

Glendale School District

**Athletes/Parents
Athletic Handbook**

2020-2021



www.glendalevikings.org

Revised: 7/3/17

PURPOSE OF THE ATHLETIC HANDBOOK

The Glendale School District is proud to offer our students a variety of opportunities to participate in athletics. These activities provide our students chances to learn through experiences, teamwork, to display good sportsmanship, and to develop a strong work ethic.

This manual contains information that is important for the parents and participants to understand before they begin participation in an extracurricular activity. Being a member of an extracurricular activity is a privilege for our students. Those students are expected to accept responsibilities that accompany that privilege. Also, the Glendale School District stresses the importance of good sportsmanship not only by the participants but also by the parents and spectators.

In addition, the manual will provide information about, ImPACT concussion management program, ScheduleStar, and the communication guidelines which are helpful to parents. I hope you will enjoy your participation in any athletic activity which we offer and please, if you have any questions, contact me.

Good Luck,

John Matchock
Athletic Director
Glendale School District
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I. Acknowledgment of Warning

ACKNOWLEDGMENT OF WARNING BY STUDENT-ATHLETE

I hereby acknowledge that I have been properly advised, cautioned and warned by the proper administrative and coaching personnel of the Glendale School District, that by participating in the sport, I am exposing myself to the risk of serious injury, including but not limited to, the risk of sprains, fractures and ligament and /or cartilage damage which could result in a temporary or permanent, partial or complete, impairment in the use of my limbs; brain damage; paralysis; or even death. Having been so cautioned and warned, it is still my desire to participate in the above sport, and should I choose to participate in the above sport, I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself by participating in the above sport.

ACKNOWLEDGMENT OF WARNING BY PARENTS

I hereby acknowledge that I have been properly advised, cautioned and warned by the proper administrative and coaching personnel of the Glendale School District, that by allowing my son or daughter to participate in the sport, I am exposing my son or daughter to the risk of serious injury, including but not limited to, the risk of sprains, fractures and ligament and /or cartilage damage which could result in a temporary or permanent, partial or complete, impairment in the use of my limbs; brain damage; paralysis; or even death. Having been so cautioned and warned, it is still my desire to allow my son or daughter to participate in the above sport, and should I allow my son or daughter to choose to participate in the above sport, I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing my son or daughter to by participating in the above sport.

II. Extracurricular Participation Guidelines

All members of the athletic activities are expected to abide by the following guidelines.

1. All students must be present for the entire school day's classes (arrive before 8:30 a.m. or leave school after 2:15 p.m.) to participate in, practice for or attend any and all extra-curricular activities unless excused for by the following reasons: (1) a medical or dental appointment sustained by an appointment card and a note from the parents; (2) a court subpoena; (3) religious holidays; (4) the death of a family member. If this rule is violated, the student will receive one week suspension from practice, participation and/or attending extra-curricular activities.
2. All members of extracurricular activities are responsible for representing the Glendale School District, both on and off of the school grounds. Any member involved in behavior that breaks the code of conduct is subject to a review by a committee of the principal, athletic director, and the coach to determine the appropriate discipline.
3. Anyone participating in an extracurricular activity must abide by all rules set forth in the Glendale School District Student / Parent Handbook. Excessive suspensions and/or detentions may result in removal from the team or activity.
4. Student athletes' eligibility will be monitored on a weekly basis. The student athletes' grades will be checked every Monday. The weekly eligibility period begins on Monday and ends on Sunday. If a student athlete is failing two classes, they will be placed on the ineligibility list for one week. If the student athletes grades become passing during the two week time frame, he or she is still ineligible. During the ineligibility period, the student athlete may, at the discretion of the coach, participate in practice but not in competition. The athletic director will notify the head coach of any athlete who is ineligible and the head coach will notify the athlete. If a student/athlete fails two or more classes for a nine week period, he or she will be ineligible for 15 school days. An ineligible athlete is not allowed to dress (put uniform on) for any game. If there is an early dismissal for a game, the ineligible athlete must stay in school.
5. Any athlete who willfully participates in stealing or vandalizing any school property at Glendale or at any visiting school will be subject suspension by the Principal, athletic director, and head coach.
6. All student athletes will ride to and from all away events on school approved transportation. Any parent/guardian who wishes to take their child home after a game can do so by signing a travel release form provided by the head coach. The parent/guardian must sign this form in the presence of the head coach or member of his/her coaching staff. No student athlete will be released to anyone except his/her parent or guardian.
7. Any member of an athletic team that is suspended from school is not able to participate in meetings, practices, or competitions during that suspension. These days will be considered as unexcused absence from practice/game time.
8. Coaches and advisors will develop specific team rules that will be provided in writing before competitions begins.
9. No student will be eligible to practice or play until the athletic director has, on file that the player passed a physical given by a doctor. Sports physicals are given at the school free of charge in early June. A student may, at his/her expense, be examined by their family doctor who will complete and sign the physical form. The student shall obtain the physical form from the school or at www.glendalevikings.org and return it to the school after the doctor has completed the examination.
10. Glendale has a full-time Certified Athletic Trainer. It is the responsibility of the athlete, parent/guardian, and coaching staff to work with the trainer for the health and safety of athletes. If an injury/accident occurs, the coach shall take immediate steps to care for the injured athlete.

The trainer should handle all serious injuries if possible. The trainer should be notified immediately if at another site. If an injury is serious, the trainer or coach will attempt to contact a parent. If a parent is not available, the trainer will call a doctor and/or ambulance. The trainer will have an emergency plan to cover injury/accident situations for home and away events.

III. CODE OF CONDUCT FOR PLAYERS

A code of conduct is a set of ethical principles and standards designed to guide the athlete in taking acceptable and approved actions. They are regarded not only as recommendations but also as rules governing conduct.

As a member of a Glendale School District athletic team, you are expected to understand that a real athlete:

1. He or she understands that athletes are expected to serve as role models for the students of the junior senior high school. This includes displaying good character at all times. Those athletes that display a pattern of questionable character may be excluded from participating in athletics by the athletic committee of the school board.
 2. Understands that drinking, smoking, or use of drugs or steroids are harmful to the body and hinder maximum effort and performance.
 3. Chewing tobacco on school property or on school buses is prohibited. Anyone caught with tobacco will receive a one day out of school suspension, 15 discipline points, and a referral to the magistrate for a fine.
 4. Does not use profanity.
 5. Realizes that officials do not lose a game, they insure that both teams abide by the rules of the game. For this they deserve courteous respect.
 6. Plans his/her time so that he/she devotes sufficient energy to his studies to insure grades, which represent his/her true abilities.
 7. Has good attendance and truant record.
 8. Obeys the training, practice, and game rules of the coaches,
 9. Understands that he/she represents the community and school and should conduct himself/herself properly at all times.
 10. Does not employ illegal tactics to gain an undeserved advantage.
 11. Appreciates that coaches/advisors and school authorities have the best interest of the participants in mind as they plan and conduct athletic programs.
 12. Follows the coach/advisor's decision at all times.
 13. Complies with the standard of this code or be subject to dismissal from the squad or other disciplinary actions as it may be necessary.
 14. Should a Glendale student athlete initiate behavior described in the items below, they will receive a one game suspension:
 1. Derogatory insults toward official/coach/fans
 2. Intentionally contacting an official
 3. Continued unsportsmanlike comments
 4. Fighting/Striking an opponent
 5. Leaving bench during an altercation
 6. Committing two fouls described below in one game
 7. Committing third foul described below in regular season
- FOUL DISCRPTIONS FOR # 6 AND #7. Basketball-Technical Foul, Signal
23. Football-Unsportsmanlike Conduct, Signal 27. Wrestling-Unsportsmanlike Conduct, Signal 23. Volleyball-Unsportsmanlike Conduct, Signal Yellow Card. Baseball/Softball-Ejected from Game.

IV. Parental Code of Conduct

The purpose of this Code of Conduct is to help you make a commitment to yourself, your child and everyone else you meet during your child's athletic experience. Take the time to read each of these statements and truly make a commitment to adhering to them.

1. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others including opposing players, coach/advisor, fans and officials.
2. I will always keep in mind that it is a privilege, rather than a right, for my child to participate in a sport.
3. I will always model good sportsmanship at competitions by the way I treat all athletes, coaches, officials and other fans.
4. I will insist that my child always demonstrate good sportsmanship and treat other athletes, coaches and officials with respect.
5. I will always teach my child how to win and lose with grace by the way I act in each of those situations.
6. I will always teach my child the importance of competing with integrity and will not condone nor help him or her cheat in any manner.
7. I will always remember that while I am not a high school athlete, I am representing my child's team at competitions.
8. I will always strive to work with my child's coach and not against him or her.
9. I will communicate with the coaching staff in a respectful and professional manner at all times.
10. I will always refrain from coaching my child immediately before, during and immediately after competitions because of the potential negative effect it may have on my child's performance.
11. I will always remember that I have had my opportunity in athletics and this experience is about my child.
12. I will have a basic understanding of the rules of my child's sport.
13. I will serve as a volunteer with my child's team or school as much as possible.
14. Do not approach board members or member of the administration about playing time. Board members/administrators will not discuss playing time with parents. Playing time should be discussed between the coach and the player.

UNACCEPTABLE BEHAVIORS

Some examples of behaviors identified by the school board as unacceptable behaviors at sporting events and will not be tolerated. Unacceptable behaviors are not limited to these examples.

1. Disrespectful or derogatory cheers, chants, songs, or gestures.
2. Criticizing of officials, coaches or athletes in any way including displays of anger over officials' calls.
3. Cheers which antagonize opponents.
4. Blaming loss on officials, coaches, or participants.
5. Use of profanity or displays of anger that draw attention to you.

CONSEQUENCES

- First Offense: written warning/individual removal from contest and/or arrest possible temporary ban from all extracurricular activities
- Second Offense: Up to 12-month ban from all extracurricular activities and/or arrest

V. PARENT/COACH COMMUNICATION

Chain of Command

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

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. special equipment, off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline which results in the denial of your child's participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

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

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

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

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

Coaches are professionals. They make decisions based on what they believe to be best for all students involved and the team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

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

PROCEDURE TO FOLLOW SHOULD YOU HAVE A CONCERN TO DISCUSS WITH A COACH

1. Call the athletic director. He or she will coordinate the meeting for you.
2. Meet with the coach and athletic director.
3. Do not confront a coach before, during, or after a contest or practice. The coach has a duty to supervise the team. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and often escalate the issue.

THE NEXT STEPS - What can a parent/guardian/student athlete do if the meeting with the coach did not provide a satisfactory resolution?

1. Call the Athletic Office at (814) 687-5048 and set up an informal meeting with the athletic director and building Principal to discuss the situation.
2. At this meeting, the athletic director, Principle, parent/guardian, student athlete and coach will work to resolve issue. All conflicts involving playing time, play calling, team strategy, or other student athletes will not be addressed any further. This meeting may include the building assistant principal.
3. If the issue remains unresolved the parent/guardian/student-athlete will complete the conflict resolution form (found at www.glendalevikings.org) to be submitted to the athletic director who shall forward a copy of the written complaint to the building principal, coach and superintendent.
4. Upon receipt of the conflict resolution form the superintendent shall confer with all parties.
5. If the superintendent is unable to resolve a complaint to the satisfaction of all parties and at the request of the complainant, the superintendent shall forward the results of his investigation along with his recommendation to the school board and a copy to all parties. The Glendale School District Board of Directors will not be the first to hear a complaint and all issues will be required to follow the proper protocol.

**PARENT AND COMMUNITY COMMUNICATION PROCESS FLOW CHART
CHAIN OF COMMAND**

<i>Area of Concern</i>	<i>First Level</i>	<i>Second Level</i>	<i>Third Level</i>	<i>Fourth Level</i>	<i>Fifth Level</i>	<i>Sixth Level</i>
Athletics	Coach	Athletic Director	Principal	Superintendent	Board	
Athletic Facilities	Athletic Director	Principal	Superintendent	Board		
Athletic Injuries	Coach	Athletic Trainer	School Nurse	Athletic Director	Superintendent	Board

VI. ImPACT – Concussion Management Program

The Glendale Athletic Department purchased the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) program in the fall of 2011. ImPACT is a computer based software tool that helps assess and determine the severity of a concussion and when it is safe to return to play. The ImPACT test evaluates multiple aspects of neurocognitive function including: memory, attention span, brain processing speed, reaction time, and post-concussive symptoms. This test is currently used by the NFL, NHL, MLB, and other professional leagues, colleges, high schools, and other organizations.

Baseline tests will be administered to all athletes in grades 7-12 who participate in school sponsored athletics. The athletes will be tested prior to their season and the test is good for 2 years. It is the responsibility of the student to report for testing as directed by the coach and athletic trainer. Make-up dates will be limited due to the volume of athletes. We also ask that each student take the test seriously so the best data can be obtained. In the event an athlete sustains a concussion during the season, a post-injury ImPACT test will be given and compared to their baseline test. This will assist a physician and the athletic trainer in developing a safe return-to-play protocol for that specific athlete. These tests are regarded as privileged medical information and results are not shared with anyone besides the medical staff.

Return to Play Guidelines

Diagnosis:

1. An athlete suspected of having a concussion will be immediately removed from practice or game. (All coaches are required to complete the Concussion Education Course as approved by the Department of Health and Education)
2. The athlete will **NOT** be permitted to return to practice or game the day of the injury even if symptoms subside.
3. Medical evaluation following injury

- The athlete should seek treatment at the nearest emergency department if they have the following symptoms: loss of consciousness, unequal pupils, drowsiness or cannot be awakened, worsening headache that won't go away, weakness, numbness, or decreased coordination, repeated vomiting or nausea, slurred speech, convulsions or seizures, difficulty recognizing people or places, increased confusion, restlessness, or agitation, or unusual behavior.
- Otherwise the athlete should get a medical evaluation from a medical professional trained in concussion management.
- ImPACT testing will be done by the certified athletic trainer at the school.

Return to Play

Criteria for Return to Play after a concussion/head injury

1. Written clearance from a medical professional trained in management of concussion
2. Must be asymptomatic – no post-concussion symptoms
3. ImPACT test back to baseline
4. Complete the Exertional Protocol
 - Each step takes 24 hours
 - The steps must be completed without return of symptoms
 - If the symptoms return the student returns to the previous step after symptoms have subsided for 24 hours

DAY 1: Light Aerobic Activity (ex. stationary bike riding or walking)

DAY 2: Sports Specific Training (ex. running, swimming, skating)

DAY 3: Non-contact drills (ex. Passing drills, shooting drills, weight lifting)

DAY 4: Full Contact drills

DAY 5: Game Play

Keep in mind progression can be individualized and adjustments will be made on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates.

If parents/students have any questions concerning the Concussion Management Program or need to report an injury should contact the certified athletic trainer, Jeff Smithbower, ATC at 687-5052.

VII. BOOSTER ORGANIZATIONS

The Glendale School District sincerely appreciates the efforts of the many booster groups in supporting our student-athletes to provide a better athletic, learning and social environment both in competition and in the classroom.

Successful organizations or groups operate with transparency and documentation to ensure their mission and purpose is being achieved, their By-laws are being followed, and ethical, legal, or procedural violations are not occurring with their officers and their members or between the organization and the coaching staff or administration.

While the Glendale School District has no formal control over these organizations, we offer the following guidelines in order for a booster organization to be recognized by the district as the primary booster organization for each sport. The primary booster organization will be given preference in matters of using all school facilities including concession stand facilities. These guidelines will ensure a better working relationship with all parties so as to benefit the students we serve.

1. Booster organizations will hold their meetings at school facilities to promote transparency and to reinforce that decisions are made at open public meetings where every member of the organization has access to the meeting.
2. Setting a standard meeting date and time is helpful for an organization to maintain transparency and open lines of communications. If the booster organization does

- not have a standard meeting date, meetings should be advertised and posted 5 days in advance.
3. The head coach as well as the assistant coaches will be notified of the meeting by the booster president, invited to attend and participate in the meeting.
 4. Booster organizations will have By-laws and procedures in place at all times and they should be followed in both spirit and intent. Meeting minutes should be maintained and proper motions should be moved, seconded, voted on, and then recorded in the minutes. In addition, all revenues and expenditures should be recorded and voted on with proper documentation of receipts for both revenues and expenditures.
 5. Officers or representatives of a booster group or organization will not use their elected or appointed office/ authority to promote a private agenda or force the hand of an advisor, coach, or district employee. It is important for booster organizations to understand that while they are not controlled by the district, their actions can affect the district and the programs that they are supporting, and therefore, the above operating guidelines will be used in consideration for granting the privilege of using all school facilities.

VII. ScheduleStar

The Glendale School District uses the online scheduling tool, ScheduleStar. This tool allows student athletes and parents to have the most up-to-date practice and game schedules, get directions to other schools, and be notified of cancellations as the games are postponed. Parents and student athletes can access the athletic website at www.glendalevikings.org Parents can register for an account online and receive cancellations and postponements via email and or text.

VIII. Games

Glendale is a member of the PIAA District 6. All Glendale athletic teams participate in the ICC-North Division (Inter-County Conference). Glendale's participation is governed by the PIAA and the ICC by-laws. Basketball, softball, and baseball also participate in the MVL (Moshannon Valley League).

Participation in the PIAA postseason requires a team having a .500 record at the cut-off set by District 6. This is Glendale School District policy set forth by the Glendale Board of Directors.

ACKNOWLEDGEMENT OF RECEIPT OF ATHLETIC CODE OF CONDUCT

PLEASE DETACH THIS PAGE AND RETURN TO YOUR COACH

I have read the Glendale School District Athletic Code of Conduct including the rules, regulations and policies. I fully understand its meaning and consequences and support its enforcement by persons responsible.

Please sign and return to your coach. This needs to be done before each new sports season in which you plan to participate. This form will be kept on file in the Athletic Administrator's Office. You may not participate in athletic activities until this form is signed and returned to your coach. Thank you for your cooperation and support.

Student Athlete Name (Print) _____

Student Athlete Name (Signature) _____

Sport: _____

Grade: _____

Date: _____

I have read the Glendale School District Athletic Code of Conduct including the rules, regulations, and policies. I fully understand its meaning and consequences and support its enforcement by persons responsible. As a parent, I agree that the coaches/advisors are in charge of my son/daughter during that particular sport.

Parent Name (Print) _____

Parent Name (Signature) _____

Date _____

For Athletic Director only:

Received: _____

(DATE)