

# **Halifax Athletics**



**A Handbook for  
Student Athletes and Parents  
2019-2020**

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## **Section 1: Philosophy, Organization and Governance**

### **A. PHILOSOPHY**

#### ***“Athletes First, Winning Second”***

The athletic program of the Halifax Area High School and Middle School is recognized as an integral part of the student's total educational experience. Athletics help students build character, self-discipline, a competitive and cooperative spirit as well as good sportsmanship; attributes which are beneficial in all facets of life. Athletes first, winning second is the basic philosophy of Halifax Athletics. The athletic program should provide an opportunity for all students who are physically capable and eligible to participate. Interscholastic competition will be provided for both male and female student athletes.

### **B. OBJECTIVES**

1. To encourage students to do their best in the educational setting.
2. To encourage students to maintain physical fitness throughout the year.
3. To promote and intensify the level of school spirit.
4. To encourage regular attendance at school.
5. To develop sportsmanship and a cooperative spirit.
6. To provide a positive relationship between adults and students different than the classroom.

### **C. CHAIN OF COMMAND & PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION (PIAA) GOVERNANCE**

The head coach is responsible for all aspects of his or her sport's program. Additionally, head coaches may delegate duties to assistant coaches. The athletic administrator is responsible for all coaches of all sports. According to PIAA guidelines, the principal has final authority.

Some aspects of participation in athletics are governed by PIAA. PIAA sets eligibility requirements that include the age and academic standing of students. HASD's rules are in compliance with PIAA regulations and in some instances will be stricter.

### **D. SPORTSMANSHIP**

Athletes should be aware that they are performing before the public and their behavior is observed by students, parents, fans, opponents, and the news media. The image of the school is reflected by their behavior and attitude. Sportsmanship means playing fair, being courteous, and accepting the results of the contest gracefully. Win or lose, student athletes and coaches must compete without showing disrespect towards their teammates, opponents, officials, coaches and spectators.

## Section 2: Athletic Participation

### A. STUDENT PARTICIPATION & TRY-OUTS

Each sport will attempt to keep as many athletes as possible. When numbers exceed safety standards, equipment needs, or effective coaching, try-outs may be necessary. This will be done at the discretion of the head coach and with the approval of the athletic administrator. **This policy applies to varsity, junior varsity, and middle school sports.**

Please note: Under PIAA rules, the maximum age of participation is 19 unless said age is attained on or after July 1st.

### B. PRE-SEASON REQUIREMENTS

1. **ATTEND PRE-SEASON ORGANIZATIONAL MEETINGS**
2. **PHYSICAL EXAMINATIONS** - A physical examination or re-certification prior to the start of each athletic season is required according to PIAA regulations. Physical examinations must be arranged by each individual athlete and performed by their own physician.
3. **COMPLETION OF INFORMATION FORMS** - All pre-season forms given to the athlete by the athletic department and coach should be completed and returned by the specified date.
4. A yearly participation fee (currently \$35.00) will be due at the end of the first week of practice.

### C. PARTICIPATION REGULATIONS

No athlete shall be permitted to participate in two school sponsored sports at one time during any sport season. ***The only exception is soccer players who kick for football.***

### GUIDELINES FOR SOCCER PLAYERS WHO KICK FOR FOOTBALL

1. First, and foremost, the soccer player is a soccer player.
  - He will not miss any soccer practice time.
  - If a conflict arises between football and soccer, the athlete will attend the soccer event.
2. The soccer player will kick and punt only for the football team. He/she may not be used for any other part of the game other than special teams.
3. The football coach will give a weekly workout routine for the soccer player to practice. A coach must be available to work with him on school grounds while this routine is completed. A copy of this workout will be made available and given to the soccer coach.
4. After the first two weeks of practice are complete, the soccer player will not be permitted to quit soccer to play football fulltime.
5. Try-outs for the kicking position will be made available to anyone interested. Two people may be chosen based on criteria set forth by the football coach.

## **D. ACADEMIC ELIGIBILITY**

PIAA rules require that grades of athletes be checked weekly as well as at the end of each marking period. Every Thursday afternoon, teachers will indicate on a prepared list those students participating in athletics who are passing or failing for the week. A sports week is defined as Sunday through Saturday. The determination of a passing grade is cumulative from the beginning of a marking period even though the check is made weekly. If a student is failing more than one (1) subject, he/she will be declared ineligible for one full week beginning the following Sunday. Additionally, in cases where a student's work in any preceding grading period (nine weeks) does not meet the standards established by the school district, (a student may not fail more than one subject) said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next grading period beginning on the first day report cards are issued.

### **1. PRACTICE POLICY FOR ATHLETES UNDER WEEKLY ELIGIBILITY**

Athletes who have been declared ineligible to participate in interscholastic athletics for failing to meet the curriculum requirements as defined in the Halifax Area High School Handbook shall be allowed to practice with their team according to the regulations which follow.

### **2. ATHLETES DECLARED INELIGIBLE ON A WEEKLY BASIS**

**A. First offense** - The athlete shall be allowed to practice. The athlete may not participate in or "suit up" for any interscholastic event, scrimmages included. He/she may travel with the team for the stated period of ineligibility and will sit on the team bench in street clothing.

**B. Second offense and any additional offenses throughout the season for that sport** - The athlete may not practice for the stated period of ineligibility. The athlete may not participate in any interscholastic event, scrimmages included, and they may not travel with the team for the stated period of ineligibility. **The athlete may not attend any athletic event in any sport throughout that week, home or away.**

### **3. ATHLETES DECLARED INELIGIBLE FOR FIFTEEN (15) SCHOOL DAYS BASED ON THE PRECEDING GRADING PERIOD**

The athlete shall not be allowed to practice for the first ten (10) days of his/her ineligibility. They may practice the remaining five (5) days of ineligibility if grades are acceptable at that time.

If grades are not acceptable at that time, the athlete may not practice for the remaining period of ineligibility and would have to practice ten (10) days before competing in an interscholastic event. The athlete may attend the competition, travel with the team, but may not "suit up."

## **E. SCHOOL ATTENDANCE DETERMINING ATHLETIC PARTICIPATION**

### **1. ATTENDANCE AUDIT BY SEMESTER**

A pupil who has been absent from school during a semester for a total of 20 or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of 60 days following the 20th day of absence. Our school will follow the practice of recording a student on in-school suspension as being present for the day. Absence from instruction due to out-of school suspension will be considered an absence for PIAA attendance.

### **2. DAILY ATTENDANCE AND PARTICIPATION**

Athletes will be expected to attend school on a regular basis. For events where athletes get back to school late, normal attendance applies unless otherwise noted by AD/Principal. Student athletes must be in attendance at school in order to participate in practice or a game. On a particular day a student must be in school by the time indicated in the student handbook (9:45 am). If not, the right to participate in the extra-curricular activity has been forfeited. If a student is absent from school on Friday, or the last day of the school week, and wishes to participate in a Saturday event, a written statement from a licensed physician that states the reason for the absence and certifies the student is soundly fit to participate must be forwarded to the Principal or Athletic Administrator prior to that event. To participate on Saturday, a minimal day of attendance on Friday, or the last day of the school week, is required. A minimal day is at least the time indicated in the student handbook, until the close of the school day.

### **3. UNEXCUSED LATE TO SCHOOL AND ABSENCES**

Athletes should be a good role model for school attendance. If a student/athlete incurs school discipline for tardies and or unexcused absences, the following consequences will be in effect:

- In athletic sports with quarters (football, soccer, basketball, and cheerleading) athletes will sit out the **next 2** quarters of play.
- In wrestling the athlete will miss a match at the discretion of the coach, but within the next three matches.
- Baseball and softball players will miss the next three innings of play.
- Track and Swimming athletes will miss one (1) event at a meet that they normally participate in.
- Volleyball players must sit out the 1st game of the next match.

## **F. OUT OF SCHOOL SUSPENSION & EXPULSION**

Students who are suspended, out-of-school, or expelled may not participate in or attend any athletic practice, scrimmage or game, or any other school sponsored or school related event during the period of suspension or expulsion.

Eligibility guidelines for grades and attendance above are minimal requirements that all coaches are expected to follow. Coaches may add or clarify as it relates to their particular sport.

### Section 3: Student Athlete Code of Conduct

The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. Therefore athletes should strive to model the following:

#### A. ATTITUDE

1. Always show respect for your parents, teachers, coaches, and elders.
2. Always conduct yourself like a young lady or gentleman.
3. Be a constant role model of good sportsmanship and citizenship. It is important that you understand that younger athletes in our school district look up to you.
4. Always be positive and enthusiastic.
5. Strive to get to know and *like your* teammates and coaches.
6. Congratulate and support your teammates during all situations.
7. Always work to be the best team player you can be.
8. Help younger athletes by sharing your knowledge and skills.
9. Strive to hold others to their personal best.

#### B. TRAINING

1. Keep yourself in the best physical condition possible.
  - a. Nutrition
  - b. Strength
  - c. Adequate sleep
  - d. Use good judgment when involving yourself in activities that could result in physical injuries especially during the season.
2. Try to select off-season participation in related activities that could enhance your ability.
  - a. Off season leagues
  - b. Tournaments
  - c. Open gyms
  - d. Strength training
  - e. Summer camps
  - f. Running or aerobic exercise

#### C. GENERAL Code of Conduct

1. Do not lie.
2. Obey all school rules, **municipal\***, **state\***, and **federal\* laws**.
3. Honor your commitments fully.
4. Be prompt.

Violations of the above rules and regulations will result in disciplinary action that may include possible game or portion of a game suspension as well as school disciplinary actions according to the handbook. Continued problems will lead to further suspension with possible dismissal from the squad.

**\* Violations of these laws will result in a meeting between building principal, athletic administrator, the season coach and if necessary two other coaches to determine an appropriate disciplinary action.**

#### **D. INDIVIDUAL COACH'S RULES**

Coaches may establish additional rules and or regulations with the approval of the athletic administrator for their respective sports. The rules pertaining to a particular sport must be given by the coach in writing to all team members 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. **These rules are to be on file prior to the start of that season.**

#### **E. SUBSTANCE ABUSE PREVENTION FOR THE STUDENT ATHLETE**

Students have to decide if they want to be athletes. If you wish to be an athlete, you must make the commitment in order to be a competitor. Each athlete has a responsibility in maintaining a positive image for themselves, their team and our school.

Therefore, use of, or possession of tobacco and the possession or use of any controlled substances (as defined in School Board Policy 227) is prohibited.

Substance abuse guideline for student athletes extends through the **entire year**, in or out of season, **on or off school grounds**.

**Violations are Cumulative for an athlete's career at Halifax High School/Middle School.**

#### **F. STUDENT ATHLETE SUBSTANCE ABUSE VIOLATIONS**

##### **1. FIRST VIOLATION**

- a. An Administrator/Parent Conference will be required when a student athlete commits a first violation.
- b. A student athlete will be ineligible to participate in any sport (or use any athletic facility) indefinitely until he/she has enrolled in the District's Student Assistance program and complete a drug and alcohol evaluation.
- c. The athlete will be suspended ten athletic days (an athletic day is defined as a day the sport is scheduled to practice or play) without practice and attendance at Halifax Area events, starting the day of enrollment in the Student Assistance program.
- d. All recommendations of the Student Assistance Team must be followed, including an assessment by a drug and alcohol specialist as per District Policy (#227). All recommendations of the agency must be followed to conclusion. Failure to comply within the prescribed time will be cause for suspension from the

activity program(s). The student is required to comply with all recommendations of the counselor to continue activity participation.

- e. The student will be tested, at her/his own expense, prior to resuming activity participation (practices and/or activities).
- f. Student athletes who violate the Substance Abuse Policy may be required to participate in unannounced mandatory urine screening to maintain their athletic eligibility. These screenings will not exceed two per month. The duration of the mandatory testing will be communicated in writing to the parents/guardians.
- g. Payment for the urine screening test will be at the Athlete's expense.
- h. Attempting to subvert any urine screening will be considered a separate violation of the Student Athlete Code of Conduct and is also a violation of the Student Code of conduct.

## **2. SECOND VIOLATION & ALL SUBSEQUENT VIOLATIONS**

- a. An Administrator/Parent Conference will be required when a student Athlete commits a second violation.
- b. A student athlete will be ineligible for all athletic activities for 1 calendar year.
- c. Students will follow all of the guidelines for a first violation in order to re-establish athletic eligibility.

## **G. ACTIVITY STUDENT DRUG TESTING POLICY**

According to Board Policy #227.1, athletes are included in the Random Drug Testing.

1. **Guidelines – (Random Testing)** Testing will be done without prior notice to the student. The dates of testing shall be determined by the district in its sole discretion, and may be performed at any time during the school year.  

The district may test up to 20 of the activity students randomly, at monthly intervals during the school year or interscholastic seasons without regard to whether the activity student is then participating in the designated activity. Students selected for testing will be chosen by random computer process, supervised by the building principal or designee. Testing can only be conducted by the testing agency selected by the district.
2. **Consents** - Prior to any student being permitted to participate in an activity, both the student and his/her parent or guardian must sign a consent form which shall explain the collection process and testing procedures and shall serve to authorize the district to enforce this policy. If any student or parent/guardian declines to sign the form, then the student shall not be permitted to participate in the activity. If a student moves into the district and wishes to participate, the student shall be required to provide a properly executed consent before being allowed to participate.
3. **Positive Random Drug Testing Results- Positive results are considered violations of the Student Athlete Substance Abuse rules above and are detailed on School Board Policy 227.1**
4. **NON-PUNITIVE NATURE OF RANDOM DRUG TESTING POLICY-**  

No student athlete shall be penalized academically for violating the random drug testing policy. The results of information pursuant to this policy will not be documented in any student's academic records. Information regarding the results and/or information on random drug testing will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student's custodial parent or legal guardian will be notified in writing in a language that they understand at least 72 hours before response is made by the District.

## H. ADMINISTRATIVE STATEMENT

The Athletic Administration, in agreement with the Building Principal of the athlete in question, retains the right to review and adjust the level of intervention due to the severity and/or frequency of Substance abuse infractions.

## I. STUDENT ATHLETE TOBACCO PREVENTION

The use, possession, or distribution of any form of tobacco is prohibited.

1. First and Second OFFENSE - **Immediate 10 athletic day suspension** (an athletic day is defined as a day the sport is scheduled to practice or play). The first week will be total exclusion from the program and all Halifax athletic events (unless the coach has established a suitable program and obtained prior approval from the Athletic Administrator).
2. Third and subsequent offense- Forfeiture of privileges in participation in Halifax Athletics for the remainder of the school year.
3. All tobacco offenses are cumulative throughout the career of a student athlete.
4. All tobacco offenses will lead to a Student Assistance Team referral.
5. Tobacco offenses that occur on school grounds or at school sponsored events are also a violation of the Student Code of Conduct.

## J. SELF-REFERRAL for Substance Abuse and Tobacco Use

1. An athlete who self-refers must complete the form provided and returns same to the Athletic Administrator.
2. An Administrator/Parent Conference will be required when a student initiates a self-referral.

After a self-referral, a student athlete will be ineligible to participate in any sport (or use any athletic facility) until he/she has enrolled in the District's Student Assistance program and completed a drug and alcohol evaluation. All recommendations of the Student Assistance Team must be followed, including an assessment by a drug and alcohol specialist as per District Policy. All recommendations of the agency must be followed to conclusion. Failure to enroll and attend the drug and alcohol education program, if applicable, will result in the athlete being dropped from the team for the rest of the season and the athlete may not participate in another sport until all recommendations have started. When eligible to return, the athlete must have a certified drug test confirming that the student is substance free.

## K. PIAA RELATED OFFENSES

1. EJECTION FROM AN EVENT
  - a. FIRST OFFENSE – Anyone ejected from an event will not be allowed to participate in the next scheduled event. If the ejection occurs in the last game of a season, the one game suspension will carry over to the next season. If a senior is ejected from the last game of their last season, they will forfeit their letter in that sport.
  - b. SECOND OFFENSE – The athlete will be suspended for the next three events.
  - c. THIRD OFFENSE – THE ATHLETE IS suspended FOR THE remainder of the SEASON.

An athlete may request reinstatement to the sport at Halifax. He/she must meet with a committee of the athletic director and coaches to review his/her situation.

2. UNSPORTSMANLIKE BEHAVIOR -The Athletic Department, School Personnel, or Administrative Personnel must submit in writing a description of the Unsportsmanlike Behavior. An athlete's sportsmanship and behavior is considered from the time they arrive at an event until they leave school grounds. This also includes practice times.

**Unsportsmanlike behavior shall include but not be limited to:**

- a) Inappropriate language or obscene gestures.
- b) Mistreatment of equipment.
- c) Disrespect towards officials, players, and coaches.
- d) Failure to shake hands at the end of an event (uncooperative).
- e) Public displays of negative behavior or anger.
- f) Not in proper uniform. No additions or deletions to your school uniform without the permission of your coach.
- g) Intent to hurt or injure another athlete.
- h) Taunting.

### 3. VIOLATIONS

The player will be immediately removed from the game for a "cool down" period. Length at that time will be determined by the coach.

Each situation will be reviewed the following day by the principal, athletic director, and coach. Consequences for the conduct may vary depending on the severity of the violation. A written explanation of each violation and consequence will be sent to the parent and reviewed with the athlete.

### 4. CONSEQUENCES

Unsportsmanlike behavior may result in loss of game playing time, ejections from an athletic contest, or dismissal from the team.

## L. HAZING/HARASSMENT

Hazing will not be tolerated at Halifax High School. 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 organization recognized by the board. **Endanger the physical health** shall include, but not be limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. **Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participated. You are

expected not to participate in any hazing activity, and report any activity immediately. Failure to report any such activity is in effect giving approval of it and denotes participation.

After such activity is reported, an investigation will take place by the Athletic and/or school administration. If hazing/harassment is substantiated, the following consequences will occur.

1. FIRST OFFENSE – 10-day suspension from practice and events following a meeting with coach, athlete, parent, and Athletic Director.
2. SECOND OFFENSE – Dismissal from team.

Severe or egregious infractions may bring additional consequences including, but not limited to involvement of law enforcement agencies.

### **M. ILLEGAL ENTRY TO GAMES**

All athletes are expected to purchase a ticket to enter any athletic contest in which they are not involved. Failure to do this will result in the following.

1. FIRST OFFENSE – Athlete must immediately leave the athletic contest and will not be permitted to return. Parents may be contacted.
2. SECOND OFFENSE – One week exclusion from **any** home events and a suspension from team's practices and games.
3. THIRD OFFENSE – two-week exclusion from **any** home events, including your team's practices and games.

### **N. TRAVEL EXPECTATIONS**

For the total team experience, safety issues, and liability, athletes must travel to and from all athletic contests using transportation provided by the school district. Athletes are to act with proper behavior while traveling. Athletes should travel in appropriate attire, and act in accordance with the Code of Conduct.

### **O. SOCIAL MEDIA**

Use of the social media accounts should be used with discretion. Athletes' online presence can positively or negatively affect the reputation of themselves, their team, and Halifax Area School District. Athletes are advised to follow these recommendation:

1. Avoid posting taunting and boastful content.
2. Avoid posts that demean, slander, or poorly represent yourself, teammates, coaches, officials, and opponents.
3. Promote your sport through the recognition of excellence on and off the field without doing so at the expense of others.
4. When in doubt, do not post.

## Section 4- Injuries

### A. INJURED ATHLETE PROCEDURES

1. All injuries are to be reported to the head coach.
2. The coach will determine if an accident report needs to be filled out based on guidelines as set forth in the coach's manual.
3. For injuries beyond the ability of the head coach or his/her staff, the athletic trainer should be notified.
4. Except in emergency, no student-athlete should seek professional medical assistance for a sport related injury without the referral of the trainer, school nurse or coach. If you do go to a doctor you must notify the coach by phone by personal contact within 24 hours of the doctor visit or the insurance claim will not be processed.
5. The athlete should make himself/herself available for rehabilitation procedures as determined by the trainer.
6. No student should **ever** enter the training room for **any** reason without the **direct** supervision of a coach or trainer.
7. Training room hours will be posted on the training room door.

### B. ATHLETIC INSURANCE USE PROCEDURE

1. All accidents must be reported immediately to the coach who was supervising the activity when the accident occurred.
2. The coach or trainer will then complete the proper accident form and the trainer will distribute to all necessary parties within 48 hours.
3. The injured athlete must see the school nurse for an Insurance Claim form for use by the parent within 48 hours.
4. An insurance claim form is not needed for an athlete to be seen by a doctor. The parent may inform the doctor or hospital that a school athletic insurance program is provided by the Halifax Area School District. Please be advised that our school policy provides very limited coverage. You as a parent may wish to use your own coverage. The doctor or hospital should send all bills and communication concerning the injury to the Halifax Area School Nurse's office for processing if school athletic insurance is to be used.

### **C. GUIDELINES TO MINIMIZE/REDUCE COMMUNICABLE SKIN CONDITIONS AND INFECTIOUS DISEASES**

The following guidelines are adopted from 'Position Statements' by the National Athletic Trainers Association and the National Federation of State High School Associations. Halifax Area School District's Athletic Department strongly recommends the following guidelines are carried out by all those involved with athletics. Following these guidelines will help reduce the occurrences and outbreaks of infectious diseases. This requires active participation from coaches, parents, athletes, as well as the school district. After each statement are initials indicating who the primary responsibility falls upon. Although this is a collaborative effort by all those involved, each statement has a specific responsibility more applicable to some.

- A – Athlete
- AT – Athletic Trainer
- C – Coach
- D – School District
- P – Parent

#### **1. GENERAL**

- a. Wash hands thoroughly with soap and water or use an alcohol-based hand sanitizer routinely. Hands should be washed every time after using the bathroom. (A, AT, C, D, P)
- b. Immediately shower after practice/competition. (A, P, C)
- c. Use your own soap (preferably liquid), towel and wash cloth (A, P)
- d. Do not share personal hygiene products (bar soap, razors, etc.) with others (A, P)
- e. Wash towels, wash clothes and all athletic clothing worn during practice/ competition daily. Make sure gym bags are washed and /or disinfected each time dirty workout clothes are transported in them. (A, P)
- f. Seek proper first aid. (A, AT, C)
- g. Don't let abrasions or open sore go without evaluation by the Athletic Trainer. Be sure to keep them clean and covered with proper dressings. (A, AT, C)
- h. Inform the Athletic Trainer about any suspicious lesions at the beginning of practice. Only skin infections that have been properly diagnosed and treated may be covered and allowed to participate. (A, AT, C)
- i. Playing fields should be inspected by coaches, athletic trainers and field maintenance personnel for animal droppings that could cause bacterial infections of cuts or abrasions (AT, C, D)

#### **2. EQUIPMENT**

- a. It is recommended that athletes do not share sports equipment, but if necessary shared sports equipment (helmets, pads, etc.) and wrestling headgear should be disinfected on a daily basis. (A, C)
- b. Wash athletic gear (such as knee pads, elbow pads, wrestling shoes) on a regular basis (weekly minimum) and dry thoroughly. (A, P)
- c. Clean/disinfect protective equipment such as helmets and shoulder pads on a regular basis (weekly minimum). (A, P)
- d. Weight room equipment, including benches, bars, and handles should be disinfected before and after each weight room session. Weight room floors should be disinfected each night. (C, D)

- e. Replace/repair torn and worn out padding on weight machines. (D)
- f. Avoid common tubs with any open wounds, scrapes, or cuts. Any athlete with an open wound must have the wound covered and sealed (such as with a plastic bag) or must have a tub to themselves. (A, C)
- g. Athletes should shower or use hand sanitizer before and after starting common tubs. (A, C)
- h. Tubs must be disinfected after each use. (A, AT, C)
- i. Athletes should not share water bottles or sweat towels, and are strongly encouraged to be responsible for their own water bottle and sweat towel. (A, AT, C, P)
- j. As stated earlier, all athletic clothing worn during practice/competition, towels, and washcloths should be washed daily. (A, P)

### **3. LOCKER ROOMS/SHOWER ROOMS**

- a. All items should be kept off the floors so the locker room floors can be disinfected each night. (A, C)
- b. Athletic gear should not be stored in the lockers that do not have adequate ventilation. Team room should be kept locked if equipment can't be put in lockers. (A, C)
- c. If a locker room has poor ventilation, fans should be placed in the room to increase air circulation. (D)
- d. Athletic lockers should be sanitized between seasons. (D)
- e. Rather than carpeting, locker or dressing rooms should have tile floors that may be cleaned and sanitized. (D)

### **4. ATHLETIC TRAINING ROOM (ALL IN THIS CATEGORY IS THE RESPONSIBILITY OF THE ATHLETIC TRAINER)**

- a. Disinfect treatment/taping tables daily.
- b. Athletes with open wounds, scrapes, or cuts must use an individual whirlpool or tub.
- c. Whirlpools and tubs must be disinfected after each use. If a whirlpool is used, disinfectant must be run through the turbine.
- d. Ice scoops should be disinfected regularly.
- e. Coolers and bottles that are used must be sanitized each night.

### **5. WRESTLING ROOM/WRESTLERS**

- a. Coaches/Athletic Trainer should visit with wrestlers, and their parents/guardians to discuss how to recognize and prevent the most common communicable skin conditions. (AT, C)
- b. Wrestling mats are to be cleaned with disinfectant before and after each individual team (school, youth, and matches). Allow mats to air dry before using. (C, D)
- c. Use designated mops/cleaning equipment to clean the wrestling mats. Mop heads should be washed after each use. Mop heads and disinfectant should be changed after each cleaning. (D)
- d. Use mat tape to cover small holes and tears on top and bottom surfaces of mats. (C, D)
- e. Wipe down the padding along walls daily after practices are finished. (D)
- f. No street shoes are allowed on the wrestling mats. (EVERYONE)
- g. Wrestlers should keep fingernails trimmed short to avoid scratching others or themselves, as any opening in the skin increases the risk of infection. (A)
- h. Wrestlers should have daily skin checks performed. (A, AT)

## Section 5 – Equipment

### A. EQUIPMENT Distribution and Collection

Each athlete will be issued equipment suitable for each sport, and it is the athlete's responsibility to return the equipment upon the conclusion of the season. **Equipment/uniforms belong to the school.** The following guidelines will be used as the procedure for equipment return:

1. Equipment shall be returned within a week of the completion of the season.
2. A list of athletes who have not returned their equipment on time will be given to the athletic director. A list of obligations is subsequently submitted to the school administration.
3. Once an obligation is submitted, the following progressive discipline procedure will begin:
  - a. No participation in any other sport will be permitted until obligation has been met.
  - b. After two weeks, letters will be forfeited and student athlete will not be eligible for any athletic award.
  - c. After three weeks, it will be turned over to the building office, at which time this will be handled as per the school district collection policies.
  - d. Students may be billed for cost of replacement equipment/uniform.

## **Section 6 - LEAVING THE TEAM**

### **A. LEAVING A SPORT - GOING OUT FOR A SPORT THE NEXT SEASON**

Any athlete has the right to leave or quit a team, but in order to participate in any other sport, he/she must do the following:

1. The athlete must initiate a conference with the coach.
2. The athlete must inform the coach of the reason for leaving the team.
3. The athlete must satisfy all equipment obligations.
4. The athlete will not qualify for a letter or any awards in that sport.

### **B. CONSEQUENCES FOR QUITTING OTHER THAN THE ABOVE DEFINED WAY**

1. The athlete may not participate in any athletic function for 1 calendar year.
2. The athlete will lose letter.
3. The athlete may not qualify for any other athletic award.
4. Actions of athletes may warrant referral under school discipline code.

### **C. LEAVING A SPORT - TRANSFERRING TO ANOTHER SPORT DURING THE SAME SEASON**

If the athlete wishes to participate in another sport during that season, he/she must have permission of both coaches from both sports involved. He/she will be expected to practice ten (10) days in the sport after the switch before they are eligible to participate in a game. After a student has been involved in a sport for three weeks, no crossover will be permitted.

An athlete dismissed from a team may jeopardize future eligibility for participation in athletics at Halifax.

## **Section 7: AWARDS**

### **A. GIZ**

This award is given in memory of Gary Lee Zimmerman. It is the most prestigious award given by athletic coaches. It is given to a senior athlete who shows excellence in the following four areas: desire, leadership, cooperation, and ability. It is voted upon by all athletic coaches and can be given to one winner, two winners, or no winners should no one fit all four areas of criteria.

### **B. TEAM MVP**

Each sport may have only one athlete chosen as team MVP. MVP's are chosen by the coach of that particular sport depending on each coach's individual criteria. **These criteria shall be filed with the Athletic Administrator prior to the start of their season. These criteria should also be shared with the team prior to the season. If no athlete has met the criteria for being an MVP, the award may not be given. ANY SUBSTANCE ABUSE VIOLATION OR OTHER SERIOUS VIOLATION OF THE ATHLETIC CODE MAY EXCLUDES AN ATHLETE FROM SELECTION OF THIS AWARD.**

### **C. MOST IMPROVED ATHLETE**

This award is given to one senior female athlete and one senior male athlete. Athletes are nominated by the coaches based on an unusual amount of improvement over a three or four year span of time. Nominations are given to the varsity club who then vote to determine the final recipients.

### **D. CAREER VARSITY LETTER AWARD**

In order to receive this picture plaque, a senior athlete must earn 8 varsity letters.

### **E. THREE VARSITY SPORT LETTER WINNER**

In order to receive this certificate, a player must earn 3 varsity letters in one year.

### **F. VARSITY JACKET**

A jacket will be available for any athlete who has earned two letters, one of which must be a varsity letter. Jackets are acquired according to Varsity Club criteria.

### **G. TVL SCHOLAR ATHLETE AWARD**

You must have earned a varsity letter that year and have a cumulative 93% average for the first 3 quarters of the school year.

### **H. BOOSTER CLUB SCHOLARSHIP**

This award is given annually to a senior boy and girl athlete. A second scholarship will be given if monies are available.

## Section 8 - PARENT/GUARDIAN CODE OF ETHICAL CONDUCT & EXPECTATIONS

The purpose of the Parent code is to develop parental support and positive role models in all athletic activities. In the tradition of excellence, the purpose of all athletic activities at Halifax Area School district is to promote the physical, mental, moral, social, and emotional well-being of each student. **Parents/guardians are an integral part of this process.**

### A. EXPECTATIONS FOR PARENTS/GUARDIANS

As a Halifax Area School District parent/guardian, I agree to:

- be a positive role model for my student, the school and community
- display a positive attitude and behavior
- show respect for all participants, officials/judges and advisors/coaches
- assist in providing for student safety and welfare at all times
- encourage my student to attend school regularly and excel academically
- inform my student of the dangers of using and discourage the use of any controlled substances or tobacco

### B. EXPECTATIONS FOR ALL SPECTATORS

- be respectful to all Athletes/Coaches/Officials/Game Workers and other spectators
- be respectful through language and actions
- be respectful of school facilities

### C. CONSEQUENCES FOR SPECTATOR EJECTION FROM AN EVENT OR VIOLATION OF CODE OF CONDUCT

**1. FIRST OFFENSE:** Any spectator who commits a first offense by violating the ethical code of conduct and/or being ejected from any sporting event hosted or sponsored by the Halifax Area School District must satisfy all of the following requirements before that spectator is permitted to attend any further athletic events hosted or sponsored by the Halifax Area School District:

- a. Completion of the online "Positive Sport Parenting" course at NFHSLearn.com (or another course deemed acceptable by the Athletic Director); and
- b. Attend an in-person meeting with the appropriate school Principal and Athletic Director at which the spectator will be required to present the Certificate of Completion awarded after completion of the "Positive Sport Parenting" course.

**2. SECOND OFFENSE:** Any spectator who commits a second offense by violating the ethical code of conduct and/or being ejected from any sporting event hosted or sponsored by the Halifax Area School District must complete all of the following requirements before that spectator is permitted to attend any further athletic events hosted or sponsored by the Halifax Area School District:

- a. A second completion of the "Positive Sport Parenting" course at NFHSLearn.com (or another course deemed acceptable by the Athletic Director); and
- b. Attend a second in-person meeting with the Superintendent, appropriate school Principal and Athletic Director at which the spectator will be required to present the Certificate of Completion awarded after second completion of the "Positive Sport Parenting" course; and

c. Serve a suspension from any and all athletic events hosted or sponsored by the Halifax Area School District for 30 days from the date of the second offense.

**3. THIRD OFFENSE:** Any spectator who commits a third offense by violating the ethical code of conduct and/or being ejected from any sporting event hosted or sponsored by the Halifax Area School District will not be permitted to attend any and all further athletic events hosted or sponsored by the Halifax Area School District for a period of one year from the date of the offense.

**4. FOURTH OFFENSE:** Any spectator who commits a fourth offense by violating the ethical code of conduct and/or ejected from any sporting event hosted or sponsored by the Halifax Area School District will be permanently barred from any and all athletic events hosted or sponsored by the Halifax Area School District.

## Section 9: GRIEVANCE PROCEDURE

**A. It is Halifax Area School District's policy that grievances should not be addressed during or immediately following any practice or activity.** If a situation arises where a parent/guardian wishes to meet with a coach, or address a specific issue or complaint, the following steps should be followed:

1. Request a meeting at school with the coach via telephone.
2. ***If*** your problem is unresolved, arrange an appointment with the school administrator that is in charge of the specific problem. **Do not call the Athletic Director unless the first step has been fulfilled.**
3. If your problem is still unresolved, the appeal process outlined in District Policy will apply.
4. Upon request, topic should be made known to coach.
5. Coach or Parent reserves the right to require athlete to be present at meeting.

**B. CONSEQUENCES IF GREIVANCE STEPS ARE NOT FOLLOWED:**

1. First Offense – Parent may not attend next home event in that sport.
2. Second Offense – Parent may not attend any home events in that sport for the remainder of the season.

**Section 10: Acknowledgement**

I have read all of the information in this handbook and acknowledge receipt of it.

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Parent signature)

\_\_\_\_\_  
(Date)

Athletes may not practice until this paper is on file with the Athletic Administrator.

This form must be completed each school year.

Halifax Area School District  
Concussion and Traumatic Brain Injury Information Sheet

Beginning with the 2011/2012 school year Halifax Area School District (HASD) has adopted the Concussion Management Policy (Board Policy #123.2) on athletic concussions based on research from the 3<sup>rd</sup> International Conference on Concussion in Sport. HASD realizes that not all concussions or athletes are similar and each injury needs a different plan of care; however the Sports Medicine Team will try to maintain a certain standard of care set forth by this policy. HASD will also be using the Impact Test to further assess post-concussion brain function.

**Definition of a Concussion:** A concussion is a disturbance in brain function caused by a direct or indirect force to the head. It results in a variety of nonspecific symptoms and often does not involve loss of consciousness. A concussion should be suspected in the presence of any one or more of the following:

- Symptoms (such as headache), or
- Physical signs (such as unsteadiness), or
- Impaired brain function (e.g. confusion) or
- Abnormal behavior

**Grading a Concussion:** Any disturbance in brain function will be labeled as a concussion until all signs and symptoms are resolved and the student-athlete is cleared to return to play. Only then will a concussion be labeled as mild, moderate, or severe.

**Returning to Play:** All student-athletes will be tested for his/her ability to return to play once they are symptom free. The student-athlete must be symptom free without medication. When the student-athlete is symptom free, he/she will take the post-injury Impact Test to see if brain function is back to baseline. Once the student-athlete is back to baseline with the Impact Test AND he/she has received clearance from a physician (MD or DO), he/she must complete the following guidelines without any return of signs and symptoms.

1. Light aerobic exercise
2. Sport-specific exercise
3. Non-contact training drills
4. Full contact practice
5. Full return to competition

If any signs or symptoms return at any point of the guidelines listed above, the student-athlete will not be permitted to participate until he/she is symptom free and has returned to baseline with the Impact Test. No athlete may return to competition within the first seven days of receiving a concussion.

I have read and understand the Concussion Management Policy set forth by the School Board of Halifax Area School District and agree to the protocol set forth in this policy.

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Signature of Athlete

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Date

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Signature of Parent

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Date