

Valley Grove School District

Athletic Policy

Revised July 2011

“ATHLETICS & EXTRACURRICULAR ACTIVITIES ARE AN EXTENSION OF THE CLASSROOM...”

VGSD MISSION STATEMENT

The mission of the Valley Grove School District, in partnership with the community, is to provide the opportunity for each student to obtain a comprehensive and quality education.

VGSD SHARED VALUES

- **Respect** - Treat others and self fairly, with tolerance, affability, acceptance, and equity.
- **Trustworthiness** - Keeping promises, fulfill commitments, and abide by the spirit as well as the letter of an agreement.
- **Loyalty** - Support friends and their profession in good times and bad times on the basis of positive values.
- **Integrity** - Demonstrate honesty; understand, consider, and accept the impact and consequences of personal actions and decisions.
- **Work Ethic** - Put forth an effort to be responsible and productive while striving for excellence. Reflect on accomplishments and apply what has been learned to future opportunities.
- **Citizenship** - Make a positive contribution to the community at large by being productive members of society.

SPORTSMANSHIP

SERVE, HONOR, AND PROTECT THE INTEGRITY OF THE GAME!

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Sources and References:

Valley Grove School Board Policy	PIAA Handbook
VGSD-RGHS Student Handbook	Other High School Athletic Policies

***For purposes of these policies and regulations, the program of athletics shall include all activities relating to competitive sports contests, games, events, or exhibitions, including cheerleading, pep band, or other support groups.**

Section I: Athletic Department Overview

- A. **VGSD Athletic Mission Statement:** The Valley Grove School District’s athletic program is an integral part of the educational process and the school curriculum, that instills educational values, sportsmanship, citizenship, a healthy lifestyle, and self esteem in all the participants.
- B. **VGSD Athletic Vision:** The playing field, the court, and the locker room are all extensions of the classroom, where coaches teach valuable lessons about character and integrity with their actions and leadership, these values are then reflected in the behavior of the student-athletes. The Valley Grove School District understands that through athletics, it can provide challenging educational opportunities, increase student participation, motivation, and graduation rates, help to support and retain a highly qualified workforce, and provide support for the community.
- C. **VGSD Athletic Philosophy:** The Valley Grove School District has designed its athletic programs to promote student and community involvement through participation as either competitor or spectator. The teachable moments and lessons learned through competition are vital to the overall development of each individual. Although we recognize that the goal of competition is winning, a coach, an athlete, and a team shall not be judged solely on a win-loss record. Athletics are meant to promote learning and aid in developing a strong, healthy lifestyle and school morale. The Valley Grove School District views athletic competition as a healthy exercise for a student-athlete; at no point should a team or athlete employ a winning edge at the expense of academic achievement, mental or physical health, or sportsmanship. All Valley Grove coaches and student-athletes shall instead support and actively promote those ideals of academic achievement, mental and physical health, and sportsmanship.
- D. **VGSD Athletic Objectives:**
1. Participation will promote friendly rivalry, create new friendships, improve playing skills, develop teamwork, promote sportsmanship and citizenship, and improve community relations.
 2. Participants will have the opportunity to learn strategy and game rules, improve physical strength and endurance, and understand healthy training methods and safety as it relates to their sport and athletics in general.
 3. Participants will be given the chance to exemplify good sportsmanship and character in all activities, regardless of outcome – win, lose, or draw.
- E. **VGSD Athletic Programs available to Students:**
1. Rocky Grove High School Athletic & Athletic Support Programs
 - Baseball
 - Basketball (Boys & Girls)
 - Cross Country (Boys & Girls)
 - Golf (Boys & Girls)
 - Softball
 - Swimming (Boys & Girls)
 - Volleyball (Girls)
 - Cheerleading
 - Pep Band

2. Co-operative Athletic & Athletic Support Programs with Franklin

a. Co-operative Programs with Rocky Grove hosting

- Tennis (Co-ed/Franklin boys)
- Volleyball (Boys)

b. Co-operative Programs with *Franklin hosting

- Football
- Soccer (Co-ed)
- Track (Boys & Girls)
- Wrestling
- Marching Band

*NOTE: Franklin charges a “PAY TO PLAY” fee (\$25 in 2010). All RGHS students will be required to pay that fee to Franklin in order to compete in the co-operative programs hosted by Franklin.

F. **VGSD Chain of Communication & Command:** The Pennsylvania Interscholastic Athletic Association, the Valley Grove School District, the Pennsylvania State Athletic Directors Association, and the District 10 Athletic Committee are very concerned with parents who try to assert influence over their child’s teams, players, or coaches for purely self-serving reasons. However, we realize there needs to be an adult process for addressing legitimate concerns with the athletic department. Therefore, if a problem arises, please follow the steps below for addressing concerns and discussing problems that arise in a friendly and cooperative manner.

1. Contact the **Head Coach** of the athletic program to discuss the issue.
2. If step 1 does not resolve your problem, contact the **Athletic Director**.
3. If steps 1 & 2 fail to resolve your problem, contact the **Principal**.

-----We fully expect all concerns to be resolved by this point. -----

4. If steps 1-3 fail to resolve your problem, contact the **Superintendent**.
5. **Last Resort:** Only as a last resort do we recommend attending a school board meeting to address the issue.

***Please understand, playing time and positions will not be debated above step 1. Playing time and positions are the sole responsibility of the head coach and his/her staff.**

We encourage parents to visit the PIAA and District 10 websites, where more information is available on Parental & Spectator Codes of Conduct.

Section II: Code of Conduct

The Code of Conduct pertaining to high school athletics is to be regarded as the rules governing the conduct of all parties involved in athletics, including (but not limited to) Principal, Athletic Director, faculty members, staff members, coaches, players, parents, and spectators.

- A. **The Fundamentals of Sportsmanship for All Participants:** PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP (please refer to the “PIAA - SPORTSMANSHIP: THE ONLY MISSING PIECE IS YOU!” for more information). The PIAA defines SPORTSMANSHIP as “those qualities which are characterized by generosity and genuine concern for others...” Hopefully the information below helps everyone put things into perspective so our athletics programs can operate smoothly, with the highest level of character and integrity demonstrated by all parties.
- ***Gain an understanding and appreciation for the RULES of the contest*** – The necessity to be well informed is essential. All participants are encouraged to learn as much about the games as possible. When you are uninformed, please refrain from expressing opinions on officials, coaches, and administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to the rules and regulations of each contest.
 - ***Exercise CHARACTER and INTEGRITY in your behavior at all times*** – A prerequisite to GOOD SPORTSMANSHIP is character and integrity. The true value of interscholastic competition relies upon everyone exhibiting behavior that is of good character. Your behavior influences others, whether you are aware of it or not. A proper perspective must be maintained if the educational values of athletics are to be realized.
 - ***Recognize and APPRECIATE skilled performances regardless of affiliation*** – Applause for an opponent’s good performance displays generosity and courtesy that should be regularly practiced at all levels. This not only represents GOOD SPORTSMANSHIP, but it also reflects a true awareness of the contest by recognizing and acknowledging quality.
 - ***Exhibit respect for OFFICIALS at all times*** – The officials are impartial arbitrators who are trained to perform to the best of their abilities. They should be respected at all times. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decisions made by officials, even if mistakes are made (and they will be). These values are critical for our student-athletes to learn for late application in life.
 - ***Display respect for the OPPONENT at all times*** – Opponents are our companions in sport, should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. As you interact with opponents, do unto others as you would have them do unto you. GOOD SPORTSMANSHIP means representing your school, team, and family as a proponent for camaraderie and friendly rivalry.
 - ***Display PRIDE in your actions and team at every opportunity*** – Regardless of whether you are an adult, student-athlete, coach, or official, and regardless of win, lose or draw, take pride in your actions and do not let your ego interfere with your good judgment and responsibilities as a representative of your school and community.

B. School Authorities and Faculty:

1. The Principal, Athletic Director, game manager, or their designee should exert his/her authority at all home contests to ensure that the behavior of spectators does not cause a detrimental effect on the participating athletes.
2. Faculty members who attend an athletic event can, by their example and their position of authority, exert a positive influence on spectator involvement in the contest.

C. Coaches:

The athletic coach is a very influential adult with whom the student-athlete comes in contact during the school experience; therefore it is our intent to maximize the positive outcomes of this relationship, both in athletic competition and preparation for competition in later life.

Coaches are to ...

1. Uphold the honor and dignity of the profession by exemplifying the highest moral character, behavior, and leadership.
2. Adhere to strong ethical and integrity standards, by setting an example when in contact with students, officials, Athletic Directors, school administrators, the state high school athletic association, the media, and the public.
3. Hold the student-athletes responsible for the school rules governing members of their team. Coaches should remember the position they hold in the school system and that they must support the administration in all policies, rules, and regulations. ***Coaches who intentionally violate school district or PIAA rules and regulations may face disciplinary actions up to and including termination of his/her supplemental contract.**
4. Understand that in the absence of the Athletic Director and Principal at competition, the coach is the acting authority for the school.
5. Understand that parents put their dearest possessions under the coach's guidance and therefore coaches should be sure to see that athletes are better for having played under them.
6. Supervise all team members at all times when at practices and competitions. This includes supervision of travel situations and locker rooms.
7. Be sure that every participant fulfills all the rules and regulations for eligibility. Anyone who attempts to circumvent eligibility rules and to use ineligible players should be guilty of unethical conduct.
8. Take an active role in the prevention of injury, and oversee that every injured athlete is given immediate and proper medical attention, always keeping the health and safety of student-athletes a priority. The coach should notify the student's parents and the Athletic Director if the injury requires medical attention.
9. Develop training methods and skill building techniques that are healthy and purposeful.

10. Take an active role in the prevention of drug, alcohol and tobacco use by student-athletes; as well as to avoid the use of alcohol and tobacco products when in supervision of players.
11. Master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit/letter of the rules.
12. Follow all rules set forth by the District 10, the PIAA and the NFHS Athletics for their particular sport.
13. Practice good sportsmanship and citizenship by teaching athletes to win through legitimate means only, stressing that it is unethical to win at any cost.
14. Promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
15. Refrain from exerting pressure on faculty members to give students special consideration.
16. Respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
17. Respect and support opposing teams. The coach shall meet and exchange cordial greetings with the opposing coach to set the correct tone for the event both before and after the contest. The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.
18. Control his/her temper at all times, as well as refraining and discouraging any use of profanity, obscene language, or improper actions. *PIAA RULE: if a coach is ejected from a contest for misconduct by a recognized PIAA official, that coach will be ineligible to participate in the next regularly scheduled contest following the date of the infraction.
19. Refrain from soliciting players from other schools.
20. Display modesty in victory and graciousness in defeat in public and when dealing with the media. Please compliment the opponents and confine your comments to be positive remarks about how well the students-athletes competed. Every coach should advise players as to the proper conduct in meetings with the press/radio, and how to conduct him/herself in player interviews for their protection.
21. Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators. We expect coaches to set a good example for players and spectators to follow through leadership, character and integrity.
22. Remember the first function is to educate a student through participation in athletics. The coach should inspire every student to achieve the highest academic success possible, emphasizing good study habits and scholastic achievement.

D. Student-Athletes:

As a member of a Valley Grove Athletic Organization the student acquires a more visible role as a representative of the school. Therefore, there are additional expectations on behavior and actions, beyond just competing in the contest to the best of his/her ability.

The student-athletes are to...

1. Uphold the honor and dignity of the sport and school district by exemplifying the highest moral character and behavior.
2. Comply with all rules and regulations in RGHS Student Handbook and in VGSD school board policies. ***A student-athlete may be removed from a team for excessive detentions or suspensions. Assigned detentions & suspensions will not be changed for student convenience.**
3. Play by the rules (including PIAA, District 10, NFHS, league, and individual coach's rules), demonstrating and encouraging good sportsmanship at all times.
4. Maintain eligibility through good academic standing, attendance, and satisfying discipline requirements (see "ELIGIBILITY" in Section III).
5. Avoid using drugs, alcohol, tobacco products, and illegal performance enhancing products. Any person found guilty of possession/use of banned substances will immediately be removed as a competition for the remainder of the sports season, and depending on the severity of the offense may be banned from participating in future athletic programs.
6. Be respectful by using appropriate language, avoiding profanity.
7. Treat everyone fairly, with dignity and respect, especially officials and opposing teams. *PIAA RULE: If an athlete is ejected from a contest for misconduct by a recognized PIAA official, that athlete will be ineligible to compete in the next regularly scheduled contest following the date of the infraction.
8. Arrive on time for all practices, meetings, and contests, and participate in a competitive and sportsmanlike manner.
9. Report any injury or aggravating condition to the coach and athletic trainer/sports first aider.
10. Respect the dignity and integrity of others by not harassing, hazing, or bullying teammates, opponents, officials, cheerleaders, fellow students, or spectators.
11. Protect the integrity of the game by not gambling on the sport or having any involvement with those who do.
12. Represent your community, school and self in a positive manner that reflects self-control and character, especially when traveling.

Student-Athlete Conduct Pledge

As a student-athlete, I understand that I am a role model. I understand the spirit of fair play and the need for good sportsmanship while playing hard. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash talking, hazing, and unnecessary physical contact. I know the behavior expectations of my school and my conference, and hereby accept the responsibility and privilege of representing my school and community as a student-athlete of character and integrity.

NOTE: By signing the Adherence Page, I am committing to upholding this pledge.

E. Parents, Guardians, and Spectators:

Parents, Guardians, and Spectators are to ...

1. Uphold the honor and dignity of athletics by exemplifying the highest moral character, behavior, and leadership, positively supporting my child and the team in every manner possible, including content of discussion, cheers, and signs.
2. Adhere to strong ethical and integrity standards, by setting an example when in contact with students, officials, Athletic Directors, coaches, school administrators, the state high school athletic association, the media, and the public.
3. Let the coaches do the coaching for all team members.
4. Support my child, by being his/her biggest & best fan and assisting in developing the core values of good sportsmanship, character, and integrity through athletics.
5. Encourage your child to communicate with the coaches when an injury or problem arises.
6. Understand and display appropriate game behavior, avoiding profanity and obscene gestures. ***A parent or spectator may be removed from an event or contest for inappropriate behavior. Furthermore, the parent or spectator may be banned from attending future contests and/or the local law enforcement may become involved.**
7. Keep sports in its proper perspective, helping my child to keep priorities straight (student first, athlete second).
8. Realize that a ticket is a privilege to observe a contest and support athletic activities, not a license to act inappropriately and verbally assault others.
9. Recognize and acknowledge good performances by athletes on either team.
10. Give support to those competing, conducting, and officiating contests.

11. Respect the judgment and strategy of the coach, communicating with him/her if an injury or problem arises (see “VGSD CHAIN OF COMMUNICATION & COMMAND” in Section I).

Parent Conduct Pledge

As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and the good sportsmanship expected by our school and our conference. I hereby accept my responsibility to be a model of good sportsmanship and citizenship that comes with being the parent of a student-athlete.

NOTE: By signing the Adherence Page, I am committing to upholding this pledge.

Section III: Other Policies & Procedure

A. Eligibility Requirements

In order for a student-athlete to compete in interscholastic athletics, he/she must fulfill all requirements and regulations set forth by the PIAA and the Valley Grove School District. A few of the basic requirements are listed below, please refer to the PIAA Handbook for the list in its entirety:

Student-Athletes must...

1. Be enrolled as a full-time student in Rocky Grove High School who attends regularly and maintains an acceptable attendance record.
 - a. A pupil who has been absent 20 or more days during a semester shall be ineligible to participate in any athletic contest until he/she has been in attendance for a total of 45 school days following the 20th day of absence, except that there is a consecutive absence of 5 or more school days due to a confining injury or illness, death in the immediate family, court subpoena, or quarantine. Summer school attendance does not count toward the 45 days of attendance.
 - b. Attendance for a full day of school is necessary to participate in a practice or competition (school approved educational/field trips are counted as attendance). Legal excuses for ½ day will be in accordance with PIAA regulations and school policy (medical, funerals, etc.). ***If a student is absent or late to school, they are not permitted to participate in the practices or competitions for that evening (or the weekend/break that follows an absence/late on a Friday/day before the break).**
2. Satisfactorily pass the physical examination given by the school physician or the family physician prior to starting practice and competition, with proper documentation on file with the Athletic Director.
3. NOT have reached his/her 19th birthday before July 1 of the current school year.
4. NOT have exceeded 8 consecutive semesters after he/she has completed 8th grade.
5. **Remain academically eligible:**

Ineligibility means a suspension from practice and competitions on a weekly basis from (Sunday to Sunday). Students will need to satisfy all academic requirements in order to return to competition. *The following is the protocol for determination if student-athletes are making adequate academic progress toward graduation.

 - a. The Athletic Director will check grades on a weekly basis using E-Schoolbook as of Noon (12:00PM) on Friday.
 - b. Any discrepancies on eligibility will be referred to the principal for final decision.
 - c. If a student-athlete is failing 1 subject, the student athlete is put on **WARNING STATUS** and the student and parent are notified. While on warning status, a student-athlete is still able to compete and practice.
 - d. If a student-athlete is failing two or more subjects, then they become **ACADEMICALLY INELIGIBLE** starting Sunday (2 days later) and running an entire week to the following Sunday. The student and parent

are notified of INELIGIBILITY. While academically ineligible, the students are required to attend after school tutoring two (2) times during the week of ineligibility for a minimum of one (1) hour each session. If a student fails to attend tutoring, they will remain ineligible for another week.

- e. Any student that fails two or more subjects on a report card for an entire grading period will be ineligible for a 3 week period (15 school days) at the start of the next term (starting the day report cards are issued). During this time, they will be required to attend after school tutoring two (2) times a week for a minimum of one (1) hour each session. If a student fails to satisfactorily attend tutoring, they will remain ineligible for another week.
 - f. Any senior student that does not pass his/her Senior Project by the assigned date will be ineligible for participation in extracurricular activities, including athletics. Ineligibility for failing the Senior Project will remain in effect until the project is passed.
 - g. Any senior student who fails to complete PSSA Remediation by the assigned date will be ineligible for participation in extracurricular activities, including athletics. Ineligibility for failing to complete PSSA Remediation will remain in effect until the remediation is complete.
6. **Remain disciplinarily eligible:** A student-athlete will be ineligible for disciplinary reasons if they fail to serve any assigned detentions/disciplinary actions. Students will need to satisfy all disciplinary requirements in order to return to competition.
7. Student-Athletes must maintain Amateur status:
- a. Cannot play under an assumed name
 - b. Cannot receive money or value award for playing
 - c. Cannot sign a contract with a professional team
8. Eligibility requirements for all other circumstances not defined above will be based on the current PIAA requirements for the situation.

B. Athletic Trainers and Sports First Aiders

The Valley Grove School District contracts with Meadville Sports Medicine for coverage of our athletic events with Athletic Trainers and Sports First Aiders. All coaches, players, and parents are to utilize this resource to help protect student-athletes from injury and recover after injury occurs. They have injury clinics, referral services, and rehabilitation services available. Please utilize their resources.

VGSD-RGHS CONCUSSION POLICY

MEADVILLE SPORTS MEDICINE PROVIDES VGSD-RGHS WITH ATHLETIC TRAINING SERVICES. THE PERSONNEL OF MEADVILLE MEDICAL CENTER HAS THE FINAL CALL FOR ATHLETES RETURNING TO PLAY AFTER SUFFERING A CONCUSSION (***NOT THE COACH, PARENT, PLAYER, OR A PRIVATE PHYSICIAN***).

C. Transportation

All team members must travel to and from events (home and away) with a coach or advisor on school district provided transportation. **There shall be no exceptions to this policy unless approved by the Principal, Athletic Director, and coach in writing three (3) days prior to the date of the event.** Students will only be released to their parents or guardians (not friends, girlfriend, cousin, etc.) if prior written approval is granted.

All buses/vans are ordered by the Athletic Director, if a coach needs transportation they are to alert the Athletic Director. It is the responsibility of the coach to control the members of his/her team at all times when traveling, in order to represent VGSD well as well as to ensure there is no damage to district vehicles.

All Athletes are required to use school provided transportation to events during school hours. Parents are responsible for arranging transportation at all other times, including events held on days when school is not in session, or events held at Franklin High School through our co-operative agreement.

Athletic teams or individuals participating in an interscholastic playoff or PIAA competition are also required to use school provided transportation.

D. Varsity Letters & Awards

1. A student is eligible for a letter award when he/she is recommended by his/her coach.
2. Each head coach is responsible for turning his/her list of letter winners to the Athletic Director.
3. The Principal or Athletic Director will review all lists of letter winners for final approval.
4. To be eligible for purchase of a jacket, a student must earn 2 varsity letters in the same sport. Jackets may be purchased by the student/family by contacting the Athletic Director's Office.
5. For the 1st Varsity letter earned, a letter is awarded with the appropriate sport symbol.
6. Letters will be awarded at award dinners/banquet events as arranged by the head coach and/or Athletic Director.
7. Any Senior Student who has not earned 2 varsity letters, but has participated in 3 varsity seasons in the same sport will be reviewed by the Athletic Director, Coach, and Principal for special consideration to eligible for a jacket.

GUIDELINES BY SPORT (Each letter winner must meet the following minimum requirements):

GOLF – A student must have played in at least ½ of the season's matches.

CROSS COUNTRY – A student must have points in at least ½ of the season’s meets or have been one of the first seven RG runners to finish in ½ of the meets.

VOLLEYBALL – A student must have played in ½ of the season’s matches.

BASKETBALL – A student must have played in ½ of all quarters of the team’s regular season games.

SWIMMING – A student must participate in 50% of all events.

BASEBALL – A student must participate in ½ of the varsity contests in a season.

SOFTBALL – A student must participate in ½ of the varsity contests in a season.

TENNIS – A student must have played in 50% of the varsity matches.

SENIOR PARTICIPATION RULE – A senior who has satisfactorily contributed to a team for 3 varsity seasons may qualify for a letter without meeting the above criteria.

E. Release from Classes

Every attempt is made in scheduling competitions to avoid having athletes miss class. However, if a team or players need early release from classes, the names of athletes and other team members to be released from school should be submitted by the coach to the Athletic Director two (2) days prior to the dismissal date. All student-athletes are required to make arrangements for make-up work prior to their departure or immediately upon return.

F. Scheduling

1. Start of Season Preparation

- a. All coaches are required to attend any rules interpretation meetings held by the district 10 or PIAA.
- b. A meeting should be held for all students trying out for the sport in accordance to PIAA regulations. At this time, the coach should explain what is expected and required of the athletes. Parental Permission forms and Physical papers should be distributed if not already completed.
- c. Before the first practice, the coach should submit completed insurance roster forms, physical forms, and parent permission forms to the Athletic Director.
- d. If any additional players join the squad after this roster has been submitted, a supplement list should be turned in to the Athletic Director prior to the new player participating in any scheduled practices or games.

2. Scrimmages, Game Schedule, & postponement of games

All interscholastic scrimmages shall be made with the prior approval of the Athletic Director. The number of scrimmages and regular season games permitted will vary based on the sport and level of competition, and be according to all school and PIAA guidelines.

The Athletic Director, with approval of the school Principal, schedules all interscholastic contents. As a member of our conference and district, we are naturally obligated to schedule all conference games. Any schedule changes requested by the coach will be given consideration and should be made in writing. Coaches are not to schedule athletic contests without the approval of the Athletic Director.

If a decision on a game postponement must be made due to bad weather or other unforeseen factors, the following procedures will be followed:

- The Athletic Director will convey all information pertinent to the situation to the Principal who is responsible for the decision. Factors that will be considered are: playing conditions of game site, safe travel for both teams and spectators, safe travel for officials, potential damage to playing surfaces and equipment, safety of spectators in or on school grounds.
- At any event that off school grounds (home or away), or en route to the event, the coach will have the authority to cancel an event for safety reasons. The coach is to contact the Athletic Director immediately upon cancellation.

3. End of Season & Summary Report

- a. At the close of the season, a list of all the boys and girls who have satisfactorily completed the season shall be turned into the Athletic Director indicating whether they have earned a Varsity Letter or not.
- b. Coaches are responsible for collection of all equipment and uniforms at the close of each season. Coaches should submit a list of all players who have not turned in their equipment satisfactorily to the Athletic Director at the close of each season.
- c. Coaches are to submit to the Athletic Director a written summary of his/her sport at the close of his/her season. The report should be submitted within one week after the close of the season. These reports are to be forwarded onto the Principal, the Superintendent, and the Board of School Directors.
- d. All coaches are responsible for the planning and holding a banquet for their team at the close of each season.

G. Equipment and Supplies

1. Inventory: All coaches are to maintain an inventory of equipment and supplies. An inventory should be submitted to the Athletic Director on a yearly basis, preferably at the end of each season.
2. Requisitioning: The head coach is responsible for requisitioning of equipment and supplies for all levels of the program (varsity, junior varsity, 9th grade, middle school, and elementary school). The head coach should confer with his/her assistants when preparing orders. All School District orders will need prior approval of the Athletic Director.

The Athletic Director will provide head coaches with the necessary requisition forms. On these forms the coach will indicate the quantity, sizes, color, approximate price, manufacturer, and number with the complete description of the order. These requisitions will be processed for purchase through the Athletic Office.

Since these requisitions by the coaches are used in determining the athletics budget, the coach should take great care to make certain all necessary needs are included, and that any unnecessary or excessive items are eliminated.

3. Issuing Equipment: No athletic equipment issued to squad members may be worn in gym class or outside of practice or game situations. Coaches must instruct their squad members of this regulation.

All equipment issued to athletes shall be recorded and it is the coach's responsibility to see that all equipment is returned in good condition. If the equipment issued is lost or has been damaged through abnormal usage, the student will be charged accordingly for the replacement of the equipment. The Athletic Director will determine the price of the equipment and the amount to be charged to the student.

H. Fundraising, Booster Clubs, Volunteer Coaches & School Board Approvals

All fundraising activities need to be run through the Booster Clubs and approved by the Valley Grove Board of School Directors. Coaches are only to run fundraisers after they have received the appropriate approvals. In order to run a fundraiser, the following process is to be followed:

1. Apply in writing to the Booster Club & Athletic Director for approval of the fundraiser (please submit approval letters 6-8 weeks in advance of event).
2. Upon receipt of the letters, the Booster Club and Athletic Director will confer with the High School Principal for approval to proceed to the School Board level.
3. If approved by the Administration, they will then have the activity added to the School Board Agenda at the next meeting (**Note: School Board Agenda Items are due to the Principal on basically the first Friday of every month/ten (10) days in advance of the Committee Meeting.**)

Any volunteer person that is coordinating with the head coach to coach, travel, or participate in activities with the team at practices or games must obtain all three current clearances for working in a school district as well as obtain school board approval prior to starting with the team. Copies of the Act 34 (PA Criminal History), Act 114 (FBI Criminal History), and Act 151 (Child Abuse) clearances must be submitted to the Athletic Director. Once the Athletic Director receives the clearances, then he/she will review the candidate with the High School Principal. Once approved administratively, then the volunteer coach will be taken to the School Board for approval.

I. Home School & Cyber/Charter School Student Participation

Any Home School, Cyber School, or Charter School student may participate in an athletic program offered through Valley Grove School District if they meet the guidelines set forth by the Pennsylvania Interscholastic Athletic Association and the Valley Grove School Board. For specific information on these policies please refer to the following:

1. PIAA Handbook
2. School Board Policies for Athletics
 - a. No. 122 – Extracurricular Activities
 - b. No. 123 – Interscholastic Athletics
 - c. No. 137.1 – Extracurricular Participation by Home Education Students
 - d. No. 140.1 – Extracurricular Participation by Cyber/Charter Students

All rules and regulations (eligibility, attendance, transportation, etc.) listed in this Athletic Policy also apply to Home School & Cyber/Charter School student-athletes.

J. Insurance

All athletes must show proof of insurance to the coach and the Athletic Director prior to participating in a sport. All athletes must carry some type of insurance to participate in athletics in Valley Grove School District. The coach must collect and turn them into the Athletic office prior to the first day of practice. The Athletic Director will keep them on file with the physical papers. If an athlete's insurance changes for any reason, the updated changes or new insurance must be turned in to the Athletic Director immediately.

K. Students in Alternative Placements

Students placed in alternative educational placements will not be permitted to participate in extra-curricular activities until the administration approves their return from placement.

L. Students serving Detentions and Suspension

If an athlete is assigned an afterschool detention, that athlete will not participate in any extra-curricular activity if he/she fails to serve the detention at the assigned time and date. Activities will not take priority over assigned detentions.

If an athlete is assigned an in-school detention or out of school suspension, that athlete will not participate in any after school activities on the assigned day of discipline, and will not participate in weekend or break activities until they have returned for a full day of regular school attendance.