

# **Riverview School District**



**RIVERVIEW  
ATHLETICS**

## **Athletic Handbook 2019-2020**

## **PREFACE**

The intent of this handbook is to serve as an athletic department guide and to assist the coach in performing the necessary functions that result in the successful operation of the interscholastic athletic program in the Riverview School District.

It is essential to become thoroughly familiar with the contents of this manual.

Though primarily intended for the coach, this handbook should serve all school personnel associated with the athletic program. It is prepared by the Athletic Director with approval from the Administration and the school board.

The handbook in all respects is subordinate to the school and other laws and regulations of the Commonwealth and the Policies and Procedures of the Board of School Directors, including by way of example but not limited to the various laws, regulations and contracts governing Employment, Procurement, Student Conduct and Discipline. It is not to be considered a Contract or any other recitation of individual or collective rights, nor is it intended as an independent statement of employment rights or responsibilities, nor as an expansion of same as found elsewhere in an applicable law, regulation, policy or contract.

## **ROLE OF COACHES IN ACHIEVING GOALS**

1. The coach needs to be an effective teacher in the skill training necessary to develop students, as well as the organizational talents of running practices and game day preparedness. Practices and games should be at least 5 days per week.
2. The coach also needs to be an effective tactician. He/she must have the ability to utilize available talent and adjust to the variation of both team and individual situations. He/she should be able to adjust plans according to the competition of the day.
3. The coach must motivate students in the 3D's of Discipline, Dedication and Determination. Motivation is also important.
4. A coach needs to be a leader. A coach should also serve as a role model. Profanity, temper tantrums, demeaning treatment of students, teaching dirty plays, etc., are all unacceptable behavior by coaches and players. A coach should remove players that violate the standards of this philosophy.

All coaches report to the Athletic Director and the Administration, and in turn to the Superintendent and Board of School Directors. A coach should support the total program and should participate in recruiting assistant coaches when applicable.

## **CONTENT OF THE ATHLETIC PROGRAM**

### **I. Boys Interscholastic Programs available at Riverview Junior-Senior High School**

#### ***BASEBALL***

Varsity (9-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades)

#### ***BASKETBALL***

Varsity (10<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades), Jr. High (9<sup>th</sup> grade) and Jr. High (7<sup>th</sup>/8<sup>th</sup> grades)

#### ***FOOTBALL***

Varsity (10<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades), Jr. High (7<sup>th</sup>-8<sup>th</sup> grades)

#### ***SOCCER***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades)

#### ***TENNIS (SPRING)***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades)

#### ***WRESTLING***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades), Jr. High (7<sup>th</sup>-8<sup>th</sup> grades)

### **II. Girls Interscholastic Programs available at Riverview Junior-Senior High School**

#### ***BASKETBALL***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades), Jr. High (7<sup>th</sup>-8<sup>th</sup> grades)

#### ***CHEERLEADING***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades), Jr. High (7<sup>th</sup>-8<sup>th</sup> grades)

#### ***SOFTBALL***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades)

#### ***SOCCER***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades)

#### ***TENNIS (FALL)***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades)

#### ***VOLLEYBALL***

Varsity (10<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades), Jr. High (7<sup>th</sup>-8<sup>th</sup> grades)

### **III. Co-ed Interscholastic Programs available at Riverview Junior-Senior High School**

#### ***CROSS COUNTRY***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades), Jr. High (7<sup>th</sup>-8<sup>th</sup> grades)

#### ***GOLF***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades), JV (9<sup>th</sup>-11<sup>th</sup> grades)

#### ***TRACK***

Varsity (9<sup>th</sup>-12<sup>th</sup> grades)

#### ***SOCCER***

Jr. High (7<sup>th</sup>-8<sup>th</sup> grades)

# **SENATE BILL 200: The Safety in Youth Sports Act**

Effective July 1, 2012

## **How SB 200 Relates to All Riverview Coaches:**

**REQUIRED TRAINING COURSE:** Once **each school year** all Riverview School District, Varsity, JV and junior high coaches must complete a concussion management course offered on line by the National Federation of State High School Associations or another provider approved by the Department of Health. **A coach shall not coach an athletic activity until the coach completes the training course and submits a printed certificate to the school nurse or athletic director.** Instructions for registration and obtaining the Concussion Management Course can be found on the next page of this manual. If a coach has problems with using a computer to obtain the course on line, please notify the athletic director or school nurse for assistance.

**Removal From Play** – A student who, as determined by a game official, coach from the student’s team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the student’s school entity exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participate at that time.

**Return to Play** – The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional.

## **Penalties – All Riverview School District Coaches**

**First Violation** – Suspension from coaching any athletic activity for the remainder of the season.

**Second Violation** – Suspension from coaching any athletic activity for the remainder of the season and for the next season.

**Third Violation** – Permanent suspension from coaching any activity.

According to Senate Bill 200, any coach acting in accordance to the above shall be immune from any civil liability.

## **Mandatory Concussion Training On-Line Instructions: Required for All Coaches**

To take and obtain a certificate for State-Mandated concussion training, go to NFHSLearn.com

- Register at [www.nfhslearn.com](http://www.nfhslearn.com)  
**DO NOT PAY FOR ANY SERVICES OR CERTIFICATIONS!**
- Make sure to enter the information about your position and enter your school information, if applicable.
- Make sure to enter the sports that you are most interested in so that you can be updated on those sports.
- After verifying this information, make sure to save changes at the bottom of the screen.

Go to the “Free Courses” tab and select “**Concussion In Sports – What You Need to Know**” and purchase it (it’s FREE, so don’t worry!).

After you “purchase” the course, click on the My Homepage/courses link. You will see a section entitled “MY AVAILABLE COURSES” which shows the concussion course. Simply click “BEGIN” to take the course. It takes about 20 minutes to complete.

### **How to Print Your Certificate of Completion**

Using the e-mail address and password established during the registration click on “My Homepage/Courses.” Go to “Completed and Expired Courses: (may need to scroll down). If you have completed a course you will be able to click on “View/Print” to access the certificate.

Print out a copy of your certificate and submit it to the athletic director, Mario Rometo.

You may want to save the certificate by going to File, Save As. This will allow you to have an electronic copy for future reference.

**Coaches must file this form and send an eligibility sheet to the principal informing him that all of the players and parents have signed the form.**

## **Instructions for Obtaining State Mandated SCA Certification**

State legislation requires all Pennsylvania scholastic coaches to have certification in Sudden Cardiac Arrest training. All coaches are required to recertify on a yearly basis after July 1<sup>st</sup> every year. You cannot coach in the state of Pennsylvania without certification and could face penalties, including suspension, if you coach without it.

The certification course is offered online and is FREE. There is no cost to you! The course requires you to watch an informative video, followed by a brief test. Once you have passed the test, you will print a certificate which will have your name and the date that you passed the course shown on the document. The certificate is to be given to your athletic director immediately upon completion of the course.

To take the free course, go online and to the following link:

<http://www.sportsafetyinternational.org/cardiacwise/>

Once there, click on the “cardiac wise” option and register to take the free online course. If this is the first time you are being certified, you will need to become a registered user. In the future you will be able to log in and take the free course every year.

Once you have completed the course, print out your certificate and give it to Mario Rometo as soon as possible.

**Riverview School District  
GOOD CITIZENSHIP PLEDGE**

**As a Riverview student, I recognize that co-curricular activities  
are a privilege and not a right.**

**I realize that I represent the Riverview School District in my role on a  
Riverview Team, Riverview Club, Council, or Riverview Performance Group.**

**I have read the team, club, group or activity rules of which I am a member.  
I pledge to follow these rules and accept the consequences  
of their enforcement.**

**I recognize that these rules exist for the common good of all members  
and the individual good and safety of each member.**

**I pledge to respect my teachers, coaches, sponsors, and directors.**

**I pledge to respect my teammates, competitors, fellow members  
and participants in the activity of my choice.**

**I pledge to respect all officials, judges, referees and volunteers  
who provide a vital service to assist in conducting this co-curricular program.**

**I pledge to obey all school policies, and local, county, state and federal  
laws, including those related to alcohol and other drugs, safe driving,  
weapons and violence.**

**AS A GOOD CITIZEN OF THE RIVERVIEW SCHOOL DISTRICT,  
I REPRESENT MY FAMILY, TEAM, SCHOOL AND COMMUNITY.**

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**Student's Name (Please Print)**

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**Student's Signature**

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**Parent's Signature**

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**Date**

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**Grade**

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**Sport or Group**



**COMMON RULES for all Riverview Junior-Senior High School Students  
7/24 Rules: 7 days/week and 24 hours/day**

*All school district policies and school rules apply to all students  
as outlined in the Riverview Student Handbook.*

**ALL STUDENTS INVOLVED IN ACTIVITIES ARE EXPECTED TO ...**

- 1. be LEADERS BY GOOD EXAMPLE in the school and community.**
- 2. earn good grades** consistent with their ability level and meet PIAA regulations.
- 3. represent themselves, their family, their community and Riverview** with pride at all times by their membership in/on a school club, group, activity or team.
- 4. respect** themselves, their parents, teachers, sponsors, coaches, and peers.
- 5. achieve excellent regular attendance** to school and all meetings, practices, rehearsals, performances and competitions.
- take proper care of **all equipment, facilities, and property** related to their participation in school activities.
- know their team, club, group, or activity rules and the **consequences of rule violations** as outlined by their sponsor or coach and as stated below.
- 8. build POSITIVE peer pressure** to build pride and uphold rules in their group.
- 9. talk with their sponsors or coaches** about problems, conflicts or concerns.

Hazing, initiation, threats or intimidation of others is **strictly forbidden at all times.**

Students are **not to use tobacco products** of any kind, including smokeless products.

Students are **not to use alcohol or other illegal** drugs, or to possess, pass or sell these.

Students are **not to carry or use weapons** or engage in acts of violence or vandalism.

Students are **not to steal** any items belonging to others or the school community.

**CONSEQUENCES will apply after a conference with the student:**

**1<sup>st</sup> Offense:** suspension from at least one formal event (game, meeting, concert, etc.)

**2<sup>nd</sup> Offense:** suspension from at least two formal events

**3<sup>rd</sup> Offense:** informal hearing with potential indefinite suspension depending on results of hearing

**Riverview PRIDE**  
**Be Ready, Be Respectful, Be Responsible!**

**As students in the Riverview School District we show:**

**We are ready, respectful, and responsible for ourselves by:**

- ❖ Taking responsibility for our own belongings
- ❖ Following school rules and being responsible for our learning

**We show we are ready, respectful, and responsible for our learning by:**

- ❖ Listening and showing respect to teachers and classmates
- ❖ Participating in class activities
- ❖ Showing pride and completing tasks with care
- ❖ Giving our best effort to all tasks
- ❖ Celebrating achievements

**We show we are ready, respectful, and responsible for each other by:**

- ❖ Showing kindness and consideration
- ❖ Including everyone in activities
- ❖ Speaking politely and showing good manners
- ❖ Accepting each other's differences
- ❖ Resolving disputes peacefully

**We show we are ready, respectful and responsible for our school by:**

- ❖ Representing our school with pride
- ❖ Caring for our learning environment
- ❖ Speaking positively about our school

**School-Wide Positive Behavior Intervention and Support (SWPBIS) Discipline Process**

Part of the SWPBIS implementation process is to have a clear definition of what expectations are and what procedures are in place when expectations are not followed. This plan ensures school-wide consistency by following the same steps to increase our PRIDE behaviors!

The Riverview School District strives to streamline our discipline procedures and make it easier to understand for staff, parents and students. Teachers will document behaviors in the classroom to help students attain appropriate PRIDE behavior. A behavior contract is used for students who need extra support to stay on a positive track and help students work on personal goals to increase PRIDE behavior.

The Student Handbook has the same discipline policies as approved by the Board of School Directors. Below is a brief overview of these policies. Do note that discipline within the context of a sport or sporting behavior may be applied by the head coach or AD. Discipline related to violations of school wide rules and regulations can only be imposed by a professional staff member. Incidents of such misconduct must be reported by the coaching staff to the AD and the AD must in turn make a report to the building administration.

**Discipline Referral Process:**

A coach may refer a student for office discipline when:

1. A student has violated the behavior code despite coach or related teacher interventions.
2. Attempts to solve the behavior problem with the student, teacher, and parent have failed.

**Classroom and Sport Level Behavioral Interventions:**

- ❖ Off-task
- ❖ Unprepared for Class
- ❖ Disruption
- ❖ Minor disrespect
- ❖ Tardy
- ❖ Drinks/Food
- ❖ Dress Code Violation
- ❖ Inappropriate Language
- ❖ Lying
- ❖ PDS-Inappropriate Display of Affection
- ❖ Technology Violation
- ❖ Cheating/Plagiarism
- ❖ Harassment/Bullying

**Office Managed Behavior:**

- ❖ Class Cut
- ❖ Dress Code
- ❖ Drugs/Alcohol
- ❖ Fighting
- ❖ Harassment/Bullying
- ❖ Insubordination
- ❖ Terroristic Threats
- ❖ Theft
- ❖ Tobacco
- ❖ Vandalism
- ❖ Weapons
- ❖ Repeated/Severe Offenses
- ❖ In Hall w/o pass
- ❖ Technology Violation
- ❖ Cell phones

## RIVERVIEW WPIAL/PIAA SANCTIONED SPORTS PROGRAMS

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
VARSITY & J.V. FOOTBALL	X	X	X	X						
JR. HIGH FOOTBALL	X	X	X							
GIRLS' VOLLEYBALL	X	X	X							
TENNIS (GIRLS' VARSITY)	X	X	X							
SOCCER (BOYS' & GIRLS')	X	X	X							
GOLF	X	X	X							
JR. HIGH GIRLS' BASKETBALL		X	X							
CROSS COUNTRY	X	X	X	X						
SOCCER (JR. HIGH BOYS' & GIRLS')	X	X	X							
BASKETBALL (BOYS')				X	X	X	X			
BASKETBALL JR. HIGH (BOYS')				X	X	X	X			
BASKETBALL (GIRLS')				X	X	X	X			
WRESTLING				X	X	X	X	X		
JR. HIGH WRESTLING				X	X	X	X			
TRACK (BOYS AND GIRLS)								X	X	X
BASEBALL								X	X	X
TENNIS (BOYS' VARSITY)								X	X	X
SOFTBALL (GIRLS' VARSITY)								X	X	X
SOFTBALL (JR. HIGH GIRLS')								X	X	X
GIRLS' JR. HIGH VOLLEYBALL								X	X	X
CHEERLEADING (Jr/Sr High)	X	X	X	X	X	X			X	
COMPETITIVE SPIRIT (Sr High "Golden Diamond" voluntary camp & comp squad)	X	X	X	X	X	X	X			X

## RIVERVIEW CLUB SPORTS PROGRAMS

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June & July
	X	X	X	X	X	X	X			X	
RIVERVIEW CREW (Steel City Rowing). The board will make an annual contribution up to a maximum of \$3,500 to crew to help defray cost. The parents are responsible for all other costs and will make those arrangements with Steel City Rowing.								X	X	X	X
ICE HOCKEY (Burrell)			X	X	X	X	X				

## **NON-WPIAL/PIAA CLUB SPORT TEAMS**

Riverview Jr. / Sr. High School offers several sports club team opportunities that are not governed by the Western Pennsylvania Interscholastic League / Pennsylvania Interscholastic Athletic Association. Although not bound by WPIAL/PIAA Rules, Riverview student athletes that participate on these teams are required by the District to meet the same academic eligibility requirements, Citizenship and Sportsmanship requirements as all other WPIAL/PIAA sports.

Athletes participating in Riverview club sports are also eligible to receive letters and awards in the same manner as WPIAL/PIAA-governed sports. Team practice sessions, attendance and team rules are established by the sponsors and coaches of each club sport.

### **Cheerleading – Jr. High, J.V. and Varsity**

Cheerleading provides an organized environment for leading fans of fall and winter sports in “cheering on” our respective sports teams, promoting school spirit and providing a sportsmanlike environment for home and visiting fans. Cheerleading involves not only coverage of fall and winter sports contests, but also pep rallies during the school year, as well as community service events throughout the year. During the spring, cheerleaders prepare for tryout evaluations which are held in late May, which lead to various assignments on the team. Based on commitment, cheerleaders that have attended voluntary summer practices may also attend a voluntary competition camp. The competition camps are usually sometime in late June, based on camp location, cost and availability.

### **Riverview Crew (Steel City Rowing Club)**

Junior and High School Membership Options: The mission with our junior and high school rowing program is to help each individual reach his/her potential with rowing and to help to develop a sense of community service. SCRC is home to the following Individual Junior and High School Rowing Teams: Ellis School Crew, Plum Area Crew, Riverview Crew, Shady Side Academy Crew, Winchester Thurston Crew. At least one Parent or Legal Guardian should plan to attend one of the required Parent's Meetings at the beginning of the season in early March, at the SCRC boathouse. Flyers are distributed in the Jr. / Sr. high school office in January with enrolment information. The competition season is mainly from March through late May, but there may be events throughout the summer. There is a membership fee, which can be found by going to: [www.steelcityrowing.org](http://www.steelcityrowing.org)

### **Boys' Ice Hockey (Ford City Sabers PIHL Co-op team)**

Junior High and High School boys are eligible to play with the Ford City High School (Club) ice hockey team, which plays during the winter season. The team is composed of boys from Ford City, Kittanning, Leechburg and Riverview schools. All transportation, equipment, ice time is the responsibility of the player. Contact the Athletic Director for sign-up information.

The following is a list of the paid working positions for all sports in grades 7-12. The workers are chosen by the Athletic Director. The cameraman is paid \$50.00, First Down Chain Gang is paid \$25.00, Girls and Boys Basketball Scorekeepers are paid \$20.00 and all others are paid \$40.00.

SPORT	TICKET TAKERS	CLOCK OPERATOR	CAMERA OPERATOR	ANNOUNCER	OFFICIALS UMPIRES OR PIAA	CROWD CONTROL	CHAIN GANG*	STATS
Varsity Football	4	2	1	1	6		4	
JV Football		1			3		3	
Jr. High Football		1			3		3	
Volleyball					2	1		
Boys' Varsity Soccer		1			2			
Jr. High Boys' Soccer		1			2			
Girls' Varsity Soccer		1			2			
Jr. High Girls' Soccer		1			2			
Varsity Wrestling	1	1			1	1		
Jr. High Wrestling		1			1	1		
Boys' Varsity/JV Basketball	1	1			2-3 3 section game JV-2	1		1
Girls' Varsity/JV Basketball	1	1			3 JV-2	1		1
Jr. High Boys' Basketball					2	1		
Jr. High Girls' Basketball					2	1		
Varsity Baseball					2			
JV Baseball					1			
Girls' Softball					2			
Girls' JV Softball					2			
Jr. High Girls' Softball					2			
Track	1 jump event, 1 starter, 1 finish line, 1 field event				1			

\*When chain gang workers are not available the AD will seek workers through one of the following options:

1. Senior Sports Management students.
2. Eastern Area Football Conference Referee Assignor.

## **ATHLETIC DIRECTOR**

### **General Qualifications:**

The Athletic Director should have recognized qualities as an organizer, manager, and leader, together with personal qualities which permit him to work effectively with people within the Riverview School District and among other districts.

He/she should be experienced in many phases of the athletic program and should have had coaching experience. He/she should be qualified to serve as an advisor to the administrative staff and coaches to provide a balanced program of athletic activities throughout.

### **General Duties and Responsibilities:**

1. To be responsible for the total organization of the entire interscholastic athletic program and any others to be instituted. See differentiated specific job description for each sport.
2. To be responsible for the following specific areas with reference to all sports:
  - A. To prepare an athletic budget.
  - B. To organize workers, ticket takers, etc., for all home games, meets, etc., and away games when necessary and keep records for reimbursement purposes.
  - C. To be present at as many athletic events as possible or to provide a representative, paid as crowd control for varsity sports.
  - D. To schedule all sports in cooperation with the Principal and head coach.
  - E. To assign officials, umpires, etc. and confirm all officials have obtained the required Pennsylvania State Police Background Check, Pennsylvania Department of Public Welfare Child Abuse Report and FBI Federal Criminal History Record Report.
  - F. To prepare financial statements for athletic events and maintain financial records or assign to workers to give to the school secretary for deposit.
  - G. To schedule transportation for athletic teams and student buses.
  - H. To coordinate the prompt payment of athletic bills and deposit of monies through the Central Office. Coaches will fill out a requisition form.
  - I. To prepare contracts for the various sports with proper school officials where necessary; subject to general approval and direction of the Building Administration of central office in accordance with Board Policy and District fiscal practices and procedures.
  - J. To coordinate the maintenance of athletic fields and gymnasiums.
  - K. Making decisions affecting possible cancellation of contests because of weather or other conditions.
  - L. To arrange for parents' and physicals' signature cards and physical examinations of all candidates through the school nurse.
  - M. To advise eligibility requirements in cooperation with the Principal.

- N. To handle the printing and sale of tickets and athletic passes.
  - O. To arrange for security at home contests.
  - P. To arrange Concussion Management and Sudden Cardiac Arrest certifications for all district coaches.
  - Q. To revise, as necessary, the Athletic Handbook so that it is up-to-date with all legal P.I.A.A. and/or W.P.I.A.L. regulations.
3. To organize and conduct the All Sports and Honors Banquet.
  4. To select and recommend purchase with the help of the various coaches, of equipment and supplies needed for the various athletic teams of the school district; also, to provide for the proper care of equipment by coaches and players. This includes the coordinating of bid lists.
  5. To establish and maintain cooperative planning and working relationships with all groups and individuals who are part of the athletic department and the rest of the staff.
  6. To represent the school at the request of the Principal as his representative at all athletic meetings involving the interests of the school.
  7. To act as official host for the school district and to see that the physical resources of the school are available to visiting teams.

### **OTHERS**

1. Arrange physicals and forms with school nurse.
2. Advertise for new head coaches.
3. Interview new head coaches with the Principal.
4. Help to promote all sports within the school.
5. Act as an advisor to the Administration in regards to W.P.I.A.L. and P.I.A.A. regulations. (The Administration is responsible for student eligibility).
6. Help our Administration and guidance with NCAA Eligibility. (This is the responsibility of the Guidance Department).



## REQUIRED CERTIFICATIONS FOR RSD COACHES

**ALL COACHES NEED: CERTIFICATIONS GO TO: [WWW.RSD.K12.PA.US](http://WWW.RSD.K12.PA.US) - CLICK ON "EMPLOYMENT"**

REQUIREMENTS:	COMPLETE	DATE COMPLETE
Criminal History - Act 34		
FBI Fingerprinting - Act 114		
Child Abuse - Act 151		
Arrest/Conviction Certification - Act 24		
Sexual Misconduct/Abuse Disclosure – Act 168		
Mandated Reporter Training – Act 126		
Physical Examination (unnecessary for volunteers)		
Tuberculin skin test results		

**ALL NEW COACHES (Heads and Assistants):**

REQUIREMENTS:	COMPLETE	DATE COMPLETE
Letter of interest		
Resume		

**ALL COACHES NEED:** The school offers these free at the MANDATORY AD MEETING on the Sunday before first day of Fall Sport Practices

REQUIREMENTS:	COMPLETE	DATE COMPLETE
CPR / AED		
First Aid		

REQUIREMENTS: By 7/01 (yearly renewal required)	COMPLETE	DATE COMPLETE
Concussion awareness certification		
Sudden cardiac arrest awareness certification		

\*\*\* Starting July 1, 2017 all coaches statewide will be required to have ASEP

Coaching Certification: For more info visit [http://www.asep.com/asep\\_content/org/PSADA.cfm](http://www.asep.com/asep_content/org/PSADA.cfm)

**NO ONE CAN COACH IN THE RIVERVIEW SCHOOL DISTRICT WITHOUT COMPLETED CERTIFICATIONS! NO EXCEPTIONS!!!**

# HEAD COACH OF A RIVERVIEW VARSITY SPORT

## **QUALIFICATIONS: It is desirable to have all or many of the following:**

- A. Valid teacher certification
- B. Have previous successful coaching experience in assigned sport
- C. Have the ability to organize and supervise a total sports program
- D. Playing experience at the high school and college level.
- E. Have substantial knowledge of the technical aspects of the sport and at the same time continue to examine new theories and procedures pertinent to the field
- F. Show leadership
- G. Have experience in safety
- H. Understand local and state rules and regulations
- I. Other interpersonal skills

**REPORTS TO:** The Athletic Director, who provides overall direction, objectives and final evaluation in conjunction with the high school Principal.

**SUPERVISES:** A staff of high school assistant coaches and junior high school coaches in conjunction with the Athletic Director and the respective Principal.

**JOB GOAL:** To instruct student-athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student-athletes shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

## **GENERAL:**

- A. The quality of athletic programs has strong influence on the community's perception of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
- B. The position includes other unusual aspects such as extended time and risk injury factors.
- C. It is the express intent of this job description to give general guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
- D. Employees are reminded to use traditional standard communications tools when communicating the students (written assignments, letters to parents, conference, phone calls to parents, employee web pages, and other traditional written forms of communication to parents and groups of students).
- E. It is important to remember that the use of Facebook messages, texting, emails and personal phone calls between an employee and a student is generally not appropriate and should be avoided. Please be sure to use standard school communication tools when communicating with students and parents.

## **Riverview School District Head Coach Job Description**

### **ALL HEAD COACHES:**

The head coach of each sport will develop and will be responsible for job descriptions and assignments of each assistant. He/she may also delegate some of the following responsibilities:

***ALL COACHES MUST VERIFY THAT A STUDENT PLEDGE IS SIGNED AND ON FILE IN THE PRINCIPAL'S OFFICE BEFORE THE START OF PRACTICE.***

### **GENERAL DUTIES AND RESPONSIBILITIES:**

#### **A. ORGANIZATION**

1. All coaches must make the Athletic Director aware of any and all incoming transfer student athletes immediately upon their learning of same. The guidance department and head coaches for all sports should notify the athletic director immediately if any transfer student will be on their roster. We must have time to process the required PIAA Eligibility Waiver Forms. Students registered in our district can practice with their teams, but cannot participate in scrimmages or games until the waivers are submitted and approved by the WPIAL. Failure to comply can result in forfeited games and sanctions against our school.
  2. To confirm eligibility and provide the designated secretary with a complete and up-to-date roster of all players at least two weeks before the first contest. The year-end roster should include all members of the squad at the close of the season along with those members recommended for any special awards.
  3. To assume responsibility for athletic equipment, supplies, and materials and to collect and account for this equipment at the end of the season.
  4. To make recommendations for awards to the Athletic Director when requested or within one week of the completion of the season.
  5. To ride with the team to and from all contests.
  6. \*Provide an inventory of all equipment and where it is stored.
  7. To organize and supervise the student management group.
  8. To be the official representative of the school and of their sport to the community.
  9. To take an active interest in the academic and behavioral progress and status of his or her team members with careful attention to weekly eligibility lists.
  10. To work in conjunction with guidance personnel for the purpose of possible college athletic scholarships.
  11. Make students aware of the NCAA Eligibility Rules.
  12. Fill out requisitions for equipment and supplies and give to the Athletic Director for approval.
- \* Please provide this information as soon as possible to the Athletic Director. The Athletic Director will inform the Business Office of the coaches who have complied with this request. Once this information is received along with a request for the coach stipend, we will remit the coach's pay in the next scheduled payroll.

## **B. ADMINISTRATIVE**

1. To select players in order to field a representative team and to organize a program of practice sessions, training rules, and playing system.
2. To prepare requisitions for needed supplies and equipment in cooperation with the Athletic Director.
3. To supervise and direct the work of all coaches in the sport regardless of the grade level of the activity.
4. To recommend game schedules to the Athletic Director.
5. To return keys at the end of the season.
6. To recommend and rate officials.
7. To report their official season's record to the Athletic Director at the end of the season for inclusion in the athletic history of the school year.
8. To assume the responsibility for making certain that each squad member has on file all the necessary forms for participation in the sport before he/she receives any equipment. This includes parental permission forms, insurance forms, medical examination forms, etc.
9. Interview prospective assistant coaches and make recommendations to the Athletic Director and Principal.
10. To attend PIAA rules interpretation meetings or send an assistant.
11. Write job descriptions for all assistant coaches and file with the Athletic Director and Principal.
12. Distribute awards at a banquet, meeting, picnic or organized function where parents and team members can gather to recognize accomplishments.
13. The Head Coach is to have a printed copy of team rules, which is to be signed by your athletes and their parents/guardians. Please pass the rules out on the first day of practice, and have the athletes return the signed copies the next day. If the athlete does not return the signed copy, do not let them play!! Please give a copy of your team rules to the Athletic Director as soon as possible.

## **C. TRAINING AND PREPARATION**

1. To be responsible for the sportsmanship and conduct of their teams at all practice sessions and contests in compliance with school policy.
2. To discipline members of the squad when necessary. If it is necessary to drop a member from the squad for disciplinary purposes, a full report should be given to the Athletic Director and Principal as soon as possible after the incident.
3. To supervise locker room activity and to remain until all players have cleared the building after practice or a game; be responsible for locker area before games or practices.
4. To permit no practice or squad activity without proper supervision.
5. To encourage and to develop a sense of pride, with a degree of humility, among the athletes for the school and for their fellow athletes.
6. Prepare players with proper conditioning, skills, techniques, and game tactics/strategies.
7. Use proper motivation techniques.
8. As mandated by the state, you will renew yearly your Concussion Management and Sudden Cardiac Arrest certifications.

## F. GAME EJECTIONS / DISQUALIFICATIONS

1. Ejections of players and coaches from athletic contests for any reason are not acceptable. You must exercise self-restraint in the “heat of battle” by exhibiting the utmost control of your emotions. Play to win, but always in a sportsman-like manner.
2. Any player disqualified from an athletic contest will automatically sit out the next scheduled contest as prescribed by WPIAL/PIAA regulations. The disqualified athlete will report to the principal and athletic director on the next school day to discuss the disqualification and any further discipline that may be necessary. A second disqualification during the season may result in a formal hearing by the WPIAL, in which case the athlete may be suspended from further competition until resolved.
3. Any coach disqualified from an athletic contest will automatically sit out the next scheduled contest as prescribed by WPIAL/PIAA regulations. The disqualified coach will report to the principal and athletic director on the next school day to discuss the disqualification and any further discipline that may be necessary. A second disqualification during the season may result in a formal hearing by the WPIAL, in which case the coach may be suspended for more than the one mandatory competition, depending on the nature of the offense. The administration may also choose to take further disciplinary action if deemed necessary.

## E. SPORTS MEDICINE

1. To report all injuries, regardless of their nature to the school nurse and parents. This must be done as soon as possible after the injury has occurred and to be certain the athlete receives an insurance claim form from the school office.
2. Work closely with the trainer and parents in injury situations.
3. Proper follow-up with physicians/trainer.
4. Develop an emergency response plan.
5. Certification in CPR, AED's, First Aid Skills, and concussion recognition and follow-up.
6. *Provide an adequate medical kit for all junior high teams for both home and away events.*

## F. MISCELLANEOUS INFORMATION – CALLING IN SCORES

1. Call in your scores to local news media following your contest:
  - Report scores to [www.msasports.net](http://www.msasports.net) on a mobile device, PC or MAC
  - Valley News Dispatch – 724-224-2696
  - Post Gazette – 412-263-1621
  - Tribune Review – 1-888-748-8742
  - Elissa Miller – [emiller@rsd.k12.pa.us](mailto:emiller@rsd.k12.pa.us)
  - [Oakmontgrapevine@aol.com](mailto:Oakmontgrapevine@aol.com)
2. Call ext. 4010 on where to send the officials' checks for your sport. You may also arrange to pick them up at the central office if that is more convenient. This is for all levels – Varsity, JV, and Junior High.
3. Check bus schedules for accuracy. The A.D. will change upon request (with input from Principal) and inform you.
4. ***Any team that arrives at a location, where there is obviously no game, or are lost, must first call the Riverview Athletic Director at 412-445-8179 before returning home.***
5. I will notify the head coach of the changes via e-mail or phone call - check it often.
6. Get updated schedules in my office. Always check the date of the recent update.

7. Eligibility – you are to check to make sure athletes have passed 4 credits. Poor attendance and excessive tardiness can affect a player's eligibility.
8. Check your e-mail daily!

## **G. PICKING CAPTAINS**

The head coach of Riverview High School varsity athletic teams has the authority to define and implement the concept of team captains for his/her particular team. Team captains may be selected by the head coach, selected by the varsity coaching staff or voted upon by teammates. The head coach has the authority to rescind the designation of team captain from a player, but the head coach should communicate with the Athletic Director and Principal **before** this action is taken. The player should be informed of this decision with an assistant coach present. The reason for rescinding the captain's title must be communicated to the athlete at that time.

## **H. PAY**

**Before** receiving your supplemental pay as provided in this handbook, among your duties are:

1. Prepare and submit receipts and invoices for supply purchase
2. Inventory of all equipment and where it is stored
3. Please provide this information ASAP the Athletic Director. The Athletic Director will inform the Business Office of the coaches who have complied with this request. Once this information is received, along with the request for the coach's stipend, we will release the coach's pay in the *next* scheduled payroll.

## **I. SENIOR DAY RECOGNITION**

(See paragraph Senior Day Recognition under General Information)

## **J. Additional sport specific duties/responsibilities**

See differentiated job description aligned to each specific sport. These are available through the Athletic Director.

## **ASSISTANT COACHES**

- The assistant coaches shall be certified in CPR/AED, First Aid, and concussion recognition and follow-up. Yearly renewal of the State Mandated Concussion Management and Sudden Cardiac Arrest (SCA) certifications must be maintained.
- The assistant coaches shall be responsible to the head coach for those duties delegated to him/her.

## **GENERAL INSTRUCTIONS TO COACHES FOR AFTER-SCHOOL PRACTICE SESSIONS**

1. At least one coach must remain in the building until all athletes are gone and all athletic buses have left. This can be done on a rotation basis among coaches of all sports.
2. Athletes should report immediately to the locker rooms after the dismissal bell and practices should be scheduled to begin at a definite time.
3. Coaches should make sure that any student medically excused from Physical Education is not permitted to practice, play or participate in extracurricular sport activities for that length of time.
4. Coaches should stress safety measures in the locker rooms. **No horseplay should be tolerated.**
5. Effective security should be maintained.
6. Athletes are not permitted in any area of the building after school except those designated by the coaches.
7. Students must leave the facility immediately after practice or showers.

## **SUMMARY REPORTS**

Coaches will submit to the Athletic Director a written summary of the activity within one week after the close of the season. This report should contain the following items:

1. Equipment inventory - be accurate
2. Rating of officials - your recommendations
3. Injury report (given to school secretary)
4. Coaches summary
  - a) Number of participants
  - b) Award winners
  - c) Results of all contests
  - d) Revised records
  - e) A list of those who dropped or quit
5. Recommendations for next season - while things are fresh in your mind

# GENERAL INFORMATION

## ACADEMIC ACHIEVEMENT

Each coach is expected to make frequent checks into the academic standing of the players on his/her squad. If any significant changes have taken place in the progress of the student, the matter should be brought to the attention of the Principal. This is a professional responsibility of every coach.

## APPEARANCE AND DISCIPLINE

It is expected that all those persons who represent the Riverview School District in any type of interscholastic activity shall abide by acceptable standards of good taste and discipline.

All athletes shall be properly dressed and groomed for practice, travel and competition. No unreasonable grooming or exaggerated style of dress will be permitted. The following will be taken into consideration to determine the above:

1. Hygiene reasons.
2. Safety reasons.
3. Rules set by the W.P.I.A.L., P.I.A.A. and the National Federation of High School Athletics.
4. Not hindering the team's opportunity to attain their goals.
5. Players represent Riverview High School (PRIDE IS ESSENTIAL).
6. Realizing discipline and sacrifice are essential in the present society.

In order for this principle to function properly, the head coach shall be responsible for the appearance and discipline of his/her team.

## ATHLETIC CLINICS

Coaches may request to attend clinics throughout the year depending on location and budget. All requests should be made through the Athletic Director, with at least two weeks' notice in advance.

## ATTENDANCE AT MEETINGS

All coaches should plan for practices to begin at 3:10 P.M. on days of meetings (department, grade level and faculty meetings) so that they may be present for the duration of the meeting. Athletes will not be permitted in the building before the coach arrives.

## BID PREPARATION – This may not occur.

Some athletic equipment will be placed on bids and mailed to various sporting goods companies. **Each item will be reviewed with the head coach and the Athletic Director before it is mailed to be sure all items are necessary and quantity is reasonable.** At this time, the Athletic Director will submit the requests to the Superintendent. When the bids are received, the head coach and Athletic Director will again review the bids and submit the acceptable bids (as regulated by the Administration) to the Superintendent.



## **BULLY PREVENTION**

It is the responsibility of all teachers, coaches, and students to read, understand, and follow RSD policy #247 & #249.

Riverview School District Policy 247 & 249, The Student Code of Conduct, prohibits hazing, intimidation and bullying. Policy 249 addresses disciplinary measures related to these dangerous and offensive behaviors at school, on school grounds, at school events and through cyber bullying. The purpose of this policy is to emphasize pro-active preventive measures to thwart bullying in all its forms. Effective Bully Prevention includes three aspects: identifying current needs, prevention efforts and intervention programs.

To this end, the Superintendent, Principals, Teachers and Staff of the Riverview School District shall undertake the following:

1. All employees shall be advised to report immediately to an administrator or guidance counselor any action by any student that is perceived as bullying behavior toward another student. Such behavior shall be documented and investigated by the principal and/or guidance counselor. Appropriate action should then be taken based on established facts and evidence. Parents should be notified if their child is exhibiting bullying behaviors and/or is being bullied by another person.
2. Students identified by principals and guidance counselors as exhibiting bullying behaviors should be identified and referred for professional assessment, evaluation and appropriate services by a certified professional agency. Parents should be notified immediately of any such concerns, so they may assist in appropriate interventions for their child.
3. Periodic professional development activities, such as website information, speakers, webinars, printed information and seminars shall be utilized to maintain current information for all staff about bullying and its prevention.
4. Principals and their staffs shall develop **healthy school climates** of mutual respect for all persons in their schools. A healthy climate includes respectful relationships, respect for diversity, effective interpersonal communications, conflict resolution strategies, parental contact and new student welcome programs. Assemblies, posters, essays, teams, clubs, announcements, awards and consistent enforcement of the Student Code of Conduct are all ways to encourage a healthy climate in the life of a school.
5. Guidance Counselors shall distribute annually to all staff a list of the signs, signals and behaviors associated with bullying.
6. The Riverview Guidance Curriculum shall include a major component about bully prevention. All staff and students should know how to report a bully concern and know that no recriminations will be tolerated against a person who makes a good faith report.
7. Periodic efforts should be undertaken by the principals and guidance counselors to send written information to parents related to bully prevention. Such information should clearly state the school's support for any student who is the target of another student engaged in bullying behavior and the school's support for any student or parent reporting bullying. Principals may also use the RSD website, student handbooks and school calendars to publish information about bully prevention and disciplinary consequences for offenders.
8. All professional and support staff serve as role models for students. All staff should model respectful behavior toward others and avoid negative interpersonal behaviors.

9. All teachers should address bully prevention in ways appropriate to their curriculum and the age of the learners. Teachers contribute in fundamental ways to the establishment of a healthy and positive culture in their classrooms and in the school. Lessons containing information, role plays and discussions about bully prevention should occur within the appropriate context of their curriculum. Model lessons should be identified and shared among teachers for their use.

10. Coaches, sponsors, directors and advisors of school teams and activities should be fully aware of the dangers of hazing, intimidation and bullying behaviors and express to their members the dangers, consequences and penalties of such behaviors. Coaches, sponsors, directors and advisors should model positive interpersonal conduct at all times.

11. Bully prevention programs for staff, students and parents should include information, admonitions and cautions regarding cyber-bullying and digital-bullying through cell phones, computers, land-line phones, digital cameras, etc. Blueprint Model Programs, like the Olweus Bully Prevention Program, may be utilized for these needs.

12. Web resources currently available include:

Blueprints for Violence Prevention [www.colorado.edu/cspv/blueprints](http://www.colorado.edu/cspv/blueprints)

Bullying Prevention <http://www.center-school.org/bullyprevention/>

Center for Schools and Communities [www.center-school.org](http://www.center-school.org)

No Place for Hate [www.noplace4hate.org](http://www.noplace4hate.org)

Olweus Bully Prevention Program [www.clemson.edu/olweus](http://www.clemson.edu/olweus)

Protecting Kids Online [www.center-school.org/pko](http://www.center-school.org/pko)

Also see <http://www.isafe.org/imgs/pdf/education/CyberBullying.pdf>

Safe Schools Initiative-PDE [www.pde.state.pa.us/svcs\\_students](http://www.pde.state.pa.us/svcs_students)

U.S. DOE: Safe & Drug-Free Schools Program

[www2.ed.gov/about/offices/list/oese/oshs/index.html](http://www2.ed.gov/about/offices/list/oese/oshs/index.html)

These links should be posted on the RSD Website for easy access by parents and all RSD employees and students. New websites should be added as research and updates occur.

## **CRITERIA ON INJURIES OCCURRING AT OFF-SITE FACILITIES /AWAY COMPETITIONS**

If an athlete receives an injury at an offsite facility/away competition, it is the coach's responsibility to inform the athletic trainer of this injury. This can be accomplished via pager, cell phone, home phone, or in person. It is not the responsibility of the athlete to notify the athletic trainer. If the athlete seeks medical attention, the criteria on returning to the sport must be met (see Criteria on Returning to a Sport).

## **CRITERIA ON RETURNING TO A SPORT**

Any athlete who seeks or is referred for physician diagnosis may not return to that sport until cleared by a physician. This restriction includes both practice and game situations. The athlete must return the physician's note to the head coach or athletic trainer. This note will be kept on file with the athletic trainer.

## Addendum Item #2

### **ELIGIBILITY**

In addition to the procedures and requirements established by the W.P.I.A.L. and P.I.A.A., the following administrative rules concerning eligibility shall apply to all athletes:

1. By the end of the school day each Friday, the teachers are required to submit student grades for eligibility purposes.
2. Any student who is participating in a Riverview High School activity will not be permitted to perform if he/she is absent from school on the day of the activity unless he/she has a pre-assigned appointment or it is a family emergency. They must attend at least ½ day.
3. Any participant who, due to his/her actions and conduct in school, has to be suspended by the Administration will not be permitted to participate in practice or the scheduled event during the period of his/her suspension.
4. Coaches should make sure that any student medically excused from Physical Education is not permitted to practice, play or participate in extracurricular sport activities for that length of time.
5. **All student athletes are required to submit PIAA medical history, physician certification, and proof of family health insurance forms.**

### **EVALUATION OF COACHES**

Coaches will be evaluated based on the responsibilities listed under Head Coach. Assistant coaches will be evaluated on their handling of responsibilities set by the head coach.

Coaching appointments are made on an annual basis, each appointment being at the discretion of the Board of School Directors. Those coaches who are not recommended by the Administration for reappointment shall receive reasons for the administrative recommendation dismissal in writing as a formative good practice, but not as a constraint on the District's authority to decline to reappoint.

Such determination shall be made by the Board of School Directors with input from, but without being bound by the recommendations of the Athletic Director or Administration in keeping with but not beyond otherwise applicable laws, regulations, policies and contracts.

The evaluation will take such form as the District may from time to time determine.

### **FIRST PRACTICE**

A meeting should be held for athletes trying out for a sport in accordance with P.I.A.A. regulations. At this time, the coach should explain what is expected and required of the athlete who plans to participate. Parent permission forms should be distributed, signed and returned at the time the physical is given. If any additional athletes join the squad after the roster has been submitted, a supplemental list must be forwarded to the Principal immediately.

## **FUND RAISING**

Athletic teams are not permitted to conduct fundraising. All fundraisers MUST be done through your booster organization as per district guidelines.

## **OFF-SEASON FOR ALL WPIAL/PIAA SPORTS**

For all WPIAL/PIAA sports, no students will be required to participate in any off-season conditioning or any other organized activity nor can they be threatened if they do not wish to pursue off-season participation of any kind.

## **PHYSICAL EXAMINATIONS**

No student in the Riverview School District should be permitted to wear a uniform or participate in any practice or games without first having passed a physical examination. The record of this physical examination must be submitted on the PIAA Comprehensive Initial Pre-participation Physical Evaluation (CIPPE). Students and guardians must read and complete the CIPPE form. The school nurse will arrange dates when the school physicians are available to complete physical exams. Otherwise, students can also see their own health care provider to complete the physical exam. The nurse will inform the coach when a student has submitted a completed CIPPE and is now able to participate. These records will be kept on file in the nurse's office for future reference.

Addendum Item #1 - 1/29/03

## **POLICY ON ABSENCE FROM SCHOOL**

A participant in the Riverview High School Athletic Program will not be able to take part in an athletic contest or practice if he/she is not in school the equivalent of one-half school day(10:37) due to illness. A parent's permission statement is still necessary in this situation.

## **POLICY ON QUITTING**

A student who quits a team or is dismissed for disciplinary purposes cannot join another team until the season (including any playoffs) is concluded. He/she will not be permitted to use any of the facilities for the purpose of conditioning or preparing for the following season. A student is considered to be a member of a team at the time physicals are given unless consent is given by the coach of the team he/she is quitting.

## **PRACTICE SESSIONS**

Any coach who wants to use the high school gymnasium must reserve it through the Athletic Director/Secretary. All practices must be given to him so he knows when it is available during the season. This includes off season and summer conditioning. The schedule will be given to the Central Office to be placed on the calendar for rental purposes. Any coach that wants to use the high school gymnasium for any reason other than mentioned, such as fund raising, must fill out the form for a permit.

All athletic teams will have equal opportunity for the use of indoor facilities. The head coaches and the Athletic Director will work out the schedule of practice sessions when a conflict arises. A rotation time schedule will be prepared at least one week in advance if needed.

## **PRESS BOX**

The purpose of the press box is to accommodate working personnel as approved by the Athletic Director...**it is not for spectators**. Radio, press and other game-related people will be admitted when proper approval has been granted. A pass will be issued to authorized personnel. Absolutely no scouts are permitted.

## **PURCHASE OF SUPPLIES AND EQUIPMENT**

**When equipment or supplies are needed, coaches will submit a requisition to the Athletic Director. If approved by the Athletic Director and the Principal, the items will be ordered.** If the amount involved requires that bids or quotations be secured, the order will be referred to the Superintendent.

Coaches should be aware of the amount of money that is available to them in their particular sport. Purchases above and beyond the amount budgeted for the given sport will be made in rare instances only. The school will not purchase shoes.

## **SENIOR DAY RECOGNITION**

It is the custom and tradition of Riverview High School coaches, directors and sponsors of our extracurricular programs to honor senior members at the final home event in their respective sport or activity. The head coach, director or sponsor should notify the athletic director and principal one month in advance of the scheduled senior recognition ceremony. The Head Coach is responsible for communicating with seniors and with parents of seniors to invite parents to this special senior recognition. Senior recognition is encouraged, given the unique contributions, which seniors make to our programs over their years of dedicated participation.

## **STUDENT INSURANCE AND INJURIES PROCEDURE**

1. The coach is responsible for this phase of their activity.
2. All athletes, managers, statisticians, etc., are encouraged to take advantage of the opportunity to purchase accident coverage. This coverage is available through the school.
3. Medical expenses required in the treatment of a non-school injury by an athlete will be assumed by the parents or guardians.
4. The coaches will always notify the parent of injuries, regardless of the severity.
5. Total procedure:
  - a) Player reports the injury to the coach.
  - b) Coach/Trainer fills out an Accident Report Form.
  - c) Trainer should file the Accident Report Form in the office as soon as possible.**
  - d) The secretary will file an insurance claim form and give to the student/parents.
  - e) If the student is to see a doctor or go to the hospital:
    1. The student/parent will fill out a claim form.
    2. Have parent and coach sign appropriately.
    3. Visit the doctor as soon as possible taking the form with you.
    4. Notify a secretary.
    5. Physician or parent will send the claim form to the insurance company.
    6. Again, notify a secretary upon payment by the insurance company.

6. Each coach must provide to the parents a copy of the insurance limitation sheet if available.
7. In emergencies take the injured student directly to the doctor or hospital.
8. Any athlete who does not report an injury to the coach does so at his/her own risk.
9. Any claims not accepted by the insurance company will not be paid for by the school district.
10. Coaches must warn all players of the hazards and dangers associated with their sport.

## **ATHLETIC EMERGENCY PROCEDURE PLAN FOR COACHES**

***Olivia Krock is our Athletic Trainer - cell phone 740-405-6520, krocko@upmc.edu***

In the event of an actual injury or medical emergency, the following should be activated at the discretion of the most qualified individual at that point in time or until the Certified Athletic Trainer or Emergency Medical Services arrives. It is imperative that immediate medical attention is given to any of the following:

- Cardiac Arrest - Respiratory Arrest - Severe Bleeding - Head or Neck Injury – Obvious or Suspected Fractures
- Heat Illness - Loss of Consciousness – Non-subsiding Paralysis – Any other perceived emergency

Activating the EMS System:

- First notify the trainer, if present at the site, that an injury or medical emergency has occurred.
- The trainer will determine if emergency personnel should be notified.
- If the trainer is not available, the person in charge must call the ambulance or police.
- Both services can be summoned by calling 911
- Once medical attention has been given the following individuals must be notified.
  1. Athletic Director (all of you have his cell / school / home numbers).
  2. High School Principal or Assistant Principal
  3. Parents of the injured athlete if not done prior by coach or trainer.

When calling 911 the caller should give the following information:

- Your name and position at the school
- Type of suspected injury
- Number of injured athletes
- Location of the injured (gym, baseball field, etc.)
- The aid that is being given (first aid, CPR, etc.)
- The phone number from where you are calling

REMEMBER TO STAY CALM AND DO NOT HANG UP FIRST, LET THEM HANG UP FIRST.

## **STUDENT TRANSPORTATION POLICY TO ATHLETIC EVENTS**

No athletes should be transported by any means other than the approved transportation unless approval is granted by the Principal and the Head Coach **one day prior to the event**. Students are expected to use the means of transportation provided by the school both to and from the events.

Coaches are responsible for checking the game notices sent by the host school to avoid errors in dates or times of contests and advise the Athletic Director of any discrepancies.

## **TRANSPORTATION TO ATHLETIC EVENTS**

All buses are chartered by the Athletic Director. The coach should inform the Athletic Director in writing of the expected time of arrival except in those cases where school policy dictates otherwise. It is the responsibility of the coach to have the members of his/her squad ready to board the bus at the designated time and place. Departure times may be changed by the Athletic Director or building Principal.

## **WEIGHT ROOM PROCEDURES**

1. All students must be dressed in appropriate clothing (shorts and T-shirt).
2. Students must be supervised by a coach or permission by the physical education teacher (except when classes are outside).
3. A coach should be present when lifting is done after school hours.
4. Any student breaking these or other school rules (during the period if he or she is lifting) may be suspended from the weight room.

## **ATHLETIC AWARDS ASSEMBLIES AND SENIOR BANQUET (Revised 10/1/09)**

All sports will distribute their awards at their own various banquets, pizza parties, spaghetti dinners, get-togethers or picnics at the end of the season. If you do not have some sort of function to pass out awards, you may ask the principal to reserve the cafeteria on a specific date and time, then pass out your awards, collect delinquent uniforms, or give well-deserved recognition to individual team members with (or without) parents present. You must inform the AD of where and when you will be holding your recognition event.

For this policy to work, you must fill out your "End of Season Report Forms" immediately when your season ends. The forms can be obtained from the athletic secretary. Most likely she will send you the forms by e-mail along with a program from last year, outlining what award your athletes received the previous year. Be sure the names are spelled correctly. ***You must allow a two-week turnaround time to get your plaques made! If your awards event is right after your season ends, you will need to fill out your awards request (end of season report) before your season actually ends. This will assure that your plaques will be ready!*** Plaques for all-conference, all-WPIAL, and Individual team awards are your responsibility – the school does not pay for these awards. Head coaches – make sure that your assistants and junior high coaches and teams are aware of this change as several of them do not have e-mail addresses and cannot be reached via e-mail.

It is your responsibility to see that your team awards are distributed in a responsible, timely manner. Be sure that your players get the individual recognition that they deserve – do not simply pass out the awards without the entire team present.

**ALL COACHES WILL BE REQUIRED TO ATTEND THE SENIOR ATHLETIC AND ACADEMIC AWARDS BANQUET IN MAY!**

## **CANDIDATES FOR ATHLETIC AWARDS**

1. The player must have displayed at all times to opponents, officials and teammates, the type of sportsmanship and conduct which this school demands.
2. A player must have conformed to all the training rules established for the given sport.
3. A player must have conformed to all practice and game regulations as established by the coach.

4. A player must have returned all equipment (or paid for lost or stolen equipment).
5. In case of injury or any other circumstances, awards will be made on the judgment of the coach.
6. A player must be in good standing with the school.

## **REQUIREMENTS FOR A LETTER**

### ***Includes J.V. and Jr. High***

1. **Football** - A player must have played in 1/2 of the total number of quarters of the season's scheduled games.
2. **Golf** - A player must compete in 1/2 of the matches.
3. **Volleyball** - A player must have performed in 1/3 of the playing time.
4. **Basketball (Boys)** - A player must have participated in 50% of the total quarters or nine complete games.
5. **Basketball (Girls)** - A player must have participated in 50% of the total quarters or nine complete games.
6. **Wrestling** - A player must have participated in one more than half of the matches.
7. **Tennis** - A player must have participated in 1/2 of the season's scheduled matches.
8. **Baseball** - A player must have participated in 1/2 of the games.
9. **Track (Boys and Girls)** - Based on total points earned.
10. **Softball (Girls)** - A player must participate in 1/2 of the games.
11. **Soccer (Boys and Girls)** - A player must participate in 1/2 of the games.
12. **Cross Country** - A player must participate in 1/2 of the varsity meets.
13. **Cheerleaders** – Must participate in 3/4 of all games in basketball and football.

## **AWARDS TO BE PRESENTED**

1. Jr. High Teams:  
A 5" black "R" with white and gold trim.
2. Jr. Varsity Teams:  
A 6" black "R" with white and gold trim.
3. Varsity Teams:  
1<sup>st</sup> Varsity Award - an 8" gold "R" with black and white trim, sport pin, certificate  
2<sup>nd</sup> Varsity Award – certificate, bar of service pin  
3<sup>rd</sup> Varsity Award – certificate, bar of service pin  
4<sup>th</sup> Varsity Award - a plaque with gold print, certificate, bar of service pin
4. Statisticians and Managers: By number of years  
Each year a gold "Stats/Manager" pin and letter for level of sport



## **REQUIRED FORMS**

All coaches, who are not employed full time through Riverview School District, are required by law to fill out various customary employment forms including the Employment Eligibility Verification form (I-9) that can be obtained from the payroll clerk at the Central Office.

- Employee must fill out Section I.
- Along with the forms, the coach must show 2 forms of acceptable documentation. To make this easy, you may use a current driver's license and original Social Security card. See reverse side of the form for other acceptable forms of ID.
- Make a Xerox copy of both forms of ID, attach copy to the I-9 form and send to the Central Office.
- Copies of State Police, F.B.I, Child Abuse clearances, and Mandated Reporter Training certificates are to be submitted to Central Office **before** working with athletes.
- In addition Concussion Awareness certificates and Sudden Cardiac Arrest forms must be submitted to the Athletic Director on a yearly basis, starting July 1<sup>st</sup> of each year.
- Team rules for each specific team rules and expectations with Parent/Student signatures and returned to the Athletic Director prior to the season.

**Please note – these forms are mandatory –  
no supplemental pays will be issued until ALL forms are turned in.**

## **SUMMARY**

The Riverview School District has developed a fine tradition of outstanding achievement in the field of athletics. We will strive to continue this tradition and to make improvements on the program whenever they will be beneficial. Cooperation among all staff members is essential for us to continue in this direction.

### **Athletic Supplemental Position Evaluation**

At the conclusion of each season, the building Principal shall be responsible for conducting evaluations of all athletic supplemental positions within his/her area of assignment. The basic purpose of all evaluations within the Riverview School District is the improvement of staff performance.

### **Who is Responsible**

Evaluations will be performed by the Athletic Director and Building Principal, based on input from the Head coaches as applicable

### **Tools**

The instrument presently employed in annual review and evaluation, is RSD-420, "Athletic Program Performance Assessment". This tool outlines the expectations of the district and gives the parameters of observations leading to evaluation. At the conclusion of each season, an evaluation will be conducted by the building Principal with each employee. Note, as recited on the next page, that a satisfactory evaluation and a recommendation for reappointment does not guarantee a reappointment. All appointments or reappointments are annual and reserved to the Board's discretion.

## ATHLETIC PROGRAM PERFORMANCE ASSESSMENT Head Coach

HEAD COACH: \_\_\_\_\_  
SPORT: \_\_\_\_\_

SEASON: \_\_\_\_\_  
DATE: \_\_\_\_\_

**D – Distinguished      C – Commendable      G – Good      F – Fair      U – Unsatisfactory**

<b>A. Personal Qualities</b>	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
1. Ability to lead					
2. Self-control and poise					
3. Loyal to program					
4. Organizational skills					
5. Enthusiastic					
6. Dresses appropriately					
7. Pride in work					

Comments on the above items: (strengths or improvements)

# \_\_\_\_\_

# \_\_\_\_\_

<b>B. Professional Qualities</b>	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
1. Keeps administration informed					
2. Accepts and profits from constructive criticism					
3. Relationship with coaching staff					
4. Relationship with players					
5. Relationship with parents and community					
6. Professional growth (attends clinics, seminars)					
7. Interest in total athletic program					

Comments on the above items: (strengths or improvements)

# \_\_\_\_\_

# \_\_\_\_\_

<b>C. Coaching Performance</b>	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
1. Teaches fundamental skills					
2. Practice and contests show evidence of careful preparation					
3. Attends to factors which relate to athletic safety					
4. Adjusts to age/skill level of athletes					
5. Demonstrates an attitude of fairness of patience					
6. Shows interest in athlete as a student					
7. Ability to motivate staff/players toward defined goals					
8. Willingness to assume extra duties and take initiative					

Comments on the above items: (strengths or improvements)

# \_\_\_\_\_

# \_\_\_\_\_

<b>D. Team Management</b>	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
1. Provides copy of written team rules to players, parents and athletic director					
2. Cooperates with Athletic Office in administrative duties at the start of the season (eligibility lists, physical cards, equipment, etc.)					
3. Cooperation with Athletic Office in administrative duties during the season (bus requests, etc.)					
4. Cooperation with Athletic Office in administrative duties during the season (equipment collection, awards, etc.)					
5. Supervision of players / facilities					
6. Enforces team rules and regulations					
7. Upholds school policies					
8. Prompt for team meetings / practices					
9. Instills sense of fair play and sportsmanship					

Comments on the above items: (strengths or improvements)

# \_\_\_\_\_

# \_\_\_\_\_

<b>E. Sport Specific Essential Functions</b>	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
See Athletic Director and/or job description for specific functions evaluated in this section.					

Comments on the above items: (strengths or improvements)

# \_\_\_\_\_

# \_\_\_\_\_

**Additional Comments**

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**Overall Evaluation**

**Satisfactory:**

May be recommended for continued assignment subject to board approval.

**Probationary:**

May be recommended for continued assignment, subject to board approval, provided there is improvement in areas suggested.

**Unsatisfactory:**

Not recommended for reassignment

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal (Evaluator)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Athletic Director

\_\_\_\_\_  
Date

## ATHLETIC PROGRAM PERFORMANCE ASSESSMENT Assistant Coach

ASSISTANT COACH: \_\_\_\_\_

SEASON: \_\_\_\_\_

SPORT: \_\_\_\_\_

DATE: \_\_\_\_\_

**D – Distinguished****C – Commendable****G – Good****F – Fair****U – Unsatisfactory**

	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
<b>A. IMPLEMENTATION OF ATHLETIC PROGRAM PHILOSOPHY</b>					
1. Fosters Sportsmanship by word and example, coach and players shows respect for teammates, opponents, and officials.					
2. Teachers that work yields results in athletics and academics, follows academic performance of players.					
3. Does not engage in unacceptable conduct: use of profanity, temper tantrums, demeaning treatment of students, teaching “dirty play”.					
4. Works with head coach in disciplining players for poor sportsmanship, not accepting team responsibilities, missing and lacking effort at practice.					
5. Teaches athletes to work together effectively, balancing personal and team goals, to be tolerant and supportive.					
6. Provides athletes with perspectives: athletics and academics, winning vs. achieving, high school athletics and the rest of life, setting priorities.					

	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
<b>B. PROGRAM ORGANIZATION</b>					
1. Cooperates, follows directives, and keeps head coach and principal informed about program					
2. Insures athletes treat equipment and uniforms properly and informs head coach about any problems.					
3. Attends required meetings.					

	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
<b>C. PROGRAM DEVELOPMENT</b>					
1. Makes students aware of and tries to develop interest and participation in program.					
2. Works with head coach in publicizing program and event results in school and community					
3. As directed by head coach, works with new program recruits – involving them in the program and working on their skills development.					

	<b>D</b>	<b>C</b>	<b>G</b>	<b>F</b>	<b>U</b>
<b>D. TEACHING BASIC SKILLS AND GAME PLAY CONCEPTS</b>					
1. Has sound knowledge of fundamental skills required in sport – especially in his/her area of primary responsibility.					
2. Has mastery of successful game play strategies and tactics.					
3. Can teach and develop fundamental skills using effective practice routines.					
4. Works with head coach in planning and structuring practices to remedy problems revealed in prior competitions.					
5. Works effectively with players at lower skill level helping them improve and reach their potential.					
6. Develops good communications with athletes to identify problems with athletics, academics, and team associations.					

	D	C	G	F	U
<b>E. COACHING IN COMPETITIVE EVENTS</b>					
1. Motivates both better and less gifted athletes to reach individual potential and achieve good team effort.					
2. Works with head coach in development sound game plans using game strategy skills and knowledge of capabilities of own team and opponent's team.					
3. Reacts well in countering opponents game tactics.					
4. Is able to use available talent well, adjusts to year-to-year variation in level and type.					
5. Uses substitution opportunities to develop backups and future players and to give students the experience of athletic competition.					

	D	C	G	F	U
<b>F. STUDENT HEALTH AND SAFETY</b>					
1. Does not risk playing athlete whose health or injury status is questionable.					
2. Rides with the team to events and is responsible for safety going to and returning from events.					
3. Teaches students importance of training, conditioning, and nutrition in athletics and life and dangers of substance abuse.					

**Overall Evaluation**

**Satisfactory:**

May be recommended for continued assignment subject to board approval.

**Probationary:**

May be recommended for continued assignment, subject to board approval, provided there is improvement in areas suggested.

**Unsatisfactory:**

Not recommended for reassignment

1. Reviewer's comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Recommendations for improvement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Head Coach's Signature / Date

\_\_\_\_\_  
 Athletic Director's Signature / Date

\_\_\_\_\_  
 Principal's Signature / Date

Comments by assistant coach being reviewed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This confirms that the performance was reviewed in face-to-face meeting on the date indicated by my signature.

\_\_\_\_\_  
 Assistant Coach's Signature / Date

\_\_\_\_\_  
 Head Coach's Signature / Date

# **RIVERVIEW SCHOOL DISTRICT**

## **General Guidelines**

### **RECRUITMENT FOR HEAD COACH OPENINGS & UNFILLED ASSISTANT COACH POSITIONS**

In the event of any vacancy, arising by creation of a new position, by resignation or withdrawal by an incumbent, or by the Board determining to seek candidates other than an incumbent, the following avenues will be utilized to identify interested, available and qualified candidates from within the District and the community at large.

The Principal will post the position internally and will advertise the coaching position in the local, valley and Pittsburgh newspapers. Second, the Principal will network with local community programs to assist in identifying possible coaches. Third, the Principal will utilize electronic websites related to the particular sport. Fourth, the Principal will communicate with other Athletic Directors and coaches within the WPIAL.

This same procedure will be utilized whether the position is in head or assistant coaching positions for junior high or high school sports' teams.

## **Riverview School District**

### **OPENINGS FOR VARSITY HEAD COACH**

#### **Posting & Advertisement**

Whenever the District determines to seek candidates for a varsity head coach position in the Riverview School District, the following procedures shall be enacted:

1. According to the REA-RSD contract, these positions will be posted within the School District.
2. Advertisements shall be run in the two local newspapers, the Valley News Dispatch and Pittsburgh Post-Gazette and on the internet through [www.highschoolsports.net](http://www.highschoolsports.net)
3. Such postings and advertisements shall name the varsity head position which is open and will provide the name and address to which interested candidates may apply.
4. Only complete, written applications and credentials will be reviewed by the Secondary Principal and Athletic Director.
5. The Principal and Athletic Director shall select candidates for interviews. All teachers shall be granted an interview, along with qualified, outside candidates.
6. The Principal shall recommend the final head coach candidate to the Superintendent and Board.
7. The Superintendent shall interview the final candidate or top two finalists upon request by the Principal.
8. The School Board has the duty and authority to approve qualified candidates, who are recommended by the Administration. No appointment is final until formal School Board approval occurs.
9. Appointments as varsity head coach shall be consistent with provisions in the REA-RSD contract under Supplemental.

## **Riverview School District**

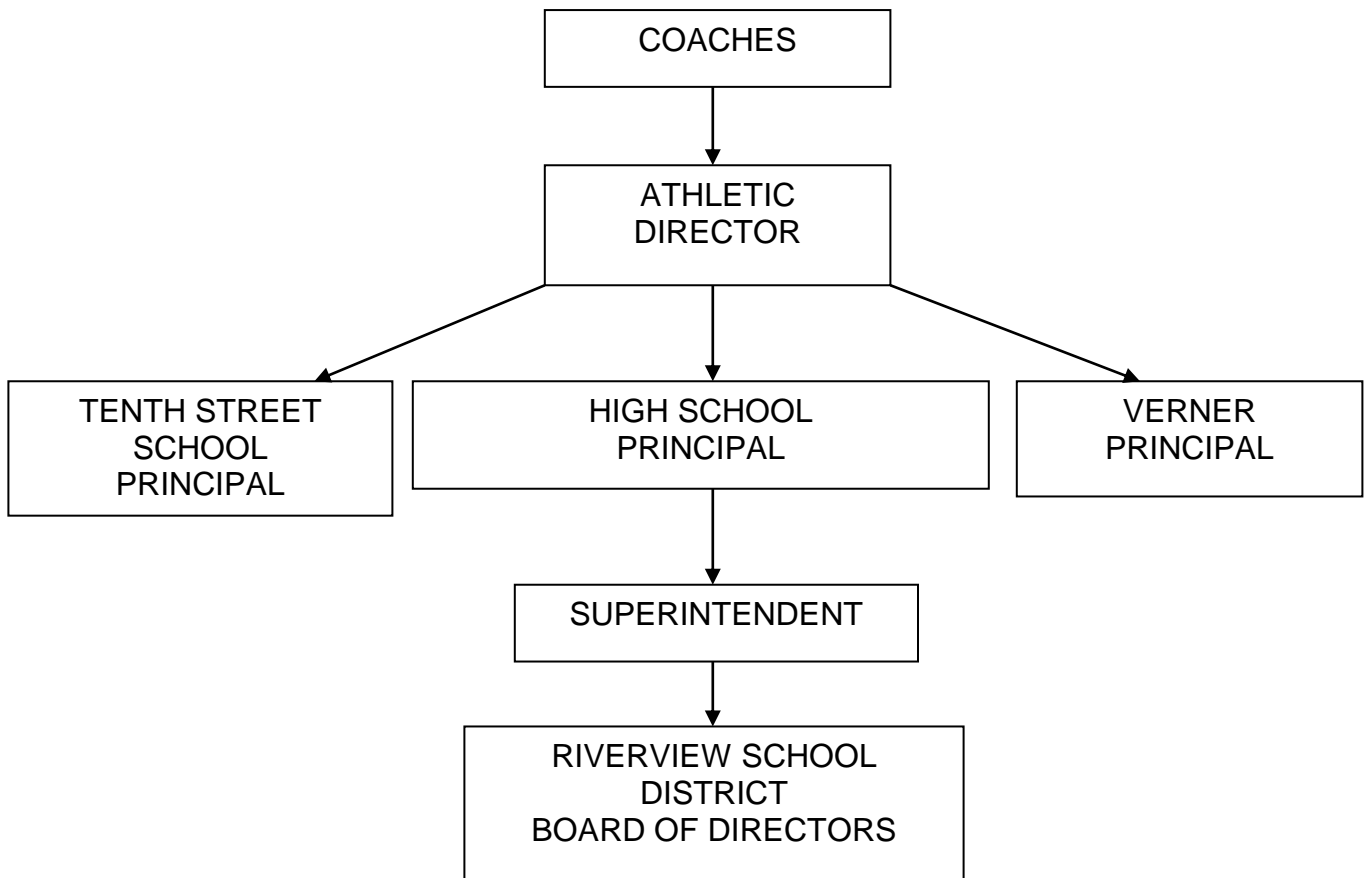
### **OPENINGS FOR ASSISTANT VARSITY, JV & JUNIOR HIGH COACHES**

#### **Posting & Advertisement**

1. A primary duty and responsibility of a varsity head coach is to recruit and recommend qualified assistant coaches to work in the program grades 7-12.
2. The head coach will provide a list of qualifications for each coaching position under her or his authority to the Principal and Athletic Director.
3. All coaching openings arising from any origin will be posted promptly in all schools within the district.
4. Head coaches may contact local athletic associations to identify interested, qualified, and available assistant coaches.
5. The head coach may advertise in the newspapers only if necessary, with the permission of the Principal and Athletic Director.
6. The head coach will review all applications and interview prospective assistant coaches.
7. The head coach and recommended candidate will meet with the Principal and Athletic Director for a final interview.
8. The Principal will recommend the final candidate for each position to the Superintendent for formal School Board approval.
9. Appointments to all coaching positions shall be consistent with provisions of the REA-RSD contract under Supplemental.



## Riverview School District Chain of Command



The District encourages parents to partner with staff in an effort to meet the needs of our students. If you have a question or concern pertaining to your child's program, needs or experience, please do not hesitate to make a personal contact with the coach involved – either through a phone call or a personal conversation. If you find that additional support is still needed, the athletic director and then the principals should be contacted. Matters not met with understanding at that level can be discussed with the superintendent, as appropriate. Following this protocol should yield positive results.