

WYOMING SEMINARY ATHLETIC DEPARTMENT HANDBOOK



WYOMING SEMINARY ATHLETIC HANDBOOK

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The Wyoming Seminary Athletic Department hopes the following guidelines, compiled from several sources in addition to our own ideas, will prove helpful. All coaches are required to be aware of the contents of this handbook.

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PHILOSOPHY AND PURPOSE OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

The major goal of an interscholastic athletic program is the same as for any other educational program – to provide youth with the opportunity to develop to their maximum potential. The program provides for development of physical and mental skills through competitive athletics, enhanced students' personal and social confidence and skills. Competitive athletics can generate a pride in achievement; an appreciation of team effort, hard work, and fair play; respect for rules of the game; and respect for the abilities of others. It should be noted that participation in athletic activities is a **PRIVILEGE** offered to and earned by students.

Interscholastic athletic programs are designed to give special opportunity for maximum development of athletic skills for physically gifted students. However, every student who is interested in athletics should have the opportunity to compete for positions on teams. The talented student is expected to give more and produce more because of that talent. An athlete should gain a healthy respect for self and others and learn to value diligence, achievement, and excellence. These are positive reasons for providing a program of athletic competition.

A sound athletic program must be based on educational principles. Every activity sponsored and supported by schools must be considered a phase of the educational process. Athletics are an integral part of the total educational program, and are extracurricular only in the sense that they are assigned time outside of the student's academic class schedule. The academic and athletic programs should be complementary.

A coach should be a dedicated teacher who has great influence on students. As a professional educator, the coach should set high standards and serve as a model for students. A coach has the responsibility to be a teacher first and a coach second. A coach should be a professional who works closely with the administration, fellow teachers, and counselors. A worthy coach will stress the importance of achievement in all endeavors as well as sports. A coach must work continually with the student body, parents, and public to help them understand the relationship between the goals of education and interscholastic athletics.

The teacher-coach identifies and strives to attain specified objectives through methods and techniques based on sound principles of learning.

CODE OF ETHICS OF THE NATIONAL HIGH SCHOOL COACHES ASSOCIATION:

AS A PROFESSIONAL EDUCATOR I WILL:

- ❖ Exemplify the highest moral character, behavior, and leadership.
- ❖ Respect the integrity and personality of the individual athlete.
- ❖ Abide by the rules of the game both in letter and spirit.
- ❖ Demonstrate a mastery of, and continuing interest in coaching through professional improvement.
- ❖ Encourage a respect for all athletes and their values.
- ❖ Display modesty in victory and graciousness in defeat.
- ❖ Promote ethical relationships among coaches.
- ❖ Fulfill responsibilities to provide health services and an environment free of safety hazards.
- ❖ Encourage the highest standards of conduct and scholastic achievement among all athletes.
- ❖ Seek to instill good health habits including the establishment of sound training rules.
- ❖ Strive to develop in each athlete the qualities of leadership, initiative, and good judgement.

As a member of the Wyoming Seminary Athletic Department, I will uphold these values and strive to meet these objectives.

GOALS AND OBJECTIVES OF ATHLETICS

- ❖ the development of student abilities through healthy competition.
- ❖ to bring about the realization in our students that competition is a privilege that carries definite responsibilities
- ❖ to develop an interest in sports that will carry over into adult life
- ❖ to represent Wyoming Seminary in a manner that brings respect for the school and each individual participant
- ❖ to develop a healthy attitude towards opponents, realizing that they deserve our most sincere effort to emerge victorious while simultaneously understanding that their purpose is to defeat us in a healthy, sporting encounter

- ❖ to allow every individual the maximum opportunity to participate in an activity while recognizing that sports, like life, is a competitive situation in which some will excel, some will succeed, some will fail, and all will benefit merely by being participants

WYOMING SEMINARY CODE OF SPORTSMANSHIP

THE SCHOOL ADMINISTRATION WILL:

1. Encourage and promote friendly relationships and good sportsmanship throughout the school by always requiring courtesy and proper decorum, by acquainting students and others in the community with ideals of good sportsmanship and by publicizing these concepts and attitudes so that all members of the school community will understand their meaning.
2. Insist upon explicit compliance with all rules and regulations of the PIAA and local leagues.
3. Secure qualified officials for all contests.
4. Insist upon adequate safety provisions for all activities, for both participants and spectators.
5. Approve only those activities and schedules that are educationally and physically sound for the student.
6. Encourage all to judge the success of the athletic program based on the educational goals and the attitude of the participants and spectators, rather than on the number of games won or lost.
7. Provide adequate, hygienic, sanitary, and attractive facilities for the dressing and housing of visiting teams and officials.
8. Review the sportsmanship rules with the staff.

THE COACH WILL:

1. Exemplify behavior that is representative of the educational faculty of the school and a credit to the teaching profession.

2. Demonstrate high ideals, good habits and desirable attitudes in personal behavior and demand the same standard of the players.
3. Recognize that the purpose of competition is to promote the physical, mental, social, and emotional well-being of the individual players and that the most important values of competition are derived from playing the game fairly.
4. Be a modest winner and a gracious loser.
5. Maintain self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials.
6. Cooperate with the schools' Athletic Director and the Dean in the planning, scheduling, and conduct of sports activities.
7. Employ accepted educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership, and judgement.
8. Pay close attention to the physical condition and well-being of the players, refusing to jeopardize the health of an individual for the sake of improving his/her team's chances to win.
9. Teach athletes that it is better to lose fairly than to win unfairly.
10. Prohibit gambling, profanity, abusive language, and similar violations of the true sportsman's code.
11. Refuse to disparage an opponent, an official, or others associated with sports activities and discourage gossip and questionable rumors concerning them.
12. Properly supervise student-athletes under his/her immediate care and specifically observe coach's responsibilities in conjunction with state sponsored contests.

THE ATHLETE WILL:

1. Be courteous to visiting teams and officials.
2. Play hard and to the limit of his/her ability. The true athlete does not give up, nor does he/she quarrel, cheat, bet, or grandstand.

3. Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
4. Maintain a high degree of physical fitness by observing team and training rules conscientiously.
5. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in and supporting other school activities.
6. Play for the love of the game.
7. Understand and observe the rules of the game and the standards of eligibility.
8. Respect the integrity and judgement of officials and accept their decisions without question.
9. Respect the facilities of host schools and the trust entailed in being a guest.

THE SPECTATOR WILL:

1. Show interest in the contest by enthusiastically cheering and applauding the good plays or performances of both teams.
2. Show proper respect for opening ceremonies by standing at attention and by remaining silent when the national anthem is being played.
3. Not boo, stamp his/her feet, or make disrespectful remarks towards players, fans from opposing teams, and officials.
4. Obey officials and faculty supervisors who are there to keep order.
5. Stay off the floor, field, or contest area at all times.
6. Not disturb others by throwing any materials about the building, playing floor, or field.
7. Show proper respect for officials, coaches, cheerleaders, and contestants as guests in the community.
8. Maintain silence during a free throw in basketball.
9. Not use bells, whistles, or noise makers of any kind for indoor athletic events.
10. Show interest in the contest by paying attention, remaining in their seat, and not running about the building or area while the contest is in progress.

11. Pay attention to the half time program and not disturb those who are watching.
12. Respect public property by not causing any damage to equipment or facilities.
13. Know that school officials have the right to keep you from attending athletic events if your conduct is not appropriate.

Good sportsmanship is a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity!

COACHING EXPECTATIONS AND RESPONSIBILITIES

COACHES' PROFESSIONAL EXPECTATIONS

In accordance with the trend toward a stronger emphasis on credibility and accountability in coaching, there is a need for criteria to measure coaching accomplishments within the framework of Wyoming Seminary's goals and objectives. These major performance areas stand out above others:

1. Leadership

Diligence, enthusiasm, honesty, and a love for the sport are all part of professional pride that each coach should exhibit. Coaches are role models and are held in high esteem by our community. As role models, coaches should present themselves in a professional manner by their dress, appearance, and behavior. The coach should be the primary promoter of his/her sport in the community. Head coaches must provide effective leadership for their assistant coaches. As teacher-coaches, coaches must be able to direct and to lead their players to perform at their highest ability level.

2. Discipline

Every facet of discipline is the coach's responsibility. The coach is a role model for all that his/her program represents. The coach must see to it that school policies and rules are followed, that training rules are established and enforced, that the rules of the game are taught and adhered to, and that good sportsmanship is fostered and demanded.

3. Rapport/Communication Skills/Public Relations

Coaches must be able to develop a positive rapport with any number of individuals and groups: team personnel, the student body, the professional staff (other coaches, faculty and administrators), the support staff (maintenance and clerical), the community as a whole, spectators, officials, opposing coaches, media representatives, and the parents/guardians of their players. Good rapport and an image of competency are invaluable for all coaches. Coaches are expected to present themselves as ladies and gentlemen. Coaches are responsible for reporting the results of their contests to the local media, highlighting accomplishments. Positive rapport, effective communication skills, and awareness of community interest can aid in the development of a positive community minded coach.

4. Cooperation

Coaches must work hand in hand with the Director of Athletics, Associate Director of Athletics, the Dean of the Upper School, and other coaches with an emphasis on the good of the school, the programs, and the students central in this work.

5. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at PIAA rule-interpretation meetings, league meetings, athletic director's meetings, clinics, and workshops are mandatory in many cases, and expected in others. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fullest performance. Coaches are expected to keep abreast of current trends in their sport.

6. Promotion of Academic Achievement

The sports programs are a continuation of the total educational efforts at Wyoming Seminary. To participate on our PIAA sports teams, students must maintain an academic eligibility standard. Coaches must monitor, encourage, and promote academic excellence. All coaches should keep track of students' academic standing.

7. Community Service

One of the best ways to establish and maintain a positive rapport with the community is to put something back into it. Coaches should investigate activities that allow their players to return something to the school community or community at large. By planning community activities, coaches are also promoting in their players an extended sense of worth and pride.

8. Workshop/Meeting with the Director of Athletics

All coaches are responsible for attending a meeting or workshop led by the Director of Athletics prior to the start of each season. The purpose of this meeting/workshop is to review important rules and regulations of the school as well as to review proper procedures in dealing with students and parents. All questions regarding the sport and within in the school community will be addressed.

COACHING TECHNIQUES

1. Remember that student safety is always paramount.
2. Use sound and acceptable coaching/teaching techniques.
3. Complete pre-season planning well in advance of the starting date. Each player should have a calendar of practices and games at least two months in advance of the season.
4. Run well-organized practice sessions. Practices should be time efficient and not exceed two and one half (2.5) hours. Record roll for each practice session.
5. It is strongly recommended that each coach develop a written system of player evaluation to be included in practice records.
6. When injuries occur, maintain good communication with the athletic trainer, the school nurse, and the injured player's parents/guardians.
7. Keep assistant coaches and support personnel (managers, trainers) well informed of what is expected. Cooperate fully with maintenance staff, transportation people, the public relations office, and others similarly involved in the overall program.

COACHES' RESPONSIBILITIES

1. To the Players

a. The main reason for having sports teams in the school is to provide opportunities for our students to fully develop their respective capabilities. Development of positive attitudes is an important means to accomplish this aim. We must promote and teach only clean, aggressive, fair play, always stressing good sportsmanship. The coach must be the leader and must set appropriate examples.

b. The coach must be fair and unprejudiced with players; he/she must consider players' individual differences, needs, interests, temperaments, aptitudes, and environments.

c. Players have a right to expect coaches to have a comprehensive and up-to-date knowledge of the game and its rules.

d. The safety and welfare of students should be uppermost in the coaches' minds.

e. The coaches' primary responsibility is to the student. Coaches must inform all students and families of the inherent risks involved in participation in their sport. It is important to describe catastrophic and non-catastrophic injuries that may occur.

f. Players expect to be prepared physically, mentally, and emotionally for athletic competition. Coaches must keep players well informed of their expectations of them, the team's operating procedures, practice schedules, selection process, attendance policy, and team rules and regulations. Written copies should be provided and given to the athletic director.

g. A coach is expected to help students with career choices and keep students informed of possible post-secondary institutions where the student may have an opportunity to attend and participate athletically.

h. Coaches are encouraged to recognize academic achievement of their student athletes. Maintaining high standards of academic excellence will lead to the development of a stronger, well-rounded student/athlete.

2. To the School

a. Coaches must foster school pride and school spirit.

b. A coach owes loyalty to Wyoming Seminary.

- c. To be effective, a coach must be respected, demonstrate good personal habits, and present a neat appearance. Most important, however, are the examples set by the coach. Being respected is much more important than being well liked. A coach should treat the faculty and the student body with the same respect he/she wishes to be shown.
- d. The work of the coach is an integral part of the educational program. The coach must demonstrate mastery of his/her teaching. He/she also must be firm, fair, and consistent in discipline.
- e. The coach should support all activities in the school. At every opportunity the coach should urge the student body to be polite and courteous to visiting teams and their fans.
- f. A coach must adhere to all PIAA by-laws and to league and conference by-laws.
- g. The coach should keep accurate and detailed records of practices, meetings, and attendance. These records should be kept on file for four years.
- h. Coaches should arrange with the public relations office for a team photo to be taken some time during the season.
- i. Maintaining some sort of historical record (1000-point scores, record breakers, all state, All-American etc.) helps to ensure the tradition of the sport.

3. To the Administration

- a. All coaches must uphold all school rules.
- b. Head coaches must provide the Director of Athletics with a copy of his/her team's rules, regulations, and/or guidelines.
- c. Head coaches must keep the administration aware of any repairs and maintenance needs for that sport's practice and game facility. All coaches should look for potentially dangerous conditions.
- d. Coaches must have all clerical work completed on time (eligibility forms, rosters, weekly calendar entries, end-of-season reports, accident reports, etc.).
- e. Coaches must keep the administration (Director of Athletics and Dean) abreast of awards and honors received by their students, personal concerns, unique situations, and potential problems.

f. Head coaches should submit on time (the end of their season) to the Director of Athletics all equipment requests for the next school year.

g. Coaches are responsible for the accurate accounting of cash monies issued.

h. Coaches are to assist with the organization of event sites.

4. To Professional Growth

a. Coaches should continue professional growth in both their academic teaching areas and their sport.

b. Knowledge gained from professional publications, workshops, camps, and clinics can be beneficial.

5. To Assistant Coaches

a. The head coach must demand loyalty from his/her assistants.

b. The head coach is always in command. None the less, a wise head coach will encourage independent thought on the part of the staff. Duties and responsibilities should be delegated fairly and should be well defined.

c. Head coaches should expect all staff to contribute a full measure of time, thought, and energy to the program.

d. Head coaches must evaluate the performances of their assistant coaches and discuss the evaluation with them. Evaluations should be submitted to and discussed with the Director of Athletics.

6. Assistant Coaches to Head Coaches and Students

a. Assistant coaches must be loyal to the head coach, to the students, and to Wyoming Seminary.

b. The commitment made by the assistant coach to the sport is only second to that of the head coach.

c. Assistant coaches are expected to carry out the aims and objectives of the head coach.

d. The assistant coaches must instruct students in individual and team fundamentals, strategy, and the physical training that is necessary for them to experience success.

7. To Other Coaches and Faculty in the School

- a. One must bear in mind that his/her sport is not the only sport; it is an integral part of the total interscholastic program. It is important to support, to promote, and to cooperate with all other coaches and activity advisors for the well-being of the total program.
- b. Coaches are expected to cooperate with every faculty member.

COACHES CHECKLIST

FOR FIRST MEETING

1. Read and understand the Coaches Handbook.
2. Pass out permission forms, driving permissions, contracts, etc.
3. Check all required forms: No forms, no practice.
4. Explain general training rules – would be best if in written form.
5. Explain any other training rules or general rules that you wish to enforce.
6. Explain your team rules and the school rules regarding drugs, alcohol, and tobacco.
7. Explain junior varsity and varsity letters.
8. Explain school attendance policy. Reiterate that a student must attend the last half of the school day to participate in games or practice.
9. Explain practice attendance policy. Include what consequences the athlete will suffer if he/she does not attend practice. This should include playing time, letter, not starting in a game, etc. Be specific.
10. Explain the type of conduct you expect.
 - a. Around the school
 - b. At practice
 - c. On away trips
 - d. Outside of school
11. Explain the physical education requirement and the procedure the students must follow if they leave the athletic team.

GENERAL

1. Prepare eligibility rosters and submit them to the Director of Athletics, Associate Director of Athletics, and/or Administrative Assistant Athletics Department the first week of practice.
2. Turn a roster in to the school registrar the first week of practice. Any deletions or additions should be given to the registrar immediately.
3. Turn in a team roster to the Dean of Students office ASAP to be used for attendance purposes.
4. Give roster and student numbers to the Director of Athletics and Administrative Assistant Athletics Department prior to the first game of the season.
5. Count and record uniforms and equipment and prepare for a controlled issue of all uniforms and equipment.
6. Secure necessary first aid kit and equipment from the Trainer before your first practice.
7. Check over your facility and let the Director of Athletics or Associate Director of Athletics know well in advance of any work the facility requires.
8. All requests for maintenance are to go through the Director of Athletics.
9. Check over your schedule.
10. Give your transportation schedule to the Associate Director of Athletics and Administrative Assistant Athletics Department.
11. If you have a game where your team needs an early dismissal you must get all the information to the Deans of Students' Office on Thursday (the week before) by noon for the Weekly Calendar.
12. Check your mailbox, voicemail, and email daily.

DAY BEFORE GAME

1. Confirm transportation with the Associate Director of Athletics and Administrative Assistant Athletics Department.
2. Check equipment needed for game.

3. Inform athletes of special instructions.
4. Notify the Director of Athletics or Associate Director of Athletics of any special requests for field or court preparations.

GAME DAY

1. Before game:
 - a. Prepare locker room for visiting team.
 - b. Assign host (manager) for visiting team.
 - c. Check on dressing facilities for officials.
 - d. Be sure game balls and any other equipment will be ready for game time. Check field medical kit—MAKE SURE IT IS WELL STOCKED. Also have ice for injuries available.
 - e. Make sure you have form from the Director of Athletics to get officials' name and address.
2. After game:
 - a. Managers take charge of equipment (pick up, etc.). Each coach has his/her procedures for doing so.
 - b. Be sure all team members are checked for injury and treated before going home.
 - c. Fill out injury reports and let the trainer know if any injuries occurred. Follow up on all serious injuries with a call to the parents/guardian.
 - d. Be sure all uniforms are accounted for.
 - e. Lock all rooms used and be the last to leave or designate this to another coach.
 - f. All scores should be called in to the media (especially newspapers).

PRACTICE DAYS

1. Check mailbox daily.
2. Check voicemail and email daily.

3. Spot check locker room at beginning of practice, eliminate horseplay and injuries.
4. Supervise treatment in the training room or delegate to a qualified person.
5. Be sure the manager has all equipment counted and ready for practice. Be sure a first aid kit is at the practice site. Have ice for injuries at the practice site.

AFTER PRACTICE

1. Be sure all equipment is collected and accounted for.
2. Check for possible injuries and give proper treatment and instructions.
3. Follow up on serious injuries with a call to the parents/guardian.
4. Fill out injury reports.
5. Check locker room and field for unnecessary messes.
6. Be sure all of your team members have left the practice area.
7. Lock practice area if you are last coach to leave.
8. Report damage or other problems to the Director of Athletics or Associate Director of Athletics the next morning, or, if serious, call immediately.
9. Clear all unauthorized persons from the practice area.
10. Lock all rooms used.

POST SEASON

1. Check in all equipment and uniforms as soon as possible.
2. Prepare a detailed list of all lost equipment for the Director of Athletics and Associate Director of Athletics. If possible, include a list of those athletes responsible for the loss of the equipment or uniforms.
3. Prepare an awards list for the permanent record and give it to the Director of Athletics.
4. Prepare a season summary and give it to the Director of Athletics.
5. Store all equipment and uniforms.

6. Report any repairs necessary to the Director of Athletics or Associate Director of Athletics before storage.
7. Turn in all keys if not needed for another season.
8. Write down ideas for next season: equipment needs, new practice and game techniques, etc. and give them to the Director of Athletics or Associate Director of Athletics.
9. Set up a meeting with the Director of Athletics and Associate Director of Athletics.

SEASON SUMMARY

Each coach will be required to submit to the Director of Athletics, within 15 (fifteen) days of the last contest, a summary of the season which should include:

- A. A summary of the season including the scheduled events and scores of all contests.
- B. Head coaches will submit a written evaluation of each assistant. It is suggested that you go over these evaluations with each assistant so that they may clearly understand their strengths and weaknesses.
- C. Give the Director of Athletics a list of letter winners and award winners so they can be filed and checked for each individual athlete.
- D. Indicate whether it is your current intention to return in the same coaching position for the following school year. This would not constitute a binding obligation on your part, but it would serve the Director of Athletics for planning purposes.
- E. All head coaches should take inventory. The forms should be placed on file in the Director of Athletics' office.

PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION (PIAA)

Wyoming Seminary Upper School is a member of the PIAA in the following sponsored sports:

BOYS TEAMS

1. Baseball
2. Basketball
3. Cross Country
4. Golf

5. Lacrosse
6. Soccer
7. Swimming
8. Tennis

GIRLS TEAMS

1. Basketball
2. Cross Country
3. Field Hockey
4. Golf
5. Lacrosse
6. Soccer
7. Softball
8. Swimming
9. Tennis

Wyoming Seminary is subject to and governed by the rules and regulations set forth by the PIAA. The PIAA manuals containing athletic/academic eligibility rules, transfer rules, etc. are in the Academic office and the Director of Athletics office. Coaches are expected to become acquainted with these rules. The PIAA mandates that the head coach attends the rules interpretation meetings held before each official season. The Director of Athletics will forward dates, time, and place of meetings to the respective coaches.

PIAA ELIGIBILITY RULES

The Dean of Wyoming Seminary is responsible for certifying the eligibility of all students representing your school in interscholastic athletics. If you have any questions concerning athletic eligibility, either present or future, you should see the Dean who has available a complete copy of all the PIAA eligibility rules. The Dean may also obtain from the appropriate PIAA District Committee a formal ruling as to a student's athletic eligibility.

AGE

Athletes may not have reached their 19th birthday by June 30 immediately preceding the school year. (15th birthday where scholastic competition limited to grades 7 and 8; 16th birthday where limited to grades 7 through 9).

ATTENDANCE

1. A student must be regularly enrolled in his/her school and in full - time attendance there.
2. A student is eligible only at the school at which he/she is enrolled.
3. Students absent from school during a trimester for a total of 20 or more school days will lose their eligibility until they have been in attendance for a total of 60 school days following their 20th day of absence.

CONSENT OF PARENT OR GUARDIAN

A student is eligible to begin practice and/or competition only if there is on file with the Dean of the school, before he/she begins practice, an official PIAA certificate signed by the student's parent or guardian consenting to their participation in the particular sport involved.

PREPARTICIPATION PHYSICAL EVALUATION

A student is eligible only if he/she has participated in a preparticipation physical evaluation performed by a licensed physician of medicine or osteopathic medicine, a certified registered nurse practitioner, a school nurse practitioner, or a certified physician assistant before your first sports season's first practice day of that school year. Before each subsequent sports season's first practice day of that same school year, the student must be reevaluated or certified that their condition is satisfactory before they commence to practice for the sport.

PERIOD OF ATTENDANCE AND PARTICIPATION AND GRADE REPETITION

1. A student will lose eligibility when he/she has reached the end of the fourth consecutive year beyond the eighth grade. If a student repeats a grade after eighth, he/she will be ineligible as a senior.
2. A student may participate a maximum of six seasons in each sport during grades seven through twelve, a maximum of four seasons in each sport during grades nine through twelve, and a maximum of three seasons in each sport during grades seven through nine.
3. A student may participate only one season in each PIAA sport during each school year.

ACADEMIC AND CURRICULAR REQUIREMENTS

1. A student must pursue a curriculum defined and approved by the Director of Studies as a full-time curriculum.
2. A student must be passing at least four full credit subjects or the equivalent as of each Friday during the grading period. If the student fails to meet this requirement, he/she will be ineligible from the following Sunday through the Saturday immediately following the next Friday as of which they meet this requirement.
3. The student must have passed at least four full credit subjects or the equivalent during the previous grading period. A student's eligibility for the first grading period is based on final grades for the preceding school year. If the student fails to meet this requirement, he/she will lose eligibility for 10 school days for the next grading period, beginning on the first day of the new term. (Wyoming Seminary has six grading periods, therefore the period of ineligibility is 10 school days).

NON-PIAA SPONSORED SPORTS

Wyoming Seminary also sponsors sports that do not fall under the jurisdiction of the PIAA:

BOYS TEAMS

1. Football
2. Ice Hockey
3. Wrestling
4. Rowing/Crew

GIRLS TEAMS

1. Wrestling
2. Rowing/Crew

The above sports allow postgraduate and five-year students participation and are subject to the rules and regulations set forth by Wyoming Seminary. Students who plan to participate must have a physical examination prior to the opening of school. These physical exam forms will be mailed to all students along with a parental permission card. Both forms must be completed and returned to the school before the first fall practice to participate. Students not participating in football must have these forms completed and returned to the school prior to registration.

SCHEDULING EVENTS

RESPONSIBILITY FOR SCHEDULING

The Director of Athletics or Associate Director of Athletics is responsible for scheduling all contests for each team within the sports program.

- A. Sports regulated by the PIAA will have schedules set by the conference.
- B. The Director of Athletics or Associate Director of Athletics will have a preseason meeting with the head coach of each sport to develop a practice and facility use schedule.
- C. Following PIAA by-laws; within any seven-day period students must have one day off from any interscholastic sport activity.
- D. Practices, meetings, etc. are not permitted on the following days: Thanksgiving, Christmas, New Year's Day, 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 playoff contest falls on the following day.
- 3. With Director of Athletics' permission.

These practices must be voluntary.

- E. The Director of Athletics shall consult each head coach to discuss teams to be scheduled at all levels of their respective programs.
- F. When scheduling, the Director of Athletics will consider the best interest of the students, particularly in the following areas:
 - 1. Time of contest
 - 2. Location of contest
 - 3. Day of the week
 - 4. Class periods that may be missed
 - 5. Conflicts with other school activities

G. The Director of Athletics or the league will schedule all officials.

H. The head coach in consultation with the Director of Athletics is responsible for the scheduling of scrimmages.

CONTEST LIMITATIONS AND LENGTH OF SEASONS

PIAA rules and regulations will be followed in the mentioned sports. In the non-PIAA sports, the Director of Athletics will decide length of season.

INTERSCHOLASTIC SCRIMMAGES

A. Scrimmages will be scheduled by the head coach of the sport with the approval of the Director of Athletics.

1. Scrimmages are to be scheduled with minimal loss of school time.
2. Junior varsity scrimmages may be arranged.
3. Head coaches will schedule officials for scrimmages.

B. Coaches must adhere to PIAA scrimmage guidelines.

The scrimmage:

1. Shall be agreed upon in advance by both schools
2. Shall not be listed on season schedules
3. Shall not be announced or advertised to the public
4. Shall not have an admission charge
5. Can be stopped for instruction and substitution
6. Shall not have restrictions on player substitution
7. Shall not have a score displayed or recorded
8. Cannot be counted as part of the team's win/loss record

LEAGUE COMMITMENTS

A. Conference schedules drawn up by the Directors of Athletics and approved by the member schools' Principals shall be played in their entirety.

B. Any league postponements and rescheduling shall have priority over other scheduled contests.

NON-LEAGUE CONSIDERATIONS

A. Every effort will be made to schedule teams that are on a competitive skill level with the squads of Wyoming Seminary.

B. The following considerations will be taken into account before scheduling non-league contests:

1. Natural rivalries
2. Try to arrange to add some independent teams to the schedule
3. Expenses to be incurred
4. Relationships of the schools
5. Size of the schools
6. Distance to be traveled

POSTPONING CONTESTS

If a contest must be postponed because of weather conditions or any other factor not conducive to good playing conditions or unsafe traveling conditions, the following practices will be implemented:

A. The Director of Athletics or Associate Director of Athletics will confer with the Dean.

B. Coaches will confer with the Director of Athletics and/or Associate Director of Athletics.

C. Factors considered in the decision to play or postpone are:

1. Safety of the athletes
2. Playing conditions of the field
3. Safe travel for our team and the opponent's team
4. Safe travel for the students and fans
5. Damage to equipment
6. Safety of the spectators in or on school grounds, gymnasiums, or fields

D. After considering the above factors, it will be decided by the Dean and the Director of Athletics to play or postpone the contest. The Director of Athletics will reschedule the contest and will notify the officials, support personnel, and the media. The head coach will notify his/her squad. The decision to postpone an afternoon contest must be made in time to give notification to the visiting school(s). 1:00 PM is the rule of thumb.

SCHOOL CANCELLATION AND EARLY DISMISSAL

A. When school is canceled due to bad weather there shall be no interscholastic sport activity for that day. This includes practices and scheduled contests. If a practice is scheduled because a team has several boarders, the practice must be optional. The Director of Athletics will reschedule postponed contests. The media will be notified of these event changes.

B. When school is dismissed early due to bad weather there shall be no after school interscholastic activities. This includes practices and scheduled contests home or away. Exceptions can be made in consultation with the Dean and the Director of Athletics.

C. When school has a delayed starting time, this should not interfere with interscholastic sport activities.

OUT OF SEASON RULES AND REGULATIONS

A. All PIAA sports have a defined season that includes first practice dates; first scrimmage date, first playing date, and last legal playing date. Any activity during this period is considered in-season sport activities.

PROGRAM CONFLICTS

ACADEMIC-INTERSCHOLASTIC SPORT CONFLICTS

This section will be further developed with input from the faculty and the coaching staff.

A. Every effort will be made to schedule athletic events in a manner to avoid disturbance to the academic program. Release time for away events will be reasonable to limit the amount of class time missed.

B. Students are responsible for academic material missed.

INTERSCHOLASTIC SPORT-EXTRACURRICULAR CONFLICTS

A. The interscholastic sport program recognizes student needs for a wide range of experiences in their education. It is virtually impossible for students to always avoid conflict of obligation.

B. Students need to recognize, however, that absences from practices will hinder skill development and physical conditioning, as well as jeopardize team unity. Time missed from practice will influence an athlete's performance, and, therefore, his/her position with the team and playing time. The sports program will do its part to schedule events to minimize conflicts.

C. Where conflicts arise, the sponsors, advisors, and coaches must cooperate to devise a solution that will be in the best interest of the student. The student's decision as to which event or activity he/she will participate in should be based on the following:

1. The relative importance of each event
2. The individual importance of each event to the student
3. The contribution the student can make to each event
4. The time at which the events were scheduled
5. Discussion with parent
6. Discussion with student

Conflicts, such as a student participating in more than one sport during a particular season or participating in a sport and chorale or orchestra among others should be discussed with coaches and sponsors as soon as participation in more than one activity is evident. Keeping all informed in advance will lead to the best possible solutions. If there seems to be no common ground, the Dean of the school will be the final arbiter.

ATHLETIC EQUIPMENT AND FACILITIES

ISSUING OF ATHLETIC EQUIPMENT

Each head coach is directly responsible for the care of all equipment used in his/her program.

- A. The Director of Athletics will issue new equipment to each head coach.
- B. The head coach, although he/she may delegate the issuing of equipment to assistant coaches and/or managers, is ultimately responsible for all equipment. Coaches issuing equipment must have the knowledge to insure the proper fitting of equipment.
- C. Head coaches will establish a control system for each item of student-issued equipment. This system must be updated and maintained by the coach for the collection of equipment at the end of the season.
- D. Students must be instructed in the proper use and care (washing and cleaning) of the issued equipment. If the equipment is lost or has been misused, the athlete will be charged a replacement cost.
- F. Periodically, coaches shall inspect equipment and facilities during the season. Special attention should be given to the following:
 - 1. Helmets and other protective equipment
 - 2. Bats
 - 3. Netting, backstops, and other fencing
 - 4. Protective padding and mats
 - 5. Field conditions
- G. Coaches must deactivate unsafe and defective equipment and must report all facility hazards to the Director of Athletics.

USE OF ATHLETIC EQUIPMENT AND FACILITIES

It is important to emphasize to all students that it is their responsibility as squad members to take good care of school equipment and facilities and to report any abuse to their head coach or the Director of Athletics. Replacing equipment and repair to facilities can result in a loss of monies that could be used elsewhere in the sports program. The equipment purchased and maintained is done so by the school. Everyone in the sports program must accept the fiscal responsibility for the meaningful use of these funds.

- A. Sports equipment issued is to be worn only during practice sessions and interscholastic contests or by the permission from the head coach. At no time are students to wear school-issued equipment or uniforms for physical education classes, for work or job-related activities, or for everyday school or social wear.
- B. Uniform tops or game jerseys may be worn on certain game days if given permission by the Dean of Students office. Normally, the wearing of school sports items will be reserved for special occasions.
- C. Any equipment purchased by the students is the property of the student and may be worn or used at his/her discretion.
- D. Sports equipment belonging to Wyoming Seminary **will not** be loaned to outside groups except with the approval of the Director of Athletics.
 - 1. Approval will be received through the office of the Director of Athletics, who in turn will notify the Dean.
 - 2. For liability reasons, loaning of school equipment is strongly discouraged.
- E. On request of the head coach, the Associate Director of Athletics will schedule all athletic facilities.
 - 1. The priority for athletic usage shall be physical education classes (during the school day), in season interscholastic teams, intramural (Blue Gym), out-of-season interscholastic teams, other school groups, community and outside groups.
 - 2. The Associate Director of Athletics will maintain a facility schedule in conjunction with the Director of Activities (for use of Blue Gym).
 - 3. Head coaches will meet with the Associate Director of Athletics prior to the start of the season for the purpose of scheduling facilities.

4. A staff member must supervise practices in the gymnasium and pool area.

F. The Associate Director of Athletics and the Director of Activities will schedule the use of the Blue Gym. No team should assume they have permission to use the Blue Gym unless they have prior permission from the Associate Director of Athletics.

COLLECTION AND STORAGE OF ATHLETIC EQUIPMENT

Coaches are responsible for collecting equipment which is distributed during the season. If equipment is collected immediately after the completion of the season, more of the equipment comes back with less effort.

A. The head coach shall supervise the collection, inventory, and storage of **all** equipment within his/her program.

B. As each student turns in his/her equipment, it should be checked off on the inventory list. The coach should also note the condition of the equipment.

C. If any equipment is lost or has been misused or abused, the student may be charged the replacement cost. The player should receive detention, etc. until his/her equipment is turned in.

D. Within two weeks after the season's end, all equipment is to be collected, inventoried, and stored in the designated area.

1. No equipment is to be discarded without the approval of the Director of Athletics.

2. Equipment to be repaired and reconditioned should be marked appropriately.

3. All head coaches' end-of-season reports should contain a listing of uniforms and equipment that need to be replaced.

E. The head coach shall turn in his/her equipment inventory (with any outstanding player obligations) and end-of-season report two weeks after the conclusion of the last contest. The inventory should include the number of items, a description of the equipment, the condition of the equipment, and the equipment to be discarded.

LOCKER ROOMS AND RELATED FACILITIES

LOCKER ROOM PROCEDURES

Security and safety are paramount.

- A. Each coach is responsible for the actions of his/her team members from the time they report to the locker room for practice or a game until they leave the building after the activity. Coaches must establish rules for the locker room and enforce those rules.
- B. It is the coaches' responsibility to be present at the time the students report for practice, games, and meets (home or away), and to stay until the last student has left the facility.
- C. All lights and showers should be turned off; all doors should be locked; all equipment must be stored.
- D. Since locker room office areas are shared, each coach must make an effort to keep these areas as neat and clean as possible.
- E. Coaches are to issue lockers to their students and record the lockers and combinations being used. Lockers can be obtained from the Director of Athletics.

USE OF MARV ANTINNES FITNESS CENTER

- A. Both in season and out of season strength training programs are encouraged. These sessions must be supervised by a coach, strength training coordinator, or in-serviced staff member.
- B. At no time are students to use the strength training facility without authorized supervision.
- C. The athletic trainer may supervise the rehabilitation of students in the strength training facility.
- D. No one should use the free weights and dumbbells without a spotter.
- E. Any staff member may use the strength training facility provided they have been in-serviced on safe strength training techniques, however, supervised in-season programs must be given priority. Any person refusing to participate in a safe and healthy manner may be denied use of the facility.

F. The strength training facilities objectives are:

1. To attempt to reduce sport-related injuries through a well-organized strength training program.
2. To present a program for self-improvement.
3. To make available opportunities for students to enjoy the benefits derived from a sound training program.

USE OF THE MOSCA ROOM

The Mosca Room can be used by athletic teams to watch films or for team meetings and by coaches for league meetings, team meetings etc. You must reserve the Mosca room before your team or group can use it. The Associate Director of Athletics will keep a calendar in the Athletic Office.

ILLNESS AND INJURIES TO ATHLETES

ILLNESSES

- A. If a student is absent from school because of illness, he/she is expected not to participate in interscholastic competition later that day.
- B. Students must attend at least the second half of the class day on the day of an extracurricular contest to be eligible for participation in that event.
- C. The medical decision as to whether a student is to participate in daily athletics is left to the trainer, school doctor, or nurse.

ATHLETIC INJURIES

- A. At the beginning of the season, instruct all players and managers in the proper procedure in the event of an athletic injury.
- B. In the event of any medical situation, the trainer should be contacted as soon as possible. If the trainer or school nurse is not available, the director of residence life or a staff member should be contacted. If the situation is more serious, an ambulance and/or the school physician should be contacted directly. Should an ambulance have to be called in an emergency, it is essential that a member of the administrative staff be notified as soon as possible. The parents must be notified of the situation as soon as possible. You should let the Communications office know. If the student is a boarder, before the parents are notified, you should have all pertinent information. If you call too soon, you may not have the information

you need to inform the parents of what the exact problem is. Specific instructions regarding first aid procedures will be distributed in the faculty handbook.

C. Emergency Numbers:

Kingston Ambulance	911 (287-6911)
Wilkes Barre General	570-829-8111
Geisinger Health System	570-826-7300
Dr. Joseph A. Anistranski (Office)	570-826-5038
Lisa Mozeleski (Head Trainer)	570-270-2210 (Office) 570-466-2347 (Cell Phone)
Emily O'Day (Nurse)	570-270-2314 (Office) 570-793-6659 (Cell Phone)
Karen Klassner (Director of Athletics)	570-270-2120 (Office) 570-288-3306 (Home) 570-650-3312 (Cell Phone)
Rachel Bartron (Dean of School)	570-270-2170 (Office) 607-221-1271 (Cell Phone)
Kevin Burke (Assoc. Director of Athletics)	570-270-2159 (Office) 917-854-1419 (Cell Phone)
Keith Keiper (Director of Security)	570-760-0544 (Cell Phone)

D. In the event a student is injured in practice or a game, he/she should not be left alone.

E. The school nurse and trainer should be notified of all injuries (practice injuries as well). He/she will assist in the writing of accident forms for insurance purposes.

F. If an injury should occur to a student at an away contest to the extent that immediate care is needed, the coach should seek assistance from the home school. The parent (s) of the student must be notified in all cases for directions about calling a doctor or choosing a hospital. If it is necessary to call an ambulance for assistance, the driver may be able to go to only a specified hospital. The parents must be notified of these circumstances. If the parents cannot be notified, the Dean of the School and school nurse should be notified as soon as possible. The coach is expected to see that the student is given proper attention.

❖ The trainer will give each coach a binder with the medical “permission to treat” cards before your first scheduled game. The coach should carry this binder to all games and practices.

G. If an injured student is returned to school on the bus, the parents must be notified immediately if the student is a day student. In the case of a boarder, the

Director of Residential Life and the teacher on duty in their dormitory should be notified. These individuals will see that proper care is given to the student.

H. A follow-up phone call to the student or parents is a welcome touch of concern.

I. A coach should not attempt to render any type of advice or assistance to an injured athlete that goes beyond his/her level of competence.

J. All injuries must be reported to the trainer (if not present at time of injury) and the school nurse.

K. A well-stocked, clean, and updated medical kit should always be accessible at practice and games to treat specific injuries. Ice should be available in case of injury. The head coach is responsible for getting the kit and keeping it stocked throughout the season.

L. If an athlete is injured and sees an outside doctor, they need permission from that doctor to continue athletic participation.

M. There are emergency action plans posted on the training room door and Nesbitt Stadium field house coaches office. All coaches should be aware of the action plan and follow it in the case of an emergency.

N. For injured athletes please refer to “Return to Play Policy (Appendix E)

EMERGENCY ACTION PLAN FROM ATC

Emergency Phone Numbers

- ❖ 911
- ❖ Athletic Trainer Office: 570-270-2210 or Cell 570- 466-2347

Facility Phone Numbers

- ❖ Nesbitt Field House
- ❖ Carpenter Athletic Center Training room 270-2210

Emergency Action Plan

In the event of a medical emergency involving an athlete, it is the job of the coaches and athletic trainer to ensure that the proper plan of action is followed in each situation. When the athletic trainer is not available to direct emergency care, the coaches are relied upon for prudent management and care for the injured athlete. (Be sure to have a phone list of all athletes prior to practice. Notify the trainer of all injuries).

When an athlete is injured and proper treatment is questionable. **ALWAYS** notify medical services and parent or guardian.

PROTECT THE ATHLETE

- ❖ Keep the area around the injured athlete safe and free of teammates, spectators, and obstructions.
- ❖ Monitor Airway, Breathing, Circulation, and Level of Consciousness
- ❖ If neck or severe head injury is suspected, do not allow the athlete to move or be moved until Ambulance arrives. Stabilize the head to prevent movement.
- ❖ **NEVER** leave the injured athlete unattended.

CALL FOR AN AMBULANCE

- ❖ While one coach is protecting the athlete, another coach, or reliable athlete should call 911 for emergency assistance.
- ❖ Provide the dispatcher with following information:
 - Who you are and phone number
 - What happened and who is injured
 - Condition of the athlete
 - Where the field is located
 - Do not hang up until dispatcher does
- ❖ Have an athlete waiting at the entrance to field to direct the ambulance
- ❖ Have the athlete's medical card available for paramedics when they arrive.
- ❖ Notify the athlete's parents or guardian ASAP. Make sure to tell them what hospital the athlete was taken to.

BLOOD-BORNE PATHOGENS AND INTERSCHOLASTIC ATHLETICS

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not limited to, the following:

1. The bleeding must be stopped, the open wound covered, and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.

4. Clean all contaminated surfaces and equipment with appropriate disinfectant before competition resumes. A recommended solution is a dilution of household bleach (1 part bleach: 100 parts water).
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards and other articles containing body fluids.

REMOVAL OF SOILED GLOVES

1. With the left hand, pinch the palm of the right glove and pull down and off the fingers.
2. With the left hand, form the right glove into a ball, and hold it in the fist of the hand.
3. With the glove balled in the left hand, insert two fingers of the right hand under the palm-side rim of the left glove.
4. Push the glove inside out, down onto the fingers and over the balled-up glove.
5. The left glove is now inside out and over the balled-up glove.
6. Carefully pull off the glove with the right hand and discard the gloves in a biohazard infectious waste container.
7. Wash hands with antibacterial soap.

TREATING INJURIES INVOLVING BLOOD

Although the chance of transmitting HIV and other blood-borne pathogens in sport competition is very small, bloody injuries do occur. Coaches must know how to provide care while protecting themselves and athletes from unnecessary exposure.

1. Discuss what your athletes should do if they, a teammate, or an opponent sustains a bloody injury.
2. Let athletes cover their own wounds when possible, to reduce the risk of transmission.
3. Keep latex rubber gloves in your first aid kit and wear them when treating an injury.
4. Make sure athletes securely cover any wounds before entering competition.
5. Do not let a bleeding athlete return to action until the wound has been disinfected, covered, and the bleeding stopped.
6. Do not allow athletes to share towels or cups.
7. Keep soiled towels and uniforms in a separate, labeled container until they can be washed and disinfected properly.
8. Wash your hands with soap and warm water after contact with blood, even if you wore gloves.
9. Consider requiring athletes to change bloody uniforms (some sports have rules that make you change uniforms immediately).
10. Include in all first aid kits equipment such as latex gloves and mouth-to-mouth resuscitation devices with one-way valves.
11. Have a 1:100 bleach and water solution on hand at all times.
12. Be aware of any exposure you may have had to blood-borne pathogens.

INSURANCE

Wyoming Seminary provides injury/accident insurance accompanied by a deductible fee. If the injured athlete needs medical attention other than what the trainer or school nurse can administer (x-rays, diagnostic testing, therapy, hospitalization, etc.) their parent's insurance is primary and any expenses beyond that is supplemented by the school's insurance.

WYOMING SEMINARY POLICY ON PERFORMANCE ENHANCING SUBSTANCES

Over-the-counter performance-enhancing substances are increasingly popular among athletes at many levels including secondary school. The athletic and medical communities are divided on both the effectiveness and safety of these substances, and some leagues and organizations have banned their use. The medical risks of these drugs are not completely understood.

Given this uncertainty, coaches and other members of the faculty may not distribute or suggest the use of these substances to students. If you are aware of a student's use of legal performance-enhancing drugs, you should speak to him/her and suggest the student speak to the trainer or family doctor and to his/her parents. If you become aware of a student who is abusing legal substances or using illegal substances, regular disciplinary procedures should be involved. (See appendix A)

TRANSPORTATION AND TRAVEL

GENERAL TRANSPORTATION PRACTICE

Wyoming Seminary shall provide transportation for all players, support personnel, and coaches of sport teams in authorized school vehicles when the contest has been scheduled away from the school site.

APPROVED MODES OF TRANSPORTATION

A. All sports teams will be transported by the following modes:

1. School van – driven by coach and containing no more than nine passengers
2. School bus – driven by contracted operator
3. Charter bus – operated by contracted driver
4. Private vehicle – (see below)

B. Use of private vehicle: small groups may warrant the use of private vehicles. Consideration will be given with the following stipulations:

1. A coach or school employee must drive vehicle. Each coach must have a copy of their license on file in the Business Office and Dean's office.
2. Team members are forbidden from driving other team members or students without written permission from parents.
3. All students that ride in non-school transportation must have written driving permission from their parents.

- C. The Associate Director of Athletics or Administrative Assistant Athletics Department will make arrangements for all transportation related to athletics.

TRAVEL PROCEDURES

A. Travel Rosters

1. Head coaches should have a list of all students and coaches that will be on the bus.
2. The roster should include names and home telephones.

B. Travel Guidelines for school bus:

1. Head coaches, in conjunction with the bus driver, who is ultimately in charge, will assume all responsibility for conduct and discipline on the bus.
2. All students are to be at the point of departure on time.
3. No food or drink is allowed on the bus unless the driver has granted permission.
4. Head coaches are responsible for seeing that the bus is left in clean condition.
5. All students are expected to dress appropriately and neatly on athletic trips.
6. All participants are expected to always conduct themselves in an appropriate manner on away trips. Foul language or obscene gestures will not be tolerated.
7. Only authorized persons may ride the bus. No spectators are permitted without permission from the head coach and Director of Athletics.
8. Coaches are to instruct athletes not to wear spikes or cleats on the bus.
9. The emergency door shall be used only in the case of an emergency unless authorized by the driver.
10. The head coach will check with the driver to be sure everything is off the bus upon returning to school.
11. The head coach will see to it that the locker room or venue at the host school is left clean and orderly without damage. Head coaches are to report any incidents involving team members to either the Director of Athletics or Associate Director of Athletics as soon as possible.

12. All students shall return home on the same vehicle in which they traveled to the contest. The only exceptions are that students may leave with their parents or if they have a signed driving permission form by their parents that gives them permission to ride home by other means. After an away contest, a student is permitted to travel with parents/guardian provided the parent has seen the coach and clears such an arrangement

C. Travel Guidelines for school vans:

1. Coaches are expected to drive vans unless other arrangements are made with the Director of Athletics. A regular state driver's license is sufficient to drive a school van.
2. Wyoming Seminary vans have a maximum passenger load (including driver) of nine in compliance with state law.
3. Coaches driving a school van are covered by Wyoming Seminary insurance.
4. Keys for the vans are available to coaches in the Athletic Department office located in the Pettebone Dickson Student Center. Coaches must return these keys upon their return after the van has been used. Key boxes are located on the Maintenance Building near gas pump and Faculty lounge in Sprague Hall.
5. The vans are usually parked in the BPAC parking lot on North Sprague Avenue. After use the van should be returned to the same spot in the lot.

D. Private Vehicles

1. If it is necessary for the Director of Athletics to ask coaches to transport players in their own vehicles, reimbursement will be made. It must be stressed that any claims made in the event of an accident under these conditions will be charged to the insurance of the coach. School insurance is activated in this case only as a supplement when the maximum of the coach's protection has been reached.

MEALS

1. Whenever possible, teams should return to campus in time for boarding students to be present for dinner in the school dining room at 6:15 P. M. The food service can provide meals until 6:45 P.M. for late returnees.
2. The requirement for dress code to be worn at dinner will be lifted for team members who arrive on campus from a contest just prior to the beginning of dinner.

3. If a team is on the road and will be slightly late for dinner, the coach is asked to call the Food Service (570-270-2181) to inform them of time of arrival and number of boarding students and resident faculty to expect.
4. If a team is unable to return to campus in time for dinner, the coach will provide each boarding student with meal money to purchase dinner off campus. When the team returns to campus the coach should have each boarder return to their dorm to sign out. The boarder can leave campus for food and return to eat (the student should not be gone for more than a half an hour without permission from the teacher on duty in the dormitory).
5. When teams are away for an extended time, boarding team members will be given an allowance for meals unless other arrangements are made for them to eat.
6. At the beginning of each sports season, the head coach of each sport will be given a check in advance to be used as meal money for team members as needed.
7. Records should be kept of all expenditures and forwarded to the Director of Athletics at the end of the season.

ATHLETIC AWARDS

A. Varsity letter Requirements (Should be explained to all team members during the first team meeting).

<u>SPORT</u>	<u>REQUIREMENT</u>
Baseball	1/2 the games plus coach's decision on injury or senior
Basketball (Boys/Girls)	1/2 the quarters plus coach's decision on injury or senior
Cross Country (Boys/Girls)	Placed in top 1/2 of the field 75% of the time
Crew/Rowing	1/2 the events plus coach's decision on injury or senior
Field Hockey	1/2 the games plus coach's decision on injury or senior
Football	1/2 the quarters plus coach's decision on injury or senior
Golf	1/2 the matches plus coach's decision on injury or senior

Ice Hockey	Dressed for over 50% of games, no letters for managers
Lacrosse (Boys/Girls)	1/2 the games plus coach's decision on injury or senior
Soccer (Boys/Girls)	1/2 the games plus coach's decision on injury or senior
Softball	1/2 the games plus coach's decision on injury or senior
Swimming (Boys/Girls)	Scored a total of 100 points (50 in competition and 50 in practice improvement)
Tennis (Boys/Girls)	1/2 the matches plus coach's decision on injury or senior
Wrestling	1/2 the matches plus coach's decision on injury or senior

B. Awards

1. Team Captain(s) Are elected by members of the team with coach's approval or appointed by the coach
2. Most Valuable Player Award(s) are given to participants who are selected by the members of the team for their dedication, hard work, desire, attitude and personal sacrifice for the good of the team.
3. Varsity Letter Is awarded on the basis of participation as determined by that sport
4. Junior Varsity Letter Is given on the recommendation of the coach to all students who complete the season
5. Gold Award Is awarded by the W Club to an athlete for earning four letters in the same sport, three of which must be varsity letters
6. Coaches Award Given in place of the MVP. Coaches can pick an award winner or the team may vote

HAZING

Hazing will not be tolerated in conjunction with the athletic teams at Wyoming Seminary. Hazing is defined as:

“A willful act, occurring on or off school grounds, directed against a player or prospective member of a school-sponsored team, that recklessly endangers the mental or physical health or safety of a player or prospective team member for the purpose of initiation, admission into, or continued membership on any such team.”

If an athlete is in violation of “hazing” another athlete, the consequences may range from detention or a major disciplinary situation depending upon the magnitude of the incident and the athlete(s) involved. Coaches must clarify the schools’ position on hazing at the start of the season.

WYOMING SEMINARY’S POSITION ON LIGHTNING AND THUNDER

The National Weather Service has stated that lightning can strike up to a distance of 10 miles, with storms traveling at a speed exceeding 50 miles per hour. However, thunder can be heard only within a distance of 8 miles. Therefore, if you hear thunder and/or see lightning, you are in immediate danger and should seek protective shelter at once. An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile is a relatively safe alternative. If neither of these is available, the following guidelines are recommended:

1. Avoid standing under large trees and telephone poles. If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill. As a last alternative, find a ravine or valley. In all instances outdoors, assume a crouched position. Avoid standing water and metal objects at all times (i.e. steering wheel, metal bleachers, metal cleats, umbrellas, etc.).
2. At times, the only natural forewarning that might precede a strike is feeling your hair stand on end and skin tingle. At this point, you are in imminent danger of being struck by lightning and should drop to the ground and assume a crouched position immediately. Do not lie flat. Should a ground strike occur near you, lying flat increases the body’s surface area that is exposed to the current traveling through the ground.
3. If thunder and/or lightning can be heard and/or seen, stop activity and seek protective shelter immediately.
4. In the event that either situation should occur, allow 30 minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play.

AV EQUIPMENT

The athletic department has I-Pads for the use of our athletic teams. Teams may use them on a first come, first serve basis by contacting the Director of Athletics or the Associate Director of Athletics and reserving prior to games. It is the coach's responsibility to secure a reliable person (faculty or students) who has experience in athletic videotaping to do the taping. Video tapes can be viewed in the Mosca Athletic Conference Room. This conference room must be reserved through the Director of Athletics.

COLLEGE RECRUITMENT

1. Coaches are to provide recommendations when asked to do so.
2. Information requested by colleges should be provided.
3. Video tapes and films of games shall be provided to colleges when requested.
4. All coaches should make themselves aware of NCAA recruiting rules and violations.
5. Coaches should meet with athletes interested in playing in college. The coach then should help guide the athlete through the process. Each coach should be aware of the college counselor of each player and work in conjunction with that counselor.

COMMUNITY RELATIONS – MEDIA, PARENTS, FACULTY

1. A monthly school activity schedule is published to confirm set dates for athletic contests or give updates on additions or changes in these schedules. These schedules are sent to faculty, staff, and parents.
2. Head coaches are responsible to see that results are called in to local media as soon as possible after a game. The Director of Athletics will provide a list of newspapers, radio and TV stations complete with telephone numbers to coaches.
3. Anyone needing directions to find playing sites for away contests or information regarding departure times for teams and estimated time of return should call the Director of Athletics. All coaches should provide directions to their players and tell them to relay the directions to their parents.

DISCIPLINARY GUIDELINES

Proper training rules are a necessary requirement for the success of any team. A coach should strive to develop rules that are realistic to his/her sport and enforceable in nature. The rules should be in keeping with all school rules as outlined in the parent/student handbook.

A team should be made aware of the rules at the beginning of a season. The players should be apprised of the consequences for the breaking of training regulations. The team should be made aware that the school's disciplinary system can take precedence over team rules. Infractions of rules should be handled in a fair and just manner after all matters have been carefully investigated. Hasty decisions may not have intended results.

The Director of Athletics should be informed if an athlete is guilty of breaking any rules and of any corrective measures put into effect. If the breaking of the team's training rules should result in the possible dismissal of anyone from a team, the coach should first confer with the Director of Athletics, the class dean, and the Dean of the school. If a student is dismissed from a team, the student's advisor and parents should be notified.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Wyoming Seminary recently purchased an AED. The AED will be stored in the Carpenter Athletic Center. All coaches are required to attend training sessions on proper use.

APPENDIX A SUPPLEMENT USE

The following article by Dr. William O. Roberts should be used as a point of educational information by Wyoming Seminary coaches. The article in no way reflects the opinions of Wyoming Seminary, it should only be used as an informational tool. Wyoming Seminary has a policy that states no coach employed by Wyoming Seminary should, at any time, recommend the use of supplements or any other performance-enhancing drug.

Creatine and other chemical or dietary supplements are used by athletes with the intention of improving performance and gaining a competitive edge.

However, use of performance-enhancing substances, whether proven or perceived, raises many questions for young athletes, parents, coaches, and administrators:

- * Who is responsible for the use of ergogenic substances at the high school level, and should these substances be used by adolescents?
- * Should a youth coach endorse or require their use?
- * Does the mere suggestion of use by a coach become a de facto requirement?

The principal concern of supplement use is safety, but many athletes and coaches are more concerned with the potential for "bigger, stronger, and faster." Is it safe to take creatine, androstenedione, ephedrine, or other sympathomimetic amines during or in preparation for competition?

Underlying the entire issue is the use of anabolic steroids. Systematic denials of steroid efficacy for performance enhancement by the medical community decreased the credibility of medical providers regarding improving sports performance with ergogenic substances. As a result, athletes have turned to other providers and sources for answers that are not always based on science and safety.

The questions that should be answered before any drug or substance is recommended for adolescent athletes include:

- * How does it work?
- * Is it safe?
- * Is it effective?
- * Is it tested?
- * Is it legal?
- * Is it ethical?
- * Does it interact with other medications?
- * Does it truly make a difference?
- * If there is a health risk, is the increased health risk worth the potential for increased performance?

Most of the drugs used in medicine are cleared by the Federal Drug Administration (FDA) for safety and efficacy. Substances like creatine are not under the jurisdiction of the FDA and are not subject to the rigorous pre- or post-release review of everyday medications.

For substances known to enhance performance, but considered unsafe or unethical, the international or national sport governing bodies conduct doping control testing to discourage the use of "banned" drugs.

Substances like creatine cannot currently be detected by standard testing, but ephedrine and the sympathomimetic amines can be easily detected and are currently on the IOC banned list.

These questions must be posed regarding the use of ergogenic substances in athletes:

- * Is it ethical to pursue performance enhancement outside the traditional mix of hard work, skilled coaching, genetic gift, proper training, proper rest and recovery and adequate nutrition?
- * Should a substance like creatine be advocated to gain an edge over an opponent, or have these substances become necessary to maintain a level playing field with the school across the tracks?
- * Finally, should potentially unethical behaviors be tolerated, much less endorsed, by coaches in the youth sports setting?
- * If a substance like creatine is recommended, can you as a coach give an adequate, informed, consent discussion to allow both the parents and athletes to make a reasonable decision regarding the use of the substance? Since youth coaches deal mainly with minors, informed consent must be presented to both the parents and the athletes.
- * How should an informed consent be given to families and players?
- * Who should be informed first?
- * What are the legal implications if the informed consent is given and accepted by the parents, or if informed consent is omitted, and something goes wrong during the substance use?
- * Is the sports program liable or does the liability fall on the shoulders of the coaching staff?

There are no set answers to these questions. They address the very heart of youth athletic competition down to the basic questions of what is winning and at what price.

We teach our young athletes lessons they will carry throughout a lifetime. The value of hard work, setting and achieving of goals, good nutrition and hydration, teamwork and sportsmanship are the simple lessons of athletic participation.

We can inadvertently pass the wrong message to athletes who do not have the genetic gift of speed; endurance, motor skill or motor planning that doing your best is not enough.

Coaching decisions regarding the use of ergogenic aids like creatine will shape the future of individual programs and the future of young athletes. The issues extend well beyond improved performance and safety into the realm of ethics, informed consent, reliability, and responsibility.

In general, a coach should not recommend a substance to a minor without consulting the parents and should never recommend using a substance above the package or industry dosage or amount. As in the practice of medicine, your credo should be "first do no harm."

Here is a checklist for nutrition and substance recommendations to youth athletes:

- * Scientific evidence to support the use of the substance or diet modification.
- * Safety profile established for the athletes at the youth level.
- * Gender specific risks addressed.
- * The sport program administration has been informed of the coach's recommendation.
- * The sport program policies permit coach's recommendation.
- * Assistant coaches are using the same guidelines.
- * Parents are informed before the minor athlete is presented the material.
- * Informed consent is documented and signed by parents and athlete.

Dr. William O. Roberts is a clinical associate professor at the University of Minnesota and a charter member of the American Medical Society for Sports Medicine. He is a member of the Sports Medicine Advisory Board for Minnesota High Schools and the USA Soccer Cup. Roberts is also a senior editor of the Sports Medicine Journal and has worked with various other publications. He currently resides in Bear Lake, Minn., where he is the director of the Twin Cities Marathon.

Disclaimer:

The information, including opinions and recommendations, contained in this article is for educational purposes only. Such information is not intended to be a substitute for professional medical advice, diagnosis, or treatment. No one should act upon any information provided in this article without first seeking medical advice from a qualified medical physician.

APPENDIX B

ROLES, DUTIES, AND EXPECTATIONS OF TEAM CAPTAINS AND TEAM MANAGERS

CAPTAINS

Whether you are elected by your peers or picked by the coaching staff to be a team captain, the position carries many responsibilities beyond the honor of being named to such a position. Coaches can choose to treat the captain(s) as an extension of the coaching staff and the coach has the responsibility to tell the captain(s) what will be expected of them in their leadership role. The captain(s) can and should be leader(s) when it comes to team morale, and they need to remember they are role models for the younger players and represent Wyoming Seminary at all times. The coach needs to remind their captain(s) that they can be removed from their position for a disciplinary infraction and/or breaking a team contract. The role of the captain(s) can and should include the following:

- ❖ serve as liaison between coaching staff and the players
- ❖ can help with team morale
- ❖ can help with pre-game preparation
- ❖ can help coach with daily practice preparation
- ❖ serve as role model at all times
- ❖ help run warm-ups before practice and on game days
- ❖ help run drills in practice
- ❖ help organize team meetings and dinners
- ❖ help organize summer workouts

MANAGERS

The team managers should answer to the coaching staff. Expectations should be explained by the coach before the first practice and could include the following:

1. Responsibilities of a team manager will be reviewed with coaches AND MANAGERS at the start of the season so that responsibilities are explained and understood. A written document should be given to managers (possibly with parent signature) so that the commitment to the program /position is understood.
2. A meeting with coach and ATC will be held to get any sport specific responsibilities listed - to be shared with the manager.
3. Review where the location of equipment is, how to use timing/scoring equipment or how to keep the scorebook. The coach will review sport specific timing/ scorebook/ etc. responsibilities with the manager before the start of competitions.
4. The ATC will review expected behavior with managers as well as provide the written responsibilities of their position.
 - *Standard of dress
 - *Cell phone use

- *Appropriate behavior with athletes on the team
 - *Expected communication of missing responsibilities
5. Because the athletic trainers attend most practices and all home events, they will check on the managers and their responsibilities. If there are issues, they will be addressed in a timely manner for the betterment of all involved. The coach, is still ultimately responsible for the managers, and needs to help address any concerns.
 6. Athletes on the team need to be more responsible for TRASH generated during practices and games. The managers should not be expected to pick up after the athletes but manage the larger responsibilities. The coach needs to address trash after practices/games.

APPENDIX C

WYOMING SEMINARY COACHING EVALUATION FORMS

WYOMING SEMINARY ATHLETIC DEPARTMENT SELF – EVALUATION OF COACHING RESPONSIBILITIES

The purpose of an evaluative process should be positive. We hope that through the completion of this instrument, you will be reinforced about your effectiveness and recognize possibilities for self – improvement. The director of athletics and the associate director of athletics will evaluate Head Coaches. Their respective head coach will evaluate assistant coaches.

Following the completion of this self – evaluation form, it should be reviewed with the Director of Athletics.

I. List the strengths that you recognize in yourself as a coach.

II. List the area(s) that you recognize need improvement in your purview as a coach.

14. Public relations	4	3	2	1
15. Relationship with parents	4	3	2	1
16. Attendance at coaching clinics	4	3	2	1
17. Support of school policies	4	3	2	1
18. Innovation in coaching techniques	4	3	2	1
19. Develop/implement well-planned program	4	3	2	1
20. Cooperation with co-workers	4	3	2	1
21. Attention to duties assigned	4	3	2	1
22. Willingness to assume extra duties	4	3	2	1
23. Involvement in professional organizations	4	3	2	1
24. Preparation of written records	4	3	2	1
25. Understanding of total athletic program	4	3	2	1

III. Technical and Professional Knowledge

26. Supervision of locker room	4	3	2	1
27. Management of instructional time	4	3	2	1
28. Care of equipment/facilities	4	3	2	1
29. Team discipline/control	4	3	2	1
30. Support of non-athletic students	4	3	2	1

**WYOMING SEMINARY ATHLETIC DEPARTMENT
ASSISTANT COACH EVALUATION FORM**

SPORT _____ **Head Coach** _____

Assistant Coach _____ **Position** _____

Year _____ **Record** _____

	Needs		
	Effective	Improvement	Unsatisfactory
1. Loyalty to head coach and system	_____	_____	_____
2. Care of equipment	_____	_____	_____
3. Knowledge of sport	_____	_____	_____
4. Teaching ability	_____	_____	_____
5. Ability to motivate	_____	_____	_____
6. Rapport between coach and players	_____	_____	_____
7. Intensity of interest in coaching this sport	_____	_____	_____
8. Supervision of players	_____	_____	_____
9. Rapport between coach and coaching staff	_____	_____	_____
10. Accepts duties given by head coach	_____	_____	_____

11. How would you rate his/her performance as a coach this year? 1 2 3 4 5 6 7 8 9 10 (best)

12. What are his/her strengths as a coach?

1. _____
2. _____
3. _____

13. What are his/her weaknesses as a coach?

1. _____
2. _____
3. _____

14. What suggestions do you have for the overall improvement of your assistant coach?

1. _____
2. _____
3. _____

15. Does this coach wish to coach in the Wyoming Seminary program next season? Yes No

16. Would the coach willingly accept an assignment change for next season? Yes No

COMMENTS:

Strengths:

Weaknesses:

General Evaluation of this coach by: _____

DRUG AND ALCOHOL POLICY

APPENDIX D

At Wyoming Seminary, we strive to field competitive athletic teams in all of our interscholastic sports. Athletics is about more than just winning and losing and should be an extension of the classroom. The baseball diamond, the basketball court, the ice hockey rink, are venues where we can teach student-athletes character development as well as the values of hard work, sportsmanship, and responsibility that are a vital part of a Wyoming Seminary education.

Competitive athletics can generate a pride in achievement, an appreciation of team effort, hard work, and fair play, respect for rules of the game, and respect for the abilities of others. It should be noted that participation in athletic activities is a privilege offered to and earned by students. As such, there is an expectation that Seminary athletes will abide by certain expectations regarding rules of behavior. Appropriate knowledge of these rules and regulations is brought to life through coaches and athletic modeling of appropriate behavior, dialogue between coaches and players, dialogue between players, and acceptance of consequences for inappropriate actions. Disciplinary action should be educational in nature and although team welfare is the top priority, it is our hope that individuals will learn and grow from their mistakes. With this in mind, the athletic department in conjunction with the coach, the class dean, and the Dean of the Upper School will suspend or possibly remove athletes for major violations of this policy.

- Any violation of Wyoming Seminary's Drug, Alcohol, Tobacco policies as stated in the parent/student handbook will result in suspension from 10- 20% of scheduled contests.

• If the student is suspended from school, games missed during the suspension will count toward the above stated 10-20%. • If the student is allowed to continue at the school, any further offenses will most likely result in the student being removed from the

team.

- Suspensions are not carried over to the next athletic season or athletic year unless the disciplinary committee recommends otherwise. - A team captain who is brought before a disciplinary board while in-season will lose their captaincy. If captains are brought before a disciplinary committee out of season, whether or not they will continue to be captains of their respective teams once the season begins will be determined by the coach in consultation with the director of athletics and the dean's team.

This policy must be signed by the participating athlete and their parents or guardian before the athlete can become a team member of a Wyoming Seminary athletic team.

Print Athlete's Name: _____ Date: _____

Athlete's signature: _____

Parent's signature: _____ Date: _____

Sport(s): _____

—

APPENDIX E

RETURN TO ACTIVITY POLICY:

The medical staff at Wyoming Seminary has the final authority in deciding if and when an injured student-athlete may return to practice and/or competition. Medical staff includes:

Dr. Anistranski, MD
School Physician

Emily O'Dea, RN
School Nurse

Lisa Mozeleski, MS, ATC
Head Athletic Trainer

Any student-athlete seen by an outside (off-campus) physician must return to the training room for follow-up and final clearance prior to active participation status. Parents must communicate to the medical staff the specifics of medical consultations / diagnosis and

recommended treatments from doctors seen under parental auspices off campus. If a student-athlete is under the care of a private physician for an injury or illness and the physician's treatment precludes or alters the activity in interscholastic athletics, the student-athlete must secure, **in writing**, a release to reinstate the student-athlete to full participation. No student-athlete will be allowed to return to participation until the Wyoming Seminary medical staff has received a release and it is added to the student's medical records.

For illness/sickness the final authority for medical clearance of a student-athlete to return to participation is determined by the Wyoming Seminary school nurse.

For head injuries, clearance to return for activity is determined by the Wyoming Seminary certified athletic trainers in conjunction with the treating physician. Return to play decisions are made on an individual basis after the student-athlete has had full recovery from the head injury and can be informed of the potential risks for subsequent concussion and possible complications. At the appropriate time, as directed by the school physician, the athletic training staff will be permitted to perform exertional provocation tests to determine the athlete's readiness to return to activity. At the discretion of the athletic training staff, activity may be restricted or limited based on the results of the exertional testing.

Wyoming Seminary has the right to restrict or limit a student's athletic participation for medical reasons. The school physician has the final medical authority to restrict or permit return to activity.

FOR COACHES TO HAND OUT TO ATHLETES AT THE BEGINNING OF THE SEASON:

When a student-athlete is injured playing a sport at Wyoming Seminary, it is expected that parents be honest and informative with coaches and school medical staff regarding off campus doctor's appointments. Seminary coaches are not permitted to play student athletes following any athletic injury without clearance from our school medical staff.

Should the need arise, the return to athletic participation policy is attached.

APPENDIX F

Preseason or out of season training has become a hot topic in most educational institutions around the country. The Wyoming Seminary athletic department recognizes the “perceived need” of our coaches to have their athletes ready for their competitive seasons. However, we feel coaches need to keep in mind they are dealing with high school age athletes that should be able to play other sports if they so choose. With that goal in mind a reminder that all coaches must follow the following rules.

Wyoming Seminary Pre-Season/Out of Season Conditioning Regulations

1. Coaches may supervise pre-season training with their athletes for **six total hours** a week. Each session is to be approximately 90 minutes of length or shorter. No session can be longer than 90 minutes.
2. Travel to a facility does not count against the length of the training session. The time begins upon arrival. However, if traveling is part of the routine, it is asked that all boarding students have the opportunity to be back on campus for dinner. This is mandatory for all family style dinners that begin at 6:15pm. It is expected that there is sufficient time for the athletes to shower and dress in appropriate attire for the family style dinner. This standard allows day students to eat dinner at a respectful hour.
3. The training sessions are **not to be mandatory**. The expectation is that the athletes can attend these sessions but are not required to do so.
4. Any training done by the athlete without the coach’s supervision does not count toward the mandated six total hours a week.
5. There must be a one- or two-day rest period included, and only one day of the weekend can be used for sessions.
6. There are to be no early morning sessions. The earliest training can begin at 8:00 AM.
7. Winter sports may not start preseason training until **OCTOBER 1**.
8. Pre-season organized league play, for example the boys fall basketball league that plays in the evenings at Wyoming Seminary’s gymnasium does not count toward the six total hours. If you have athletes in leagues such as this, common sense must prevail on days of training following participation in events the evening before your training session.
9. It is important that as coaches we understand the balance our student athletes need to have for a positive experience while attending Wyoming Seminary. Besides the preparation for athletics, we realize the academic challenges as well as the need for socialization and interaction with peers. On that note, preparation is vital during the pre-season. Coaches must have a plan. We are confident that the training structure outlined provides a platform for our athletic teams to be prepared for the opening of their practices whether it is a fall, winter or spring sport.

10. The toughest time for our athletic programs must be during the competitive season.
11. No coach may use pre-season workouts to keep an athlete from going out for another sport.

Addendum to Appendix F Morning Practices

We appreciate the dedication of our coaches who are willing to give up their time for morning practices before classes to train their athletes. We do, however, have concerns about the time this is taking from the rest of our student-athletes and therefore feel we need to recommend institution of the following guidelines moving forward.

1. All pre-school and preseason workouts must be optional and there can be no retribution toward athletes who fail to attend.
2. Pre-school practices may only happen twice per week.
3. On the day a pre-school practice occurs there can be no further coach supervised or structured workouts for the remainder of that day.
4. In-season athletes should be told they are NOT to attend pre-school workouts. This message should be conveyed by the coach to these athletes.
5. Coaches must not attempt “workarounds” by labelling these “captain’s practices”. Since facilities can only be accessed under the supervision of a member of our staff the concept of a “captain’s practice” is really no different than any supervised workout.

These plans will be reviewed yearly. For now these guidelines are being put into place to protect our student-athletes as they navigate their classes and their many other activities.

Karen Klassner
Kevin Burke
(with the support of the Sem administration)

Here are a couple of articles that support our thinking on this:

<http://globalsportsdevelopment.org/good-nights-sleep-student-athletes/>

Here’s the study: <https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/Lack-of-Sleep-Tied-to-Teen-Sports-Injuries.aspx>

Here’s one specifically about professional teams moving towards skipping morning practices:

http://www.huffingtonpost.com/2013/03/26/sleep-to-win-athletic-performance_n_2935705.html

Academics – APPENDIX G

Over the years athletics and academics have become a difficult topic on our campus. The perception within our community has been that a large percentage of our athletes fall far short of our academic standards. While there are indeed student athletes who struggle in the classroom, the information we looked over, grade point averages for students participating in sports over the last four years, didn't reveal that it is as large a number as perceived. A quick glance of the information reveals that of the approximately 360 students participating in athletics only a small portion, perhaps 15 or 16 were below a 2.0. As a non-scientific sample, this reveals that the "problem" as many people see it, isn't as large as feared. The athletic schedule over the last few years has become less problematic for our students and they are missing less time than in the past. There is still work to do, but overall we are much closer than the general perception. When I solicited comments from the faculty this was one of the main concerns.

Currently Wyoming Seminary follows the PIAA academic policy; students are required to be passing four classes to participate in athletics. It was the opinion of the committee that the current standard doesn't reflect a strong enough emphasis on academics for our school

Along with the PIAA standard we would recommend implementing the following policy;

- To participate in athletics at Wyoming Seminary the student must maintain a 1.75 GPA (freshmen and sophomores) and a 2.0 GPA (junior, senior, and post-graduate)
 - It was felt that a sliding scale would allow students time to transition into our requirements
- Grade point averages would be based on midterm and term averages. If a student were not in compliance, their grades would be checked on a weekly basis until they are back above the minimum GPA.
 - There was some concern expressed in regards to classes that don't post grades that often. In this case the students class dean would check with individual teachers for progress reports.
- A committee would be established to ensure compliance and to hear individual cases if necessary.
 - The committee would be comprised of the Athletic Director, Assistant Athletic Director, the students Class Dean, and either the Vice President for Academic Affairs or Curriculum Coordinator. The student's advisor could be included when appropriate.

- If a student falls below the minimum average they would miss competitions until their average is back above the minimum.
 - Practice would be up to the discretion of the coach.
- For PIAA sports we would also need to ensure compliance with their standard.

APPENDIX H – FACILITIES USE PAPERWORK

Wyoming Seminary Facility Use Procedures

Any Wyoming Seminary facility used for non-school related events or non-school funded events. Including, but not limited to, uses where the faculty/staff are being remunerated by other than the school and/or facility is being used by non-Sem students. Examples are tutoring, private lessons, meeting of non-Sem related groups (Leadership WB, Torch Club, etc.)

Contact Information				
Name, Contact Information of Requestor: (email, address, phone number)				
Seminary Sponsor Contact Info (if requestor not Sem employee):				
Details of Use:				
Facility requested:				
General description of facility use:				
Start date: mm/dd/yyyy		End date: mm/dd/yyyy		
Day(s) of week/ time(s) of day:				
Number of participants involved?				
Are students/children under the age of 18 involved? ***	Yes	No	If Yes, what are ages of children involved?	
Number of students/children involved:		Are all children/students Seminary Students?	Yes	No
***PLEASE, attach a list of names of all students and the school they are currently enrolled.				
Approvals Required: If email, please note email in signature block and attach printed email.				
	Name	Approval Signature or email		
Immediate Supervisor Approval				
Dean of School where event will take place (**Note: May be the same as immediate supervisor)				
Facility/Room Scheduler				
Director of Physical Plant				
Will food service be required?	Yes	No	If Yes – PO must be acquired from Business Office, and food service must be contacted.	
Business Office ***this approval may involve waivers for participants, insurance requirements and fees payable.				
Comments:				
***** Completed Facilities Agreement form MUST be attached to this form for approval.				
Once all approvals are acquired please return form and attachments to the President's Office for final approval.				

Approved: _____ Date Approved: _____
 Rev. 02-08-2012

FACILITIES USE AGREEMENT

This Facilities Use Agreement (the "Agreement") is given to Wyoming Seminary, located at 201 North Sprague Avenue, Kingston, PA 18704, which is the owner of a building commonly known as and/or referred to as _____ ("Building") located at _____, PA, and more specifically Room # _____ (the "Facility"), for which _____ ("User"), having an address of _____, desires to use the Facility solely for the purpose of _____ ("Purpose"). By agreeing to the terms of this Agreement, User acknowledges that his or her status as a "user" of the Facility does not imply or create any employment agreement and/or relationship between him/her/it and Wyoming Seminary, and User is acting as an independent entity, separate and apart from Wyoming Seminary.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, and intending to be legally bound, the User hereby agrees as follows:

1. **License**
 - a. Wyoming Seminary does hereby grant a license to the User for purposes of preparation for, conducting of, and cleaning up from the above stated Purpose. As referenced above, the "Purpose" of this license is to _____, and only for this particular purpose. It is acknowledged that the use of the particular Facility for this purpose will take place between _____, 20____, between the hours of _____ and _____.
 - b. Alternative to section (a), if this event is to take place on a recurring basis, User specifically requests use of the Facility for the term of _____, 20____, up to and including _____, 20____, on the particular day(s) of _____ between the hours of _____ and _____. As referenced above, the "Purpose" of this license is to _____, and only for this particular purpose. It is acknowledged that this Agreement will not be automatically renewed, as it is a term agreement, and any extension of this term will require an additional Agreement to reflect the newly requested dates, days and/or hours.

INITIALS _____

Wyoming Seminary Hold Harmless Agreement

By accepting, I, the parent or legal guardian of the minor listed below, ask that he/she be admitted to participate in the

_____ (the "Program") held by _____.

I understand the risks and hazards associated with my child's participation in the Program and certify that my child is in good health and give my permission for his/her participation in the program. I understand that Wyoming Seminary is leasing our facilities for this event and is in no way sponsoring or endorsing the activity. I also understand that medical insurance coverage is my own responsibility.

In consideration of such admission, I do hereby agree to release, discharge, and hold harmless Wyoming Seminary, their coaches, officers, agents, and employees from all causes, liabilities, damages, claims, or demands whatsoever on account of any injury or accident involving the said minor arising out of the minor's attendance at the program or in the course of competition and/or activities held in connection with the Program.

Signature of Parent/Legal Guardian for Participants under eighteen (18) years of age:

I hereby certify that the information above is true and accurate. I certify that I have custody of Participant or I am the legal guardian of Participant by court order.

Name of Minor Participant:

_____ (please print)

Parent/Guardian Name (please print):

_____ (please print)

Parent/Guardian's Signature: _____

Date: _____

MEDICAL RELEASE FOR MINOR CHILD (required only for SEM-run camps/events)

I, _____, the Parent and/or
Legal Guardian of _____, a
minor child, hereby authorize any Medical or Surgical treatment which may be
necessary in an emergency, and in my absence, for the well being of the above
mentioned minor.

Date of Birth of Participant: ____/____/____

Address:

Daytime phone: _____ Cell: _____ Home:

Family Physician: _____ Phone:

The above mentioned minor has the following allergies or medical conditions:

PERSONAL MEDICAL INSURANCE: Participant has personal medical insurance and I
understand that I am responsible for the cost of any and all medical services that may
be required as a result of participating in the Program.

Insurance Information:

Policyholder's Name:

Name of Insurance Company:

Policy # _____ Group

Signature of Parent/Legal Guardian for Participants under eighteen (18) years of age:

I hereby certify that the information above is true and accurate. I certify that I have custody

of Participant or I am the legal guardian of Participant by court order.

Parent/Guardian Name (please print): _____

Date: _____

Parent/Guardian's Signature:

Please return completed to: [INSERT NAME AND ADDRESS]

Received by Institution:

Name:

Date

Wyoming Seminary Hold Harmless Agreement

Name of Participant: _____
(please print)

By accepting, I, the parent or legal guardian of the minor listed above, ask that he/she be admitted to participate in the

_____ (the "Program") held by _____. I understand the risks and hazards associated with my child's participation in the Program and certify that my child is in good health and give my permission for his/her participation in the program. I authorize all emergency and medical treatment which may be needed in the event of any injury. I also understand that primary insurance coverage is my own responsibility.

In consideration of such admission, I do hereby agree to release, discharge, and hold harmless Wyoming Seminary, their coaches, officers, agents, and employees from all causes, liabilities, damages, claims, or demands whatsoever on account of any injury or accident involving the said minor arising out of the minor's attendance at the program or in the course of competition and/or activities held in connection with the Program.

Signature of Parent/Legal Guardian for Participants under eighteen (18) years of age:
I hereby certify that the information above is true and accurate. I certify that I have custody of Participant or I am the legal guardian of Participant by court order.

Parent/Guardian Name (please print):

Parent/Guardian's Signature:

_____ Date: _____

Athlete/Participant Code of Conduct

- (a) I will follow and respect instructions from all coaches and staff members.
- (b) I will treat my fellow players, coaches and staff members with respect and play in a fair and safe manner.

(c) I will use respectful language and refrain from breaking the law and any forms of violence.

(d) I will respect others belongings and the facilities which are being used.

I CONFIRM THAT I HAVE READ THE ATHLETE CODE OF CONDUCT AND REALIZE THAT DISREGARDING THE CODE MAY RESULT IN MY REMOVAL FROM THE ACTIVITIES.

Athlete/Participant Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

**Wyoming Seminary
PRIVATE INSTRUCTION
PARENT PERMISSION/RELEASE AND WAIVER FORM**

In consideration of offering my child the opportunity to take advantage of the private instructor's lessons and expanding the knowledge of my child, I give permission for my son/daughter, _____ [name] to take private lessons at WYOMING SEMINARY in _____ [course] from _____ [instructor's name] during the academic year 20__ / 20__.

I understand that although these lessons take place on the WYOMING SEMINARY campus, WYOMING SEMINARY is only permitting the instructor to use its space for these lessons. WYOMING SEMINARY neither supervises nor controls the activities of the instructor or your child related to the delivery of these services.

I understand that WYOMING SEMINARY assumes no control over or responsibility for the conduct of the instructors providing private lessons. For purposes of this activity, the instructor is acting independently and is not associated with WYOMING SEMINARY. I also understand that while the private instructors are holding these sessions they are not employees of WYOMING SEMINARY.

I understand that I will pay the private instructor directly at the rate agreed upon with the instructor and that I am responsible for scheduling lessons directly with the instructor. I also understand that instruction may occur during the school day, on evenings, weekends, holidays, and other times when WYOMING SEMINARY is not in session, based on the instructor's availability.

I acknowledge this disclaimer of liability by WYOMING SEMINARY and agree to hold harmless and indemnify WYOMING SEMINARY and its trustees, directors, employees, agents, students, and volunteers acting in those capacities, against any and all claims arising out of my child's participation in any private instruction and/or my child's interactions with any private instructor.

I understand that I am responsible for dropping off and picking up my child at the appropriate times. In the event that my child is left unattended on campus prior to or after their lesson, I hereby agree to indemnify and hold harmless and release WYOMING SEMINARY, its trustees, directors, employees, agents, students, and volunteers for any liability for events occurring during the time period before or after his/her lesson.

Signature of Parent/Legal Guardian for Participants under eighteen (18) years of age:

I have read and understand the above statements. I certify that I have custody of Participant or I am the legal guardian of Participant by court order.

Parent/Guardian's Signature: _____

Date: _____

ATHLETIC ASSEMBLY PROCEDURES – APPENDIX I

1. Follow the order as listed in the program on the podium. The program will have your athletes grouped by JV winners and then Varsity letters provided by the coach to Karen/Kevin one week in advance. Please do not deviate from this order!
2. Once your entire varsity team is standing, please offer a round of applause. Once seated, BRIEFLY NOW is the time to say something about them as a team and your season. If you do it before calling them up; most people in the room will have no idea who the athletes are who have done all the wonderful things you are mentioning. Always nice for the audience to be able to place the faces with the facts.
3. At the end of your BRIEF team's season summation is the time to announce your GOLD and Special award winners. Read the name of the award, (the criteria will have been announced by Karen or Kevin at the opening remarks) and then announce the winner with comments if desired. Karen/Kevin will present the coach with the award as they walk on stage.
4. Introduce the next coach.

*** Advise about comments ... numerical statistics are boring, especially to those not involved in your sport. An audience much better receives comments and stories within a human-interest context***

*** Please DO NOT thank our support staff... Karen/Kevin will take care of the in the opening remarks***

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