district at the end of the season. If the uniform or equipment is not returned at the end of the season, the student shall have to pay the full price at purchase.

All members of the group will be required to meet financial quotas in fundraising activities.

Behavior That Will Result in Expulsion From the Group

The following student behavior will result in expulsion from the group for the remainder of the student's present school year:

1. Violating Board policy regarding the use of drugs and alcohol as stated in the Student Handbook.[2]
2. Smoking while in uniform.[1]
3. Challenging group sponsors' authority.

Suspension (1 - 10 school days)

Suspension from participating as a group member shall occur in the following cases:

1. Chewing gum while performing.
2. Untidy or incomplete uniform and sloppy appearance (upon inspection at the school before performance).
3. Unnecessary conversations or inappropriate interaction with crowd or team.
4. Insufficient knowledge of routine as determined by sponsor and Band Staff.
5. Failing to serve detention.

6. Failure to fulfill assigned responsibilities.
7. Failure to attend scheduled practice or games.
8. Uncooperative attitude.
9. Any act or deed that harms the reputation of the school during a public performance or practice.
10. Violation of the standards and regulations of the school as adopted by the school authorities.
11. Proven intimidation of other group members.
12. Any member suspended from participation must still attend performances and practices. They will not dress in uniform.

Individual Responsibilities

Appearance –

1. Maintain uniformity in make-up and hair style as defined by sponsors. Make-up and hair style are to be kept moderate and simple. Hair should not be hanging in the face.
2. No gum may be chewed at any time while the member is in uniform and publicly representing the school.
3. Gloves and uniform are to be clean for each public performance. Boots and shoes are always to be polished. Regulation gloves are to be worn at every public performance.
4. Each member will be checked before each performance for **full** uniform defined as proper hair, gloves, tights, character shoes, white tennis shoes, wind suit, tee-shirt, shorts, winter jacket (when required), uniform, equipment, and make-up are to be presentable to the sponsor. Violations of any of the above will result in a group member forfeiting his/her position for that performance.
5. For summer and fall practices, all members are required to wear suitable clothes for marching. Any member not properly attired or equipped for practice will be considered "absent".

Absence –

1. All members must be present for summer band camp, which occurs during the month of August before the beginning of the fall school term. All members must be in band camp for the entire day (8:30 a.m. to 4:00 p.m.). All members will be notified of the exact dates on or before the time of tryouts. Anyone **electing** to absent him/herself these days will be terminated from the group. **Any** absence (excused or unexcused) during band camp will result in alternate status for the show(s) taught during that time. That member also will not participate in the Kennywood Parade.
2. Excusable absences are confined to death in the immediate family, make-up work for school, dress rehearsal for other school activities, or illness accompanied by a doctor's excuse. School approved absences (field trips, college visitation, etc.) will also be counted as excusable absences. Absences for reasons other than those listed above are considered unexcused.
3. No group member may have more than three (3) absences from practices or performances (excused or unexcused) at any time throughout the entire marching band season. Any subsequent absence will result in that

member being disqualified for the next immediate performance. More than two (2) unexcused absences will be grounds for immediate dismissal from the group. Work, detention, and other school meetings are not excusable. Band practice supersedes all other rehearsals or meetings.

4. Arriving late to scheduled practices without prior permission by group coordinator will be considered one (1) late. The accumulation of two (2) lates will be considered an unexcused absence.

5. Absences from school on the day of a scheduled activity or failure to participate in a dress rehearsal for that specific activity will prohibit a student from performing (see Appearance #5). Exceptions include participation in a religious activity, death in the immediate family, and attending a doctor's appointment though written documentation by a physician is mandatory.

Definitions

1. Dress rehearsal is the last full practice the day before the performance AND the final rehearsal the day of the performance.

2. Doctor or dental appointments should be scheduled on days other than rehearsal days.

   Rehearsals are scheduled enough in advance to make this adjustment.

3. Any member not present at the time specified by the sponsor or band director will be considered late. The accumulation of two (2) lates will be considered an unexcused absence.

4. Attendance will be taken at all practices and performances by the group sponsor, including summer band.

5. Excusable absences are confined to death in the immediate family, make-up work for school, dress rehearsal for other school activities, or illness accompanied by a doctor's excuse. School approved absences (field trips, college visitation, etc.), with notice, will also be counted as excusable absences.

6. Absences for reasons other than those listed above are considered unexcused.

7. All group members must travel with the band to all functions. **Only a parent or legal guardian** may report to the sponsor at a function in order to take a member home with him/her. **No student may leave the group without being accompanied by a parent or legal guardian.** Prior written permission to the sponsor from the parent/guardian to leave early is required. Each member is then responsible for all his/her equipment if s/he leaves early.

8. If, for any reason, a group member is dismissed from or leaves the group on his/her own, the position will be filled **prior** to the first day of band camp. After that time the position may be filled by an alternate and the alternate **may** be filled by band front. Open position will remain vacant.

9. Any extenuating circumstances regarding absences and/or enrollment will be reviewed by the band staff and building level directors on a case-by-case basis.

Pep Assemblies

Attendance in school the day of a scheduled pep assembly requires full uniform and participation. Failure to comply will be considered an unexcused absence.

Alternates

Selection of Alternates -

The selection of alternates is based on:

1. Attendance, scholarship, and numeric ranking at tryouts.

   EXAMPLE: If the Silks Group is made up of 40 qualified persons. The first 36 are regular members and the last 4 are alternate members (i.e. the last 4 will always be alternates).

2. In the event a person does not wish to be an alternate, the next qualified person will be eligible for the position.

3. The alternates will be used at the discretion of the sponsor.

Attendance of Alternates -

Alternates are required to attend every practice that a regular member must attend. Thus, all regulations regarding attendance for regular members apply to all members.

When an Alternate Practices for Performance -

If an alternate replaces a regular member for one (1) full practice, it does not necessarily mean that the alternate will perform that week in that spot. Only if the alternate takes the place of a regular member and adequately performs the routine in the dress rehearsal will the alternate march for that performance.

When an Alternate Performs -

Every attempt will be made to rotate alternates. However, the choice of an alternate will primarily be based on routine knowledge and how that student fits in the established routine.

EXAMPLE: Starlette Kick-line is based on height. An alternate closest to size and who has acceptable knowledge of the routine will be chosen.

It will be the duty of the sponsor of the group to keep an accurate written record of the performances of the alternates. This record must be available to the principal upon request, at all times.

Exceptions to the Rotation of Alternates -

1. At the performances designated to recognize senior members during homecoming activities, alternates will have the opportunity to perform.

2. If an alternate has more than three (3) absences (excused or unexcused), s/he will forfeit his/her turn in rotation and be placed at the end of the rotation.

3. In the event of an unforeseen circumstance which is not covered in this constitution, the sponsor will designate the alternate.

4. Adverse effects on the Kick-Line.

5. Insufficient knowledge of routine as determined by sponsor and band staff.

Duties -

Alternates not performing are required to be at games or performances to assist the group. Sponsors will designate duties of the alternates.

Alternates are governed by all regulations pertaining to the group.

APPENDIX A

Starlettes' Uniform	Silks and Band Front Uniform and Equipment
District Purchased	**District Purchased**
Shorts	Shorts
Sequin Vest	Sequin Vest
Sequin Cuffs	Sequin Cuffs
Sequin Leg Warmers	Sequin Leg Warmers
Pollies	Practice Flag
	Performance Flag
	Flag Pole
Member Purchased	**Member Purchased**
Leotard	Leotard
Tights	Gloves
White Character Shoes	Tights
White Tennis Shoes	White Character Shoes
Gloves	White Tennis Shoes
Group Fundraising	**Group Fundraising**
Shorts	Shorts
T-Shirt	T-Shirt
Windsuit	Windsuit
Winter Jacket	Winter Jacket

Letters

1. Squad members are eligible to receive a letter following his/her second "good" year on the squad.
2. Each squad member will receive a pin after each good year.
3. Jackets will be ordered at the end of June (3rd) year camp to be delivered during that fall.
    a. A "good" year is constituted by attendance.
    b. No unexcused absences.
    c. One or less excused absence.
4. You must place a request for the letter through the band director using the Letter Request Form.

PERMISSION LETTER

Dear Parent:

_____ has shown a desire to become a cheerleader at West Mifflin Area High School. If chosen, there are certain responsibilities and obligations which he/she must assume in order toqualify and remain a member of the squad.

Your son/daughter has already received a copy of the West Mifflin Area High School Cheerleading Regulations, which list the rules and regulations. He/she will also be expected to follow the **Rules of Athletic Participation in All Sports.** Please read these rules before signing the form below.

This summer the cheerleaders may attend a cheerleading camp. The cost will be approximately $_____ per student. Parents will be responsible for supplying transportation and other expenses.

The athletic department will supply some parts of the cheerleading uniform. Each cheerleader will be responsible for the purchase of the rest of the uniform and upkeep of the entire uniform.

The participants receive many values from cheerleading, and I sincerely hope it will be a worthwhile and enriching experience for your child. If you do not have accident insurance already on your child, I recommend you purchase the insurance offered by the school in September.

_____ has my permission to participate as a member of the cheerleader squad at West Mifflin Area High School. While I expect school authorities to exercise reasonable caution to help athletes avoid injury, I understand the school assumes no financial obligation for any injury that may occur. This statement is for the current school year.

Home Address: _____ Home Phone: _____

Date: _____ Parent Signature: _____

Name: _____

My class standing of the next school year will be **(circle class standing)** and I am trying out for **(circle only the squad(s) for which you will be eligible next year).**

Class Standing	**Squad Level**	**Check**
Freshman	Freshman	_____ Fall Squad
Sophomore	Junior Varsity	_____ Winter Squad
Junior	Junior Varsity	_____ Both Fall & Winter
Senior	Varsity	

_____ _____

Student's Signature Parent's Signature

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SAMPLE PARENT LETTER

_____
DATE

Dear Parent:

Your _____(son/daughter) _____(name) has indicated a desire to become a member of the _____ High School cheerleading squad. If elected, there are certain responsibilities and obligations which must be assumed in order to qualify for membership on the squad.

Before _____(name of student) can try out for cheerleader, you must meet with me to discuss activities and guidelines for cheerleaders for the _____ school year. Please bring the enclosed packet of information to the meeting on _____(date) at _____(time). All forms need to be filled out and signed before _____(name of student) may attend the cheer clinic on _____(date). At the meeting, I will answer any questions you might have regarding the cheerleading program at _____High School.

Cheerleading is a valuable, educational experience for any student. I sincerely hope it will be an enriching and worthwhile one for _____(name).

Sincerely,

_____(Name)
Cheerleading Coach

Our son/daughter has our permission to tryout for cheerleader at _____High School for the _____school year. We have read the cheerleading rules and will assist in every way to see that rules and regulations are upheld by our son/daughter.

_____ _____
Signature Date

_____
Street Address City State Zip

_____ _____
Home Phone Office Phone

Son/Daughter's Name _____

SAMPLE PARENT/STUDENT LETTER

Dear Parents and Interested Students:

This letter is to inform you of the involvement needed to be a _____(school) cheerleader. This information should allow you to make a more educated decision concerning the commitment required to be a part of this extra-curricular program.

Being a cheerleader involves more than just making the squad and cheering at games. Cheerleaders are expected to be at all required practices, fund raising events, sign making activities, and games. This sometimes involves giving up other opportunities.

Cheerleaders are part of a team and all members need to be present for their group to work smoothly. When scheduling other appointments or out of town trips, not only students, but parents must be aware of the event schedules so cheerleaders do not miss activities.

Items to Buy
- Shoes
- Turtleneck
- Socks
- Danskins
- Pants

Other Expenses
- Dry Cleaning
- Athletic Fee
- Physical Examinations

Optional Extras
- Camp
- Shirts and Shorts
- Pictures

Practices – **REQUIRED**
- 3 times per week in summer
- 2-4 hours per week plus games when school starts
  - Fall practices – Tuesday and Thursday – 7:00 AM
    - Varsity also practices Wednesday from 3:30 – 5:00 PM
  - Winter practices (after Thanksgiving) – Monday, Wednesday
    - 3:30 – 5:30 PM

The schedule will not change. If there is a game on a practice day, it is easier to maintain a consistent day for practice than to keep changing practice times.

Lifting weights is also required. This is a **very important** part of our program to help cheerleaders avoid injuries and gain strength.

Extra Events – Fund Raising **(A LOT!!)**; Pizzas, concession stands, etc.; Locker signs and signs for commons and halls; homecoming; pep assemblies; cakes for teams; parent nights; other special projects

Your signatures below indicate you understand the responsibilities, time and energy involved in becoming a member of a _____ (school) cheerleading squad.

_____
Student Signature

_____
Parent Signature

WEST MIFFLIN AREA ATHLETIC HANDBOOK

Place an "X" after each season which you would like to cheer.

Varsity – Put a "1" after the winter season that you prefer, a "2" after your second choice, and a "3" after your third choice.

FRESHMAN

I am interested in:

Fall – football, volleyball _____

Winter – boys and girls
basketball, wrestling _____

JUNIOR VARSITY

I am interested in:

Fall – football, volleyball _____

Winter – boys and girls
basketball, wrestling _____

VARSITY

I am interested in:

Fall – football, swimming,
Volleyball, cross country _____

Winter – wrestling, swimming _____

Basketball – Boys _____

Basketball – Girls _____

SAMPLE JUDGING SHEET

JUDGING SHEET NO. _____

1.	**Physical Appearance**		10 _____	COMMENTS
		Neat, Clean		
		Physically Fit		
		Good Posture		
		Moderate Make-up		
		Hair Clean & Neatly Styled		
		Subtotal	10 ( )	
2.	**Individual Cheer**			
	A.	Execution	5 _____	
	B.	Motions/sharpness/variety	5 _____	
	C.	Voice Timing	5 _____	
	D.	Jump(s)	5 _____	
	E.	Incorporation	5 _____	
	F.	Degree of Difficulty	5 _____	
	G.	Pep/enthusiasm	5 _____	
	H.	Floor Presence/ Facial expression	5 _____	
	I.	Overall quality	5 _____	
		Subtotal	45 ( )	
3.	**Group Cheer**			
	A.	Execution	5 _____	
	B.	Motions/Sharpness	5 _____	
	C.	Voice/timing	5 _____	
	D.	Floor Presence/ Facial expression	5 _____	
	E.	Pep/enthusiasm	5 _____	
	F.	Overall quality	5 _____	
		Subtotal	30 ( )	
4.	**Jumps**			
	A.	Herkie	5 _____	
	B.	Toe Touch	5 _____	
	C.	Hurdler	5 _____	
	D.	Optional	(Max 5) _____	
		Subtotal	20 ( )	
5.	**Gymnastics**			
	A.	Splits	2 _____	
	B.	Cartwheel	2 _____	
	C.	Roundoff	3 _____	
	D.	Back Handspring	5 _____	
	E.	Roundoff/Back handspring	5 _____	
	F.	Optional I	(Max 5) _____	
	G.	Optional II	(Max 5) _____	
		Subtotal	27 ( )	

6. **Pom Pon Routine**

A.	Execution	5 _____
B.	Rhythm/timing	5 _____
C.	Showmanship/confidence	5 _____
D.	Pep/enthusiasm	5 _____
E.	Floor presence/ Facial expression	5 _____
F.	Overall quality	5 _____
	Subtotal	30 ( )

TOTAL _____

SAMPLE JUDING FORM FOR CHEERLEADER TRYOUTS

	CHEERLEADER CANDIDATE			
	1	**2**	**3**	**4**
GENERAL INFORMATION				
Enthusiasm	____	____	____	____
Eye Contact	____	____	____	____
Facial Expression	____	____	____	____
General Appearance	____	____	____	____
REQUIRED CHEER				
Spirit/Projection	____	____	____	____
Poise/Timing/Cheer Motions	____	____	____	____
Voice Control/Clarity	____	____	____	____
REQUIRED DANCE				
Sharpness	____	____	____	____
Rhythm	____	____	____	____
JUMPS				
Herkie	____	____	____	____
Toe Touch	____	____	____	____
Universal	____	____	____	____
Utah Reach	____	____	____	____
Cartwheels	____	____	____	____
Splits	____	____	____	____
Shoulder Sit	____	____	____	____
Original Dance	____	____	____	____
Original Cheer	____	____	____	____
Extra/Optional	____	____	____	____
Interview	____	____	____	____
TOTALS	____	____	____	____

WEST MIFFLIN AREA ATHLETIC HANDBOOK

SAMPLE PHYSICAL FORM
WEST MIFFLIN AREA SCHOOL DISTRICT
PHYSICAL EXAMINATION

Name: _____Date of Birth: _____

Address: _____

School: _____

Please indicate below by a check in the column on left any positive findings on physical examination or any handicapping disability and describe fully in section on right.

_____ Nutrition
_____ Skin
_____ Eyes
_____ Ears
_____ Nose
_____ Teeth
_____ Tonsils & Adenoids
_____ Lymph Glands
_____ Heart
_____ Lungs
_____ Abdomen
_____ Genito-urinary
_____ Orthopedic

Height _____

Weight _____

Description of positive findings

Recommendations:

Is this child's general physical and emotional status within acceptable standards for school learning?
Yes _____ No _____
Blood Pressure: _____ Urine: _____
Hemaglobin or Hematocrit: _____ TB: _____

DATES OF IMMUNIZATION

	INITIAL SERIES			BOOSTER	BOOSTER
DTP	____	____	____	_____	_____
Salk Polio	____	____	____	_____	_____
Sabin Oral	____	____	____	_____	_____
DT				_____	_____
Tetanus				_____	_____
Smallpox				_____	_____
Measles	____	____		_____	_____
German Measles	____				
Mumps	____				

This child may participate in:

A. Full physical activity including Physical Education: _____
B. Modified physical activity because of: _____
C. Limited physical activity because of: _____

_____ _____ _____
Date Signature – M.D. Address

MEDICAL STATEMENT

1. Has had injuries or medical problems requiring medical attention within the last year?

   Yes _____ No _____

   If yes, please explain: _____

2. Does student have an ongoing significant disease or chronic illness such as epilepsy, asthma, diabetes, chronic heart disease, or severe allergy?

   Yes _____ No _____

3. We acknowledge and recognize that hazards are present in athletic participation and that injury may result. My signature authorize the school to obtain any emergency medical transportation or care that may become necessary in the course of athletic activities and travel.

   Parent Signature: _____

4. You must have accident insurance coverage. If there is any change, you must **notify the school immediately.**

   Name of Company: _____

ACKNOWLEDGEMENT OF INJURY RISKS

We parent(s)/guardian(s) and student-athletes are aware that preparation for and participation in interscholastic athletics involves many risks of serious and permanent injury to the student-athlete. We understand and acknowledge the danger of these severe injuries as inherent in physical activity which may involve vigorous physical contact.

We parent(s)/guardian(s) and student-athlete have completely read, fully understand the inherent risk of injury and hereby indicate our continued interest in participation.

_____ _____ _____

Home Phone Business Phone Parent's/guardian's signature

_____ _____ _____

Home Phone Business Phone Parent's/guardian's signature

_____

Student-athlete's signature

THIS FORM MUST BE IN THE POSSESSION OF THE COACH ON ALL OUT OF TOWN TRIPS

INSURANCE ARRANGEMENTS

PLEASE CHECK ONE

_____ I desire my daughter/son to take out the athletic insurance policy offered through the school.

_____ My daughter/son is fully covered by insurance carried by her/his parent(s) and the school school will not be liable for any injury that occurs during cheerleader practices, contests, or travel to and from cheerleading activities.

Name of students insurance company: _____

Policy Number: _____

_____ _____

Date Signature of Parent/Guardian

To be filled in by school officials

SCHOOL FEES (including student body card) have been paid:

Yes _____ No _____

ELIGIBILITY requirements have been met: Yes _____ No _____

ASSUMPTION OF RISK STATEMENT

I understand that as a participant and as a parent of a participant in _____ High School cheerleading tryouts at _____ (site) on _____(date), I/my daughter may at any time receive an injury. I further indicate that the high school, cheerleading coach, and/or other participants will not be held accountable for any such injury.

_____ _____

Date Athlete's Signature

_____

Parent's Signature

_____ _____

PERMISSION FOR TREATMENT

I, _____, grant permission for the cheerleading coach at _____ High School to make decisions concerning the need for immediate, emergency medical referral for any possible injury received while participating in cheerleading tryouts on _____ (date).

_____ _____

Date Parent's Signature

http://wmasd.org/

https://www.piaa.org/resources/handbook/default.aspx

http://www.wpial.org/

https://www.nfhs.org/

https://nhsca.com/