

Table of Contents

(School Board Approved: 08/10/09)

Introduction 1

Chapter 1: Duties and Responsibilities of Administration and Advisors

Board of School Directors.....4
Principal4
Athletic Director5
Athletic Council.....10
Game Manager11
Coaches12
Athletic Trainer.....17

Chapter 2: Responsibilities, Eligibility, and Insurance Requirements of Student Participants

Athletes.....19
Cheerleaders25

Chapter 3: Athletic Awards – Varsity

Authority to Make Awards.....28
Types of Letters28
Award Policy28
General Criteria in Meeting the Requirements for a Letter.....28
Specific Criteria in Meeting the Requirements for a Letter28

Chapter 4: Transportation

School Provided Transportation.....31
Private Transportation.....31
Conduct / Duties of Coaches and Athletes on the Bus.....31

Chapter 5: Equipment and Supplies

Responsibilities for Equipment and Supplies32
Requisitions32
Bids for Equipment.....33
Purchases34

Chapter 6: Scheduling Guidelines

Practices	34
Games.....	35
Scrimmages	36
Release Times.....	36

Chapter 7: Athletic Funding

Ticket Sales	37
Sports Passes	37
Fundraising.....	37

Chapter 8: Weight Room

Purpose	38
Requirements for Involvement.....	38
Hours	38
Guidelines.....	38

Chapter 9: Procedures for Ideas, Suggestions, and Complaints

Coach.....	39
Athletic Director	39
Principal	40
Superintendent.....	40
Athletic Council.....	40
Board of Education	40

Chapter 10: Miscellaneous

Filming of Contests.....	41
Publicity	41
NCAA Recruiting of High School Athletes	41
Scouting.....	41

Introduction

The purpose of the athletic and extra-curricular programs in the Keystone School District is to promote the physical, mental, social, emotional and moral well being of the participants. It is hoped that athletics and other extra-curricular activities in our school will be a positive force in preparing youth for an enriching and vital role in American Life.

The athletic program and other extra-curricular activities are an important and integral part of the total school program and are open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy and loyalty to the program. He/She also accepts the training rules, regulations, and responsibilities, which are unique to an athletic program. In order for the team or group to be successful, athletes must assume many obligations not required of other Keystone High School students.

The Athletic Policy Handbook will be given to each Head Coach to serve as a guide to those needing information concerning athletic rules and regulations. This handbook should provide the foundation for the efficient organization and operation of our athletics and extra-curricular activities.

The Keystone Jr./Sr. High School is a member of District IX of the Pennsylvania Interscholastic Athletic Association. District IX includes member schools from Butler, Clarion, Clearfield, Elk, Forest, Jefferson, McKean, Potter and Venango Counties. Our athletic teams participate in the Keystone Shortway Athletic Conference (KSAC), with the exception of soccer and wrestling, which are part of a District IX league.

The following high schools represent the Keystone Shortway Athletic Conference: A-C Valley, Clarion, Clarion-Limestone, Cranberry, East Forest, Karns City, Keystone, Moniteau, North Clarion, Redbank, St. Mary's, Union, Venango Catholic, and West Forest (Punxsutawney and Brookville for Football).

The following **varsity** sports are offered to our students at Keystone:

Fall

Cross Country (B/G)
Football (B)
Golf (B/G)
Volleyball (G)
Soccer (B/G)
Cheerleading (B/G)

Winter

Basketball (B/G)
Wrestling
Cheerleading (B/G)

Spring

Baseball (B)
Softball
Track (B/G)
Cheerleading (B/G)

The following **junior high** sports are offered to students at Keystone:

Fall

Cross Country (B/G)
Football (B)
Basketball (G)
Cheerleading (B/G)

Winter

Basketball (B)
Wrestling
Cheerleading (B/G)

Spring

Volleyball (G)
Cheerleading (B/G)

Chapter 1: Duties and Responsibilities Of Administration and Advisors

I. Board of School Directors

- ❖ The Board of School Directors shall set policy with regard to the conducting of the athletic programs within the Keystone School District.

II. The Principal

- ❖ The Principal shall have the following powers and duties:

- A. To have control over all matters pertaining to the interscholastic athletic relations of his/her school. He/She may delegate some of those powers, but such delegation shall not relieve him/her of responsibility for any infraction by his/her school of the Constitution and By-Laws of the PIAA.
- B. To sanction all contests in which his/her school participates.
- C. To exclude any contestant who because of improper conduct, would not represent his/her school in a becoming manner and also to exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by the school physician or if none is employed, by another licensed physician.
- D. To be responsible for the treatment of all visitors and officials attending contests conducted by his/her school. Penalties may be imposed upon a member school whose principal fails to provide reasonable protection for officials and visitors at home games. If a game is played at a neutral place, the principals of the participating schools shall be held jointly responsible for this protection. In such a case, penalties may be imposed upon either or both schools.
- E. To see that all contracts for interscholastic athletic contests in which his/her school participates are in writing.
- F. To sign all written contracts with officials. The Athletic Director may also sign these contracts. One Principal representing a league or conference may also do this.

- G. To authorize a game manager from his/her school district to be the Manager of the team representing his/her school unless the Principal or Athletic Director acts as the Game Manager.
- H. To appoint the Head Coach or when necessary, an assistant coach to be the authorized representative to accompany his/her team to all contests.
- I. To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of this Association.
- J. To have such powers concerning interscholastic athletics within his/her school as are in keeping with the growth and needs of the school and By-Laws of the PIAA.
- K. To approve all recommendations for athletic awards. Each coach will submit to the Principal, for his/her approval, the members of his/her team eligible for a letter.
- L. To arrange and clear all broadcasting of athletic events.
- M. To monitor and evaluate coaching performance to ensure the intended purpose of the Keystone High School athletic and extra-curricular programs is completed to the benefit of the Athletic Program and School District.
- N. Spectator Decorum: The PIAA constitution imposes upon the Principal of the home school the responsibility for the treatment of all visitors and sports officials who attend contests conducted by Keystone High School.

The PIAA By-Laws provide that a school or its teams may be suspended when the conduct of its administration, faculty, coaches, teams, students, or team followers is unsportsmanlike and results in actions which are detrimental to individual, school and/or public welfare, and/or are prejudicial to the purpose of PIAA.

III. Athletic Director

❖ The Athletic Director shall have the following responsibilities and duties:

- A. To be responsible to the Principal for all matters involving interscholastic athletics.

- ❖ The Director of Athletics is the specialist in the field of athletics and shall make recommendations and keep his/her Principal informed concerning all matters pertaining to athletics.

- B. To represent his/her school at athletic meetings when assigned.
- ❖ This would include all conferences, county, state, and other meetings in which his/her school is involved. If his/her Principal does not accompany him/her to the meeting, it would be his/her responsibility to see that his/her Principal is informed as to what transpired.
- C. To submit a requisition for all athletic equipment and supplies.
- ❖ The individual coaches should be consulted regarding the equipment and supplies they want, then the Athletic Director will select and give the quantity, complete description (sizes, color, trim, composition, etc.), manufacturer, and number. Unit cost and total cost should be included in the requisition.
- D. To keep on file a complete financial record of receipts and expenditures.
- ❖ The Athletic Secretary will count each game's receipts and will check so that the number of admissions balances with money received. A record and copy of all paid bills will be submitted to the Athletic Director. The amount will be recorded by the Athletic Director in the AD credit/debit book.
- E. To keep an inventory of all athletic equipment and supplies.
- ❖ With the help of the coach, all equipment and supplies should be inventoried at the end of each sport season.
- F. To hold professional meetings and clinics with members of the athletic department, at the Athletic Director's discretion.
- G. To arrange schedules for all athletic contests and file contracts in the Athletic Director's office.
- H. To prepare a contract for all athletic contests. The schedule should be arranged with schools that:
1. Have approximately the same enrollment,
 2. Are located in the same geographical area
 3. Have similar goals and objectives, or
 4. Are part of the same league.

- I. To arrange transportation for all athletic teams and cheerleaders.
 - ❖ Teams must reciprocate by being ready to board the bus at the assigned time and be respectful of public property and the bus.
- J. To contract for all home officials and to have checks prepared for them.
 - ❖ The Athletic Director should have on file a written contract with each official assigned to work at his/her school. Checks should be written in advance so that officials can be paid the day they work.
- K. To maintain complete athletic records for all sports. This would include such things as:
 - 1. Scores of all contests
 - 2. Won/lost records
 - 3. List of boys and girls who are members of the team.
 - 4. Running inventories
 - 5. Equipment requisitioned
 - 6. Budget
 - 7. Assignment of coaches and volunteers
 - 8. Financial receipts
 - 9. State, district and conference rules and regulations
 - 10. Transportation schedules
 - 11. Sports schedules
 - 12. First aid supplies
 - 13. CPR certifications
- L. To be responsible for the use, care, maintenance, and storage of all athletic equipment and facilities.
 - ❖ The Director of Athletics must impress upon the coaches the need for their cooperation in this matter, particularly in the issuing and receiving of uniforms.
- M. To assume leadership in the development of the varsity and junior varsity programs.
 - ❖ In order to develop the individual, as well as team play, to an optimum level, the Director of Athletics must assume leadership in organizing and systematizing each team sport from the junior high through the senior high.
- N. To attend all varsity games, meets, contests, or appoint a representative (Game Manager) to act in his/her stead.

- O. To arrange for all athletes to have medical examinations, and maintain appropriate PIAA documentation.
- ❖ The Director of Athletics, in conjunction with the school doctor and nurse, should establish the most convenient time and place to conduct medical examinations.
- P. To check that all coaches have complied with insurance regulations as set by the Board.
- Q. To submit a list to the High School Principal of the athletes whom each coach has recommended for letters from his/her team.
- R. To arrange and schedule for the proper administration and supervision of all athletic contests. This would include:
1. Spectator admission
 2. Sufficient police protection
 3. Medical and ambulance protection
 4. Seating facilities
 5. Necessary facilities for the visiting team
 6. Necessary game equipment ready
- S. To stimulate cooperation between the coaches and various sports and between coaches, teachers and administrators concerning general athletic policy.
- ❖ There is always a great need for understanding the other person's problems as they pertain to the general welfare of the total educational system. The Director of Athletics and the High School Principal shall be the people who help bridge the gap where it pertains to athletics.
- T. To have a thorough knowledge of the PIAA rules and regulations.
- ❖ Not only should the Director of Athletics have a thorough knowledge of the PIAA rules and regulations, but, along with the Principal, he/she is responsible to see that the coaches have a working knowledge of them.
- U. To be responsible for the preparation of the facilities. This would include:
1. Arranging that the facilities to be used for the athletic events – locker rooms, official's dressing area, toilet facilities, press box – are unencumbered, clean, orderly, and ready for spectators, home team and visitors.

2. Having all playing areas properly marked and equipped in conformity to the official rules of each sport, with the help of the maintenance supervisor.
 3. Having the public address system checked and working properly scoreboards checked and working properly, football and gym lights checked and working properly.
 4. Arranging for the parking of vehicles and seating of spectators at all home athletic events.
 - ❖ The facilities must be such as to provide for the safety of all involved and to make it possible to handle the events in an efficient manner.
 5. Sending information materials to visiting team coaches, director of athletics, and officials concerning color of uniforms, location of visitor's bench, time of pre-game ceremonies, routes to field or gym, access to doors to be used and other pertinent game information.
- V. To be responsible for:
1. Distributing the athletics policy handbook to coaches.
 2. Carrying out the athletic policies of the Board of Directors in accordance with the regulations of the PIAA and under the direction of the principal.
 3. Coordinating, through the Principal, the scheduled use of the gymnasiums.
 4. Making recommendations to the Principal and Athletic Council concerning general conditions that might need improvement and follow their suggestions to maintain the athletic program.
 5. Overseeing all the activities of the Game Manager, with the help of the Principal.
 6. Exercising budgetary control of expenditures of the athletic funds, along with the Principal.
 - ❖ All vouchers drawn on athletic funds of the Keystone School District shall be cleared through the Athletic Director's office.
 7. Taking care of all business pertaining to athletics such as cancellations of officials, busses, drivers, ordering of equipment, phone calls, etc.

8. Evaluating coaches and athletic programs in cooperation with the High School Principal.
 9. Communicating with coaches on a regular basis, in season and out of season, formally and informally.
- W. To be responsible for monitoring all athletic eligibility.
1. Collect all weekly eligibility lists from classroom teachers.
 2. Report ineligible athletes to the appropriate coach.
 3. Make sure all eligibility lists are signed by the principal and mailed to member schools.

IV. Athletic Council

❖ The Athletic Council shall have the following responsibilities and duties:

A. To serve as liaison between the athletic programs and the Board, within the limits of the adopted school board policies.

B. To make recommendations to the Board.

❖ The Athletic Council may not usurp the powers and duties delegated to the Principal, nor may it supersede the action and power of the Board of Directors.

C. To be composed of the following representing members:

1. The High School Principal (Chairman)

a. Determines the time and place for meetings

b. Serves as chairman for the Council

1.) Handles correspondence

2.) Prepares agendas, and

3.) Carries out actions agreed upon by the Council

2. The Athletic Director (Secretary)

a. Serves as secretary to the Athletic Council

- 1.) Keeps the minutes of the meetings
 - 2.) Files all records for future reference
- b. □□ Acts as chairman in the absence of the Principal
3. The Athletic Committee of the Board of Education (appointed by the President of the Board of Directors)
 4. Any Head Coach, as necessary
 5. The Superintendent
 6. Any board member or Head Coach, in addition to the two mentioned above,
 - ❖ Has the right to:
 - a. Attend the meetings of the Athletic Council,
 - b. Make recommendations, and
 - c. Take part in discussions

V. Game Manager

- ❖ The Game Manager shall have the following responsibilities and duties:
 - A. To see that the locker rooms, officials' dressing area, toilet facilities and bleachers are ready for spectators, home team, and visitors.
 - B. To have the public address system, scoreboards and lights checked and working properly.
 - C. To act as host to visiting teams and officials.
 - ❖ This includes arranging for refreshments to be delivered to officials and coaches.
 - D. To oversee ticket sellers, timers, scorekeepers, announcers, program sellers, bleacher crew, police, and fans.
 - E. To present checks to the game officials.

- F. To be responsible for reporting to the Principal any indications of infractions of league rules or ethics.
- G. To be responsible for getting the gate receipts to the office safe.
- H. To be responsible for other duties as directed by the Athletic Director.

VI. Coaches

A. Hiring, Resignation, and Salaries of Coaches

1. Hiring

- a. To be considered for employment as a Head Coach, an individual must apply in writing with a letter of application to the District Administrative Office, submit a completed Keystone School District application for employment, and have current Act 34 and 151 Clearances. Interviews for Head Coaching positions may be conducted by the Superintendent, Principal, and Athletic Director.
- b. To be considered for employment as an assistant coach, a recommendation must be made by the Head Coach. The applicant must submit all materials to the District Administrative Office, including current Act 34 and Act 151 Clearances.
- c. All hiring of coaches is by official action of the Keystone Board of Directors at regular scheduled or special School Board meetings. Coaching positions are filled on a yearly basis, and all coaching positions are approved for one year at a time by the School Board.

2. Resignation

- ❖ Coaches wishing to terminate their coaching obligations must submit a letter of resignation to the Principal. A letter of resignation from a Head Coach terminates all assistant coaches' coaching obligations. In the event that a resignation letter from a coach is not submitted, the Principal may recommend in writing to the Board that the one-year contract not be extended and new coaches be hired. All vacant coaching positions will be posted in accordance with School Board procedures.

3. Salaries
 - a. Coaching salaries for professional staff are established through the Keystone Board of Directors.
 - b. Non professional staff salaries are established through the Keystone Board of Directors.
- B. Duties and Responsibilities of the Head Coach
1. To prepare and submit to the Athletic Director, a roster filled out correctly, of his/her team by the end of the second week of practice (eligibility sheet). The Principal will sign and verify the Eligibility sheet before mailing.
 2. To verify that every member of his/her squad has submitted the following to the Athletic Trainer prior to the athlete's participation in the first practice session:
 - a. A completed PIAA physician certificate / parent certificate form (health history sheet),
 - b. Proper insurance coverage, and
 - ❖ Insurance is required for all team members. All players must have the school insurance policy or have the insurance waiver form signed by their parents and notarized. Students will not be permitted to start practice until one of the above-mentioned options is on file with the Athletic Trainer.
 - c. Agreement by both parents and athletes to abide by the coach's rules, regulations, and expectations including the Keystone School District's drug/alcohol, extra-curricular participation policy. (See Eligibility of Athletes.)
 3. To conduct a meeting with his/her athletes to review all rules, regulations and requirements of the Athletic Department, the school district, and the coaching staff.
 - a. It is recommended that meetings be held in a timely fashion to allow for parental attendance.
 - b. The rules sheet must be signed by both the athlete and parent / guardian and given to the Head Coach.
 - c. A second copy must be submitted to the High School Principal.

- d. No rule may be in conflict with the policies of the Keystone School District.
- 4. To attend PIAA mandatory rules meetings prior to the start of each season as directed by the Athletic Director.
- 5. To be responsible for the behavior, safety, and welfare of the members of his/her squad during practice and games.
 - a. Coaches should encourage the following behavior for athletes:
 - 1.) Attendance and punctual arrival to all practices unless he/she has a reasonable excuse.
 - 2.) To prohibit the use of profane language.
 - 3.) Good sportsmanship both in victory and defeat.
 - 4.) Respect for authority both on and off the field of play.
 - 5.) Neat grooming and proper dress, since the athlete represents the school and community.
 - 6.) To abstain from tobacco use, the drinking of alcohol or the use of any drugs because these items are strictly forbidden.
 - 7.) To develop good study habits and to work to their maximum scholastically.
 - 8.) To assume their responsibilities at home, in school, and in the community since they are leaders.
 - b. The coach should know the health status of his/her players. Be sure all injuries are given proper attention.
 - c. The coach must supervise the players at all times when under his/her jurisdiction. This includes in the locker room, on the bus, and also on the field of play.
 - d. The coach is the acting authority of the school district at athletic contests, in the absences of the Principal, Director of Athletics, and Game Manager.
- 6. To make sure all of his/her athletes have a ride home from practices and games before he/she leaves.

7. To make sure all outside doors and windows are closed and locked at the end of the practices and games. Report any damage to school facilities by a squad member to the Athletic Director.
8. To inform his/her athletes to **NOT** move their cars before their practice begins. They should leave their cars where they parked them in the morning.
9. To inform his/her athletes of the Hazing Policy.
 - ❖ The purpose of the Hazing Policy is to maintain a safe, positive environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.
10. To prepare a roster of all contestants and other authorized personnel on buses for out-of-town contests. All contestants will be required to use the transportation made available by the Keystone School District (exception, see page 31, II). Roll must be taken prior to departure to/from contests. Personnel authorized to travel on the bus are:
 - a. Administrative personnel
 - b. Coaches of the sport involved
 - c. Members of the squad
 - d. Cheerleaders and their advisor
 - e. Authorized support staff
11. To recommend the amount and type of equipment to be purchased for his/her particular sport and concurrently, to prepare lists of equipment purchased or reconditioned for the following year. Forms furnished for inventory, requisitions for the next year, and awards need to be turned in to the athletic office by the date listed with the forms.
 - a. The Head Coach should keep a record of all school-owned equipment and supplies issued to each athlete.
 - b. The Coach will inform any team member who has not returned issued equipment of the cost of the missing item(s) within two weeks of the conclusion of the season. No athletic awards will be presented to any student with outstanding debts.
 - c. No school-owned equipment should be sold to any player. Equipment must be returned to the Athletic Department so that it may be used in the following year(s).

12. To appeal to the Athletic Council when he/she is not satisfied with the decisions made by the Principal.
13. To know the rules and regulations of local, district, and PIAA organizations. He/she shall abide by these rules at all times.
14. To be responsible for the squad to and from all away games. He/she cannot delegate this responsibility, except in cases of illness or unpreventable circumstances with prior permission from the Principal.
 - a. The Coach should prepare a bus departure time list for all away contests and submit it to the Athletic Director's office on or before the first day of practice.
 - b. Only students whose names are on a list provided to the attendance secretary by the Head Coach will be excused from school day for participation in an athletic contest.
15. To be responsible for the care and security of the building. He/she **must be the last to leave** after each activity.
16. To submit to the High School Principal, before the first practice date, a written recommendation each year for assistant coaches and volunteers. The following are the dates that these recommendations are required to be submitted:

Football	
Golf	On or before
Cross Country	<u>the first week in July.</u>
Volleyball	
Soccer	
Cheerleading	
Boy's Basketball	
Girl's Basketball	On or before
Wrestling	<u>the first week in October.</u>
Boy's Track	
Girl's Track	On or before
Baseball	<u>the first week in February.</u>
Girl's Softball	
17. To contact the Athletic Director to keep the team roster up to date.
 - a. It is the coach's responsibility to forward a list change to the Athletic Office if any additional members join a squad after the roster has been submitted.

- b. Any additional physical cards should be submitted to the Athletic Director.
18. To notify the news media on the outcome of their particular sports event. This is to be done as soon as possible following the contest.

Derrick: 1-800-352-1005
Clarion News: 226-7000
C-93: 226-8600

19. To schedule/cancel practices in accordance with the district's policy regarding Inclement Weather & Sunday / Holiday Practices (per District Memo dated 12/15/2004).
- a. In the event that District school buildings must be closed or school is cancelled for part of a school day because of inclement weather or any emergency, all activities are cancelled and the buildings are not to be occupied. That includes any scheduled District athletic or extra-curricular practices, scheduled events, or meetings and community events. This would include closing early during a school day or canceling school for the entire school day.
 - b. Effective 12/20/2004, Sunday athletic practices and extra-curricular activity practices are prohibited unless prior authorization is provided in accordance with District Policy #707, which requires approval of the Superintendent or his/her designee.

VII. Athletic Trainer

- ❖ The Athletic Trainer shall have the following responsibilities and duties:
 - A. To administer first aid and immediate care to injured athletes.
 - B. To evaluate athletic injuries and to coordinate appropriate referrals.
 - C. To coordinate rehabilitation of the injured athlete.
 - D. To determine readiness for the athlete to return to activity after an injury.
 - E. To communicate with parents, coaches, and physicians regarding the status of the athlete's health.
 - F. To work cooperatively with coaches on the application, maintenance, and supervision of the use of protective and injury prevention devices.

- G. To schedule and coordinate with the school nurse and physician pre-participation physical examinations and re-certifications, as deemed necessary by the PIAA.
- H. To schedule other injury prevention health screenings, as deemed necessary, including IMPACT concussion screening, body fat measuring, and hydration urine testing.
- I. To work as a consultant to coaches in the development and operation of strength and conditioning programs for athletes as well as counsel parents/athletes regarding conditioning, diet, rest, exercise, and health matters.
- J. To collect, maintain, and store accurate and confidential medical records on all athletes.
- K. To develop an operating budget and inventory for the sports medicine program and to create a bid sheet each January for supplies for the upcoming school year.
- L. To maintain a safe and sanitary environment in the training room.
- M. To coordinate coverage by the team physician for varsity football games.
- N. To prepare practice and game supplies; i.e. water, bottle, medical kit, etc.
- O. To provide medical coverage of practices and games.
- P. To conduct oneself in a professional manner at all times by abiding by the National Athletic Trainers' Association Code of Ethics.
- Q. To maintain a safe participation environment with regard to weather situations, equipment, practice/play time of day, etc.

Chapter 2: Responsibilities, Eligibility, and Insurance Requirements of Student Participants

I. Athletes

A. Responsibilities of Athletes

- 1. To be aware of and fulfill all the regulations and requirements set forth by the PIAA, the District IX, the KSAC, and the Keystone School District. This includes compliance with specifications set forth in the Keystone School District extra-curricular participation policy.

2. To treat his/her teammates and coach with respect and to be loyal at all times since the athlete has a definite responsibility to them.
3. To remember that he/she is representing Keystone School District, his/her parents, and self and that he/she should not be involved in an activity that would be a cause of embarrassment.
4. To not drive their own vehicle to or from away events.
 - a. Students must travel to and from events in school provided transportation (exception, see page 31, II).
 - b. The only exception is that a student may ride home with a parent/guardian with prior approval by the coach/advisor.
 - 1.) A permission note from the parent must be handed to a coach for the parent to take their child with them.
 - 2.) It is highly recommended that an administrator sign the note sometime during the day.
 - 3.) It is also important that a coach physically see the athlete leave with their parent.
5. School-issued equipment given to an athlete may be used only for their own respective use. No other student is permitted to wear school-owned equipment. Jerseys may not be worn for physical education class or for “every day”. Athletes may wear their jerseys during game days in school. Coaches may recommend appropriate days to wear school-owned equipment.
6. Athletes are responsible for any and all school-issued equipment, including uniforms that have been issued. A student must pay the replacement cost for any equipment not returned or damaged. Any indebtedness will be turned over to the District Magistrate. The athlete must be cleared of all equipment or other financial debt at the end of a sports season in order to participate in any subsequent athletic seasons.

B. Eligibility Requirements for Athletes

1. Age
 - ❖ If the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.

2. Amateurs
 - a. Cannot play under an assumed name
 - b. Cannot receive money
 - c. Cannot sign a contract to play for a professional team
 - d. Cannot participate in any post-season All-Star games of any type as an underclassman.

3. Attendance
 - a. Students are ineligible after attending more than eight (8) semesters beyond the eighth grade, or playing for (4) seasons beyond eighth grade in any one form on interscholastic athletics.
 - b. A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an inter-school practice, scrimmage, or contest until the student has been in attendance for a total of sixty (60) school days following the student's twentieth day of absence, except as defined in Section 114 of the Public School Code of 1949.
 - c. In order for a student to participate in extra-curricular-activities on any given day, the student must be in school no later than the end of Period 1 (8:30 a.m.) unless a medical excuse is presented. Students must also complete the school day in order to participate in extra-curricular activities unless excused for a medical appointment/legal reason. Students dismissed early for a medical appointment/legal reason must have a medical appointment/legal excuse to return that day to practice or a game. The medical appointment/legal excuse must be presented to the coach or advisor.
 - d. A student who is ineligible for any reason will attend a home game with the team but not participate. An ineligible student is not permitted to attend away games with the team.
 - e. If a student has been suspended from school or assigned in-school suspension, he/she shall not participate in any extra-curricular activity or attend any after-school function on those days.
 - f. If a student is expelled from school, he/she shall not participate in any extra-curricular activity during the period of expulsion.

- g. If a student is assigned a detention after school, he/she must fulfill the detention requirement before attending any extra-curricular activity after school.
- h. Students involved in athletics need to understand that the approved Physical Education curriculum has priority over any extra-curricular sporting activity.
- i. The coach/advisor has the discretion to excuse a participant from practice, with prior permission.
- j. The coach/advisor will discipline participants in the following manner for unexcused absenteeism:
 - 1.) 1st Offense – One game / performance suspension
 - 2.) 2nd Offense – One game / performance suspension
 - 3.) 3rd Offense – Removal from the extra-curricular activity for the remainder of the season or school year.
- k. Missing a game or performance without an excuse will result in the removal from the activity for the remainder of the year.
- l. A student who is late or leaves practice without the prior approval of the coach/advisor or attends practice without the proper equipment will be disciplined at the discretion of the coach/advisor.
- m. Every effort will be made to accommodate the participant regarding conflicts between participants and any other school-related activity.
- n. Attendance at all scheduled practices is mandatory as long as the athlete attends school the day practice is scheduled. Only a coach or advisor may excuse a student from practice.

4. Behavior

- ❖ Behavior unbecoming an athlete could result in the Principal revoking the privilege of a student to participate in an athletic event. This behavior includes, but is not limited to, disciplinary sanctions imposed for misbehavior during school and for less than responsible school attendance.

5. Drug Testing

- a. Guidelines are set forth by the Keystone School District Drug/Alcohol, Extra-Curricular Participation Policy (See the Keystone School District Controlled Substance Policy No. 227 and Extra Curricular Policy No. 122 as found in the Student Handbook.)
- b. Guidelines for Random Drug Testing of Athletic Participants (per the Keystone School District Student Handbook) are as follows.
 - 1.) Random drug testing may be done without prior warning to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the administration in its sole discretion and may be performed at any time. This means that random testing may occur before, during, or after the sports season or scheduled program of the athletic activity.
 - 2.) Upon the day of testing, the district's administration will provide the testing vendor with a list of numbers corresponding to the entire pool of athletic activity participants. The list shall contain no names; the district alone shall maintain the records indicating which students correspond to which number. The administration then will indicate to the vendor how many students the District wishes to test. The vendor will return a random list of numbers from which the District will be able to determine the individual students to be tested.
 - 3.) Any eligible student selected randomly for the drug testing who is not in school on the day of testing will be tested at the next available testing time. Failure to comply will result in the student being viewed as refusing to test.
 - 4.) All costs of the collection, testing, and interpretation shall be paid by the District.
 - 5.) More detail of the testing may be found in KSD Board Policy #123.1.

6. Grades

- a. A student who is declared ineligible on a weekly eligibility report will be ineligible for a period of one week (from Sunday to Sunday) and in that time must bring his/her grades up to passing

or he/she will remain ineligible for interscholastic competition until that condition is met.

- b. In order to participate in extra-curricular activities, a student must meet the following requirements:
- 1.) Quarterly – must maintain a 77% grade point average at the conclusion of each previous grading period.
 - a.) At the end of the school year, the student’s final credits in the student’s subjects rather than the credits for the last grading period shall be used to determine the student’s eligibility for the next grading period. The final grade point average in the student’s classes must be at least 77% for the required courses.
 - b.) In cases where a student’s work in any preceding grading period does not meet the quarterly academic standards, said student shall be ineligible to participate in interscholastic athletics/extra-curricular activities for at least fifteen (15) school days of the next grading period where the school has four (4) grading periods per school year. The date of ineligibility begins on the first day report cards are issued, or the first fifteen (15) school days of the fall season when using final grades at the end of the school year.
 - 2.) The student will be ineligible if:
 - a.) Senior High – a failing grade is received in a subject that is required for graduation.
 - b.) Junior High – a failing grade is received in one of the five (5) core courses of English, Reading, Mathematics, Science, or Social Studies.
 - 3.) Weekly – at the conclusion of each week, a student will be ineligible if he/she is not passing a minimum of five (5) full credits. If a student is ineligible under this provision for three (3) consecutive weeks, he/she will be ineligible for a period of fifteen (15) school dates from the date of the occurrence.

- a.) Weekly grades shall be collected each Friday to determine eligibility. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided, the student shall be ineligible from the immediate following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the weekly academic standards. Where a school is closed on Friday for any reason, the Principal may, at the Principal's election, determine whether the student as of that day meets the academic standards provided.
- b.) An athlete must attend two (2) Homework Helpers and two (2) practices during the week that they are ineligible.

7. Tryout Policy

- a. The administration is sensitive to the needs of the students during the tryout period. It is the School's desire to see that as many student participants as possible are involved in the program. Unfortunately, due to facility space, time constraints, and additional factors, limitations are placed on the number of participants in an activity.
- b. The procedures for limiting the number of participants in an activity are as follows:
 - 1.) Choosing the members of the various student groups is the responsibility of the coach or advisor.
 - 2.) Before tryouts begin, coaches and advisors will provide team information and a copy of the student handbook to all candidates and/or parents or the student group at a scheduled meeting. Such information shall include:
 - a.) Length of the tryout period
 - b.) Criteria or objectives used to select the members of the group
 - c.) Number of participants that will be selected

- d.) Distribution of schedules
 - e.) An explanation of commitment
- 3.) In sports, lower level coaches will follow the criteria for the particular sport by the Head Coach. Head Coaches need to be involved with the selection of lower level teams.
 - 4.) Each participant must have the opportunity to be allowed to demonstrate their abilities.
 - 5.) The coach/advisor will discuss options or alternatives to those individuals who do not make the extra-curricular activity group.

C. Insurance Requirements of Athletes

- ❖ Athletes that are involved with a sport (grades 7 – 12) are required to submit three forms.
 1. The PIAA Card must be signed by a physician and the parents. This card is submitted to the coach the first day of practice.
 2. The Insurance Sheet must be completed and returned to the Business Office. A copy of proof of insurance must be attached.
 3. The Health History Form must be returned to the Athletic Trainer.

II. Cheerleaders

A. Tryout Policy and Procedures

1. Tryouts will be held each spring for the purpose of selecting cheerleaders for the next school year. The tryout date appears each year on the school calendar.
2. There will be 2-4 open gyms to learn the material.
3. A committee of judges made up of school coaches, college cheerleaders, cheerleading judges, and cheerleading professionals will select the new cheerleaders. No judge will be a high school student.
4. Candidates will be judged using criteria established by the cheerleading advisors and approved by the Athletic Director and Principal.

5. Tryouts will be one (1) night and will measure the following:
 - a. Mastery of Material Taught
 - b. Jumps
 - c. Tumbling
 - d. Motions/Dance
 - e. Spirit/Enthusiasm
6. Teams will not exceed 20 students per team, and alternates will be named to the varsity competition squad only.
7. Jr. High Cheerleaders
 - a. Jr. High cheerleaders will be split evenly between the following 3 teams with preference going to the highest scorers at tryouts:
 - 1.) Football
 - 2.) Girl's Basketball
 - 3.) Boy's Basketball
 - b. All varsity rules and regulations apply with the following exceptions:
 - 1.) Jr. High Cheerleaders (grades 7-9) are handled as a separate group.
 - 2.) Tryouts will be held each spring during the varsity tryouts.

B. Attendance

1. See criteria in the current Student Handbook.
2. If the school nurse sends a student home, he/she is not permitted to return to school that day for game, practice, or competition without a doctor's excuse dated that day allowing them to attend and participate.

C. Academic Requirements / Eligibility

1. All cheerleaders must fulfill all the regulations and requirements set forth by the PIAA, KSAC, District IX, and the Keystone Board of School Directors.
2. The grade requirements are outlined in the Student / Athletic Handbook.

D. Termination

1. Quitting in any capacity, results in relinquishing his/her position on all squads for the remainder of that year.
2. If a cheerleader quits or is dismissed, he/she must return uniform and any other cheerleader property and must pay all cheerleading debts.
 - ❖ Failure to do so will result in the withholding of his/her report card or diploma until debts are settled.
3. In addition, any reimbursements owed to that cheerleader and invitation to the team banquet will be terminated.

E. Transportation

1. Cheerleaders will travel to away games on the band bus, the team bus, or the school van.
2. The Cheer Advisor will accompany his/her squad.

F. Uniforms

1. Each cheerleader will be provided with a uniform which must be worn to games.
2. The cheerleader will be responsible for keeping the uniform neat and clean.
3. The cheerleader will return the uniform to the school at the end of the year.

Chapter 3: Athletic Awards - Varsity

I. Authority to Make Awards

- ❖ The Coach shall recommend the members of his/her squad who have met the requirements for a letter, jacket, or plaque with approval from the Athletic Director.

II. Types of Letters

- A. Boys Varsity – 6” chenille letter
- B. Girls Varsity – 6 ” chenille letter

III. Award Policy

Letters, pins, bars, and jackets are awarded according to the following criteria:

- A. Athletes are responsible for purchasing their own letter jackets;
- B. Managers are also eligible according to the above criteria;
- C. Participants not lettering due to injury during a particular season can be designated as a letterman by the coach with approval from the Athletic Director;
- D. At the close of your season all athletes who have met the requirements to earn a letter should be listed on the awards form and given to the Athletic Director;
- E. Coaches will submit a season summary to the Athletic Director at the close of his/her season. The purpose of this summary is to keep on file the accomplishments, honors, and awards received by his/her players as well as his/her team;
- F. Any questions that may arise with the earning of a letter or award, the Athletic Director will consult with the principal to reach a decision.

IV. General Criteria in Meeting the Requirements for a Letter

- A. Attendance – Athletes should attend all practices unless excused by the Head Coach.
- B. Sportsmanship – Athletes should realize that they are representing their school and community and should conduct themselves in such a manner that they are unquestionable assets to both.

- C. Adherence to Training Rules – Athletes must abide by the training rules as set forth by the coach and athletic department.
- D. Participation – Athletes who discontinue participation forfeit all awards and recognition they may receive.

V. Specific Criteria in Meeting the Requirements for a Letter

A. Softball

- 1. 50% of the innings
- 2. Pitchers – 25% of the innings or 1/3 of the games

B. Baseball

- 1. 50% of the innings
- 2. Pitchers – 25% of the innings or 1/3 of the games

C. Basketball (Boys and Girls)

- 1. 50% of the quarters
- 2. Junior High – 50% of the quarters

D. Cross Country

- 1. Varsity – An athlete will letter in Cross Country if he/she scores an average of three or more points per meet. (A dual meet is considered two meets, since two different scores are kept.)
- 2. An athlete earns points by the following point system:
 - a. Participation in a meet: 1 point per meet
 - b. Participation in an invitational: 2 points per invitational
 - c. First Place: 5 points
 - d. Second Place: 4 points
 - e. Third Place: 3 points
 - f. Fourth Place: 2 points

- g. Fifth Place: 1 point
- h. Improves time from one meet to the next: 1 point each time

E. Football

- ❖ Varsity – 50% of the quarters

F. Track (Boys and Girls)

1. Varsity – An athlete will letter in Track if he/she scores an average of two or more points per meet. (A dual meet is considered two meets, since two different scores are kept.)
2. An athlete earns points by the following point system:
 - a. Participation in a meet 1 point per meet
 - b. Participation in an invitational: 2 points per invitational
 - c. First Place: 5 points
 - d. Second Place: 3 points
 - e. Third Place: 1 point

G. Wrestling

- ❖ Varsity – 50% of the matches

H. Volleyball

- ❖ Varsity – 50% of the games

I. Cheerleading

1. A varsity letter can be earned in Football Cheerleading, Basketball Cheerleading and Competition Cheerleading.
2. The following criteria must be met in order to earn a letter:
 - a. Not miss more than 2 games in the Football season

- b. Not miss more than 4 games in the Basketball season
 - c. Not miss more than 1 Competition
 - d. Have **NO** unexcused absences
- J. Soccer
- 1. Varsity – ½ of the halves plus one

❖ **All Sports:** Lettering is at the Coach's discretion

Chapter 4: Transportation

I. School Provided Transportation

- A. All buses will be ordered by the Athletic Director.
- B. The coach will submit to the Athletic Director the departure times for all away trips at the beginning of their season.
- C. It is the responsibility of the coach to have his/her team members ready to board the bus at the designated time.
- D. The Head Coach must exercise control and maintain proper supervision of his/her squad so that the bus is not damaged in any way.

II. Private Transportation

- A. Student athletes must ride district transportation when provided. Athletic teams or cheerleaders will be transported to events using private transportation with special permission from an Administrator.
- B. Coaches must request permission in advance to use transportation other than school provided transportation.

III. Conduct/Duties of Coaches and Athletes on the Bus

- A. Athletes and coaches should insure proper care of the bus.
 - 1. Clean off shoes and cleats before boarding the bus.
 - 2. Keep knees and shoes off of the seat in front of him/her.

3. Make sure each individual seat is clean upon departure.
 4. Pick-up items belonging to him/her on the floor around them.
 5. Do not make any kind of marks on the seats and back of seats. If you or your equipment accidentally makes a mark, please clean it off.
 - ❖ Cleaning supplies are available in the front of the bus, including spray cleaner, paper towels, garbage bags, broom, and pan.
- B. Coaches and athletes should make every attempt to show they are a class ACT in every situation and aspect of the game. This includes in a bus or locker room.

Chapter 5: Equipment and Supplies

I. Responsibilities for Equipment and Supplies

A. Athletic Director

1. The Director of Athletics will provide the Head Coach with the necessary requisition forms.
2. These requisitions will be returned to the Athletic Director no later than the date specified of the forms.

B. Head Coach

1. The Head Coach of each sport is responsible for recommending equipment and supplies for his/her sport.
2. The Head Coach will also recommend the equipment and supplies for the junior varsity and junior high teams.
3. It is suggested that the head coach confer with his/her assistants and the Athletic Director when preparing to order.
4. Coaches will submit to the Athletic Director a complete and accurate inventory of all equipment, including:
 - a. Season award forms
 - b. Inventory
 - c. Season records/summary

C. Athlete

1. All equipment must be returned.
2. The athlete will be responsible for all issued equipment and will be ineligible to participate in any other athletic program until his/her account is cleared.

II. Requisitions

- A. The Athletic director will provide coaches with requisition sheets / budget request forms and ask that they be completed and returned by the 15th of March.
- B. Requisitions handed in after the deadline may not be filled. Any problems meeting the deadline should be directed to the Athletic Director.
- C. Instructions for filling out the requisition form are as follows:
 1. “Description” – See Instructions under Bids for Equipment
 2. “Unit Price”
 - a. Provide a current price for each item, if possible.
 - b. Any “no bid” item must have a current catalogue price or a quoted price.
 3. “Number of Units” – Provide the number of units of each item you are requesting.
 4. “Total Price”
 - a. Extend the total cost for each item you are requesting
 - b. Example: (Unit Price X Number of Units)
 5. Page Numbering
 - a. Number the bottom of each page and include the total number of pages in the numbering.
 - b. Example: (Page #1 of 5)

III. Bids for Equipment

A. Instructions

1. “No Bid” item
 - a. Want specific item from specific supplier
 - b. Indicate that it is a “No Bid” item
 - c. Provide the name and address of the supplier along with the quote price, if possible
 - d. Provide a supplier or manufacturer code number to ensure the accuracy of your request and prohibit substitutions.

2. “No Substitute” item
 - a. Want specific item, but wish to put it out for bid in order to secure the best pricing
 - b. Indicate that it is a “No Substitute” item
 - c. Provide a supplier or manufacturer code number to ensure the accuracy of your request and prohibit substitutions

B. Awarding of Bids

- ❖ The bids will be totaled for each sport and reviewed by the Superintendent, Principal, Athletic Director, and Head Coach before bids are awarded.

IV. Purchases

- A. Equipment and supplies are ordered each year through regular purchasing procedures within budget limitations as outlined by the Keystone Board of Directors and the administration.
- B. Coaches / Advisors do not have the authority to make orders without the prior approval of the Athletic Director and Principal.
- C. The Athletic Secretary will write all purchase orders for equipment and or supplies.

Chapter 6: Scheduling Guidelines

I. Practices

- A. All sports at Keystone High School have starting and closing dates established by the PIAA. Dates are published each year on the athletic department monthly calendar.
- B. Coaches should submit a practice schedule to the Athletic Director including dates and times of practices.
- C. Coaches should adhere to practice starting and ending times.
- D. There will be **NO** Sunday practices. However, permission may be granted by the Superintendent **IF** playoffs are involved; and, student athletes can **ONLY** practice 6 out of 7 days in one week according to PIAA regulations.

II. Games

- A. All scheduling will be done by the Athletic Director in conjunction with the Head Coach.
 - 1. As a member of the KSAC, Keystone is naturally obligated to schedule all conference teams.
 - 2. No coach is authorized to reschedule an athletic event.
- B. The following guidelines apply to the postponing / cancellation of games:
 - 1. If a game is postponed due to weather or any other factor not conducive to good game conditions, the following procedures will be followed:
 - a. The Athletic Director and coach will confer, but the final decision rests with the Principal or designee.
 - b. Factors considered in the decision are:
 - 1.) League and PIAA rules
 - 2.) Playing conditions of the playing surface
 - 3.) Safe travel of opponents, officials, and fans
 - 4.) Damage to playing surface
 - 5.) Transportation arrangements
 - 2. In the event of a school closing or early dismissal due to inclement weather, the following rules apply:
 - a. All home practices, games, scrimmages are to be cancelled.
 - b. Participation in away events may or may not be permitted at the discretion of the Principal.

3. In the event of school closings or early dismissals for a reason other than inclement weather, events may or may not be permitted at the discretion of the Principal.
4. No coach shall postpone or cancel games.
5. As soon as the decision has been made to postpone a game, the Athletic Director will notify the following:
 - a. Head Coach
 - b. Officials
 - c. Bus Drivers
 - d. News Media, if needed
 - e. Keystone High School Website Administrator (See www.keyknox.com)

III. Scrimmages

- E. All scrimmages must be sanctioned by the Principal and the Athletic Director prior to them being held.
- F. There will be no overnight scrimmages.
- G. For all sports, a maximum of two (2) scrimmages are permitted.

IV. Release Times

- A. Students
 1. It is the policy of the Keystone School District to keep to the very minimum the number of times a student is given permission to leave class or extra-curricular activities.
 2. The time that students are to be dismissed for athletic activities will be decided by the Principal after conferring with the Athletic Director.
 3. Under normal conditions, 2:30 p.m. is early enough to release a student for athletics.

B. Coaches

1. Coaches will be released after their responsibilities to his/her students have been fulfilled.
2. If it is possible to release coaches during the season immediately following the school day, the Principal may do so.
3. However, coaching time should not infringe in anyway on his/her actual teaching responsibility with students, or after school scheduled meeting obligations.
4. If it is possible to release coaches for whatever reason during the athletic season, the Principal should try to arrange this.

Chapter 7: Athletic Funding

I. Ticket Sales

A. Identification cards will be issued to all district employees through the Superintendent's Office

- i. Each identification card may be used for admission into any school function, including athletic events.
- ii. The card is good only for the district employee

B. Effective 2008-2009, the ticket prices are as follows:

1. General Admission – Varsity games

- a. Adults - \$4.00
- b. Students - \$3.00
- c. Senior Citizens - \$2.00
- d. Junior High Contests - \$1.00
- e.

II. Sports Passes

Sports passes will be available the week that school begins of the current year. Prices are as follows:

- A. Family Pass – Includes parents and elementary or high school children - \$125
- B. Senior Pass – For anyone 55 years or older - \$30 each

- C. Adult Pass – For anyone 18 (or who has graduated) – 54 years of age - \$75 each
- D. Student Pass – For anyone elementary or in high school - \$50 each

III. Fundraising

- A. Individual athletic teams are not permitted to conduct fundraisers unless sponsored by booster organizations.
- B. All clubs and organizations outside the school conducting fundraising programs to be held on school grounds must submit applications to the building Principal for approval prior to the event.
- C. Small games of chance are permitted ONLY when sponsors are in compliance with all school district, local and state laws / ordinances.

Chapter 8: Weight Room

I. Purpose

- A. To increase strength, speed, and endurance in KHS students;
- B. To strive to get maximum effort and intensity in a safe environment.

II. Requirements for Involvement

- A. The Weight Room is available to all students at KHS.
- B. Weight lifters must be in good academic standing to be involved.
- C. Lifters should be on a lifting program approved by their coach or designee.
 - ❖ Students are taught the proper lifting form in grades 7 and 8.

III. Hours

- A. The Head Coach and/or the designee(s) will develop a schedule for their respective players.
 - 1. This will usually be 3 or 4 days a week, after school.
 - 2. It also involves summer-time hours.

- B. Coaches should share their arrangements with all other coaches to avoid schedule conflicts.
 - 1. Coaches for sports teams are encouraged to use the Weight Room for their teams.
 - 2. Coaches or designee(s) must supervise their athletes in the Weight Room.

IV. Guidelines

- A. No lifting is permitted without supervision.
- B. Absolutely no horseplay is allowed.
- C. Never interfere with other lifters.
- D. Make sure your lifting area is clear.
- E. Always use a spotter.
- F. Make sure collars are snug.
- G. Clean up weights.
- H. No food, drink, or gum is permitted in the Weight Room.
- I. Protect your lower back.
 - 1. Head up, buttocks down, spread chest, and lock in lower back.
 - 2. Use a belt when appropriate.
- J. Help and encourage others. Do not belittle other lifters.

Chapter 9: Procedures for Ideas, Suggestions, and Complaints

I. Coach

- A. The concern should first be presented to the coach from the party concerned;
- B. The coach should make every attempt to resolve the concern.

II. Athletic Director

- A. If the coach is not able to resolve the concern or if the party or coach is not satisfied with the result of Step I, then the party should address the concern to the Athletic Director.
- B. The Athletic Director should gather the necessary information to attempt to resolve the concern.
 - 1. This may be accomplished by organizing a conference and acting as the mediator, or
 - 2. By implementing other strategies necessary to resolve the concerns.
- C. The Athletic Director will determine at what point to share the concern with the High School Principal. Depending on the severity of the concern, the Athletic Director may choose to go to Step III to have the assistance of the Head of Athletics (High School Principal).

III. Principal

- A. If the parties concerned are not satisfied with the results of Step II, then the Principal will make every attempt to resolve the concern.
- B. This may be accomplished by strategies decided by the Principal.

IV. Superintendent

- A. If the parties concerned are not satisfied with the results of Step III, then the Principal will involve the Superintendent for guidance and direction.
- B. The Superintendent will make every attempt to resolve the concern.
- C. This may be accomplished by strategies decided by the Superintendent.

V. Athletic Council

- A. If the parties concerned are not satisfied with the results of Step IV, then the Superintendent may direct the Principal to present the concern to Members of the Athletic Council.
- B. The Principal will make the necessary arrangements for this meeting to take place with the following members:
 - 1. Superintendent
 - 2. High School Principal

3. Athletic Director
4. Two Board of Education Members (others if they so desire)
5. Party expressing the concern

VI. Board of Education

- A. If the parties concerned are not satisfied with the results of Step V, then the concern will be shared with the Board of Education.
- B. The manner and time of the meeting will be recommended by the Superintendent and the two (2) Board of Education Members who serve on the Athletic Council.

Chapter 10: Miscellaneous

I. Filming of Contests

- ❖ Filming of athletic events will be the responsibility of each coach.

II. Publicity

- A. Within the framework of the School Board policies, the Athletic Director or Principal will keep the various news media informed on games being played and other publicity related to the athletic program.
- B. Coaches may release game information, statistics, etc. to the media.

III. NCAA Recruiting of High School Athletes

- ❖ Any recruitment of a Keystone Athlete who is eligible for college or university athletic participation must be conducted within NCAA recruitment guidelines.

IV. Scouting

- A. In order to help best prepare a team for competition, it is understood that a coach may wish to scout, or send a scout, to watch a future opponent.
- B. Mileage may be turned into the Athletic Director for reimbursement.
 1. The maximum amount payable is:

- a. \$200 for the regular season; and
 - b. \$100 for playoffs.
- 2. This amount will be based on the amount paid per mile by the Keystone School District.
- 3. A list must be submitted by the Head Coach to the Athletic Director which includes the following:
 - f. Who scouted;
 - g. Destination started from;
 - h. Game site;
 - i. Beginning miles; and
 - j. Ending miles.

Date: _____

I verify that I have received and discussed with my student athlete the Keystone Jr./Sr. High School Athletic Policy Handbook.

Student

Parent

Date: _____

I verify that I have reviewed with the student athlete the Keystone Jr./Sr. High School athletic Policy Handbook.

Coach