

GREATER LATROBE ATHLETICS



STUDENT ATHLETE HANDBOOK

Dear Parent, Guardian, Student Athlete, Band/Cheer/Athletic Club Member,

Please be sure that you read and understand all of the information contained in this packet.

As student athletes and young leaders within the Greater Latrobe School District, we expect you to respect your fellow athletes, classmates, coaches, and to be a positive influence throughout our community. You will be held to a higher standard and must represent the Greater Latrobe School District and your team in a positive and productive manner.

Parents/Guardians, I highly recommend that you read and fully understand page 3 of this packet which explains the “Scholastic Athletic Insurance Program.” At the end of this packet you will see a page of acknowledgement, listing that you have recognized and comprehended what is expected of our student athletes and club members and also if you have health care coverage for your child. If there are any questions or concerns pertaining to this Student - Athlete Handbook please contact the Athletic Office directly. Go Cats!!!

Respectfully,

Mr. Tyler Gustafson

Director of Athletics and Student Activities

GREATER LATROBE SENIOR/JUNIOR HIGH ADMINISTRATION

Senior High Principals Grades 9-12

Head Principal: Dr. Ted Benning

Assistant Principal: Mr. Jeff Ingel

Assistant Principal: Mrs. Jessica Pellegrino

Junior High Principals Grades 7-8

Head Principal: Mr. Matthew Shivetts

Assistant Principal: Mrs. Lindsay DiCasolo

Athletic Department:

Athletic Director: Mr. Tyler Gustafson

Athletic Secretary: Ms. Sydney Quinn

PARENT/COACH COMMUNICATION PLAN

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

COMMUNICATION EXPECTATIONS FROM YOUR ATHLETE'S COACH

1. Expectations the coach has for your child as well as all the players on the teams
2. Locations and times of all practices and contests.
3. Team requirements; i.e. practices, special equipment, out of season conditioning
4. Disciplinary actions that may result in the denial of your athlete's participation

COMMUNICATION COACHES SHOULD EXPECT FROM PARENTS

1. Concerns expressed directly to the coach by the means established by the coach, no sooner than 24 hours after a contest or event.
2. Advance notice of any situations that may hinder participation in practice and/or game
3. Team requirements; i.e. practices, special equipment, out of season conditioning
4. Disciplinary actions that may result in the denial of your athlete's participation

In order to establish a common procedure for the treatment of athletic injuries, the following guidelines will be followed.

1. If an injury occurs during an athletic practice or athletic event it is the responsibility of the coach to see that the student athlete is in contact with the Athletic Training staff.
2. In cases where a specialist is needed, the school physician(s) will recommend one after consultation with the parents. If the parents feel the need to see another physician without consulting the school physician, the student athlete may not participate in practices and/or competitions until a written release is received in the Athletic Office from the attending physician.
3. At no time will the school district pay a doctor bill unless permission has been granted by the school physician or the Director of Athletics to use the doctor's services.
4. It is the responsibility of the parent/guardian to have a notification of injury form completed and turned into the Director of Athletics immediately following an injury. If a student athlete is taken to the hospital the training staff will issue an Insurance claim form to the family. It is imperative that the claim form be submitted to the insurance agent within 60 days of the injury so that whatever bills are not covered by the parents personal insurance plan can be submitted for payment through the school's insurance. If the parent/guardian goes to a doctor without being sent by the district's physician(s) or their training staff it is incumbent on the parent/guardian to immediately notify the Athletic Director and fill out an injury claim form with supporting information of why the student athlete was taken to a doctor without the district's referral. This information will then be reviewed by the district's physician(s).
5. In the event of an injury to an athlete , the parent must submit claims through his/her own hospitalization plan. After your primary insurance has paid the medical expenses up to the policy limits or denied coverage, submit itemized bills (CMS-1500 from Physicians and UB-04's from hospitals) and copies of the explanation of benefits from your primary insurance company. Then submit to the Athletic Director who will complete a claims form which needs parent signature to submit through the School District's Athletic Insurance Program.

STUDENT ATHLETE GUIDELINES

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege extended to the student body. Students participating in these activities are held to high standards of citizenship and must represent the school in a positive manner. Failure to comply with the school rules and policies may result in dismissal from extracurricular activities. Building administrators have the discretion to dismiss students for a specified period of time depending on the nature and severity of the infraction.

CODE OF CONDUCT

Participation in athletic activities requires that student athletes have guidelines and training rules to follow so they can realize their fullest potential. Failure on the part of the student athlete to follow these guidelines and adhere to these training rules will be interpreted to mean that he/she no longer wishes to pursue the athletic activity in which they are participating. The following lists the guidelines, training rules, and other information relative to participation in the Greater Latrobe School District's athletic program.

1. A student athlete is expected to be the best student he/she can be with consideration for his/her academic abilities.
2. A student athlete is expected to attend every practice, team meeting, or contest.
3. A student athlete is expected to show respect for all other players, coaches, managers, and adults at all times.
4. A student athlete is expected to be attentive and well behaved at all times.
5. A student athlete is expected to give 100% effort at all times while attending team functions. A student athlete will not allow personal issues to affect his/her ability to contribute to the team.
6. A student athlete will represent this school and their program in a positive way at all times. They are expected to be role models in the school community and should conduct themselves accordingly.
7. A student athlete will accept any consequences from coaches or other adults for any action that causes a negative impact or image on this school district or their program.
8. A student athlete must display a positive attitude toward the activity, his/her teammates, and the coach. The team and its success shall have preference over personal wishes and desires at all times.

STUDENT ATHLETE ELIGIBILITY

- 1) The Athletic Office is responsible for checking student-athlete grades on a weekly basis for both the Junior High and Senior High Schools. Eligibility checks will be performed on Fridays. Any student athlete who is carrying 2 F's at that time will be notified and will have until the end of the school day on the following Monday to change at least one of those grades to a passing status. If by the end of the day Monday, the student athlete is still carrying 2 failing grades, they will be ineligible for the remainder of that week and grades will be reevaluated on Friday.

- 2) Practices, meetings, contest attendance:
 - a) A student athlete shall attend all team functions (practices, meetings, contests) unless they are ill, injured, or there is an extenuating circumstance that the athletic office or coach has been made aware of in advance.
 - b) Student athletes must make their coaches aware if he/she will be missing a practice or contest well in advance. It is the coach's discretion to determine if this is a reasonable cause for missing and what action will be taken to make it up.
 - c) All medical appointments should be scheduled accordingly as to not interfere with practices and/or contests.
 - d) All Junior High and Senior High student athletes must be in school no later than 9:00 am in order to participate in that day's contest. The following exceptions will be made for this rule:
 - i) If a valid, signed doctor's excuse is produced to the attendance secretary
 - ii) If a student's class schedule allows them to arrive at school later than 9:00 am
 - iii) If there is an extenuating circumstance prohibiting the student to arrive by 9:00 am to be evaluated by the Athletic Director

- 3) Suspended Student-Athletes - Student athletes who are serving an in-school suspension may not participate in practices/contests until the full term of the in school suspension has been completed. Student athletes who are serving an out-of-school suspension may not participate in practices/contests until the full term of that has been completed and returned to school.

- 4) All student athletes must adhere to the Greater Latrobe Senior High School Guidelines for Student Discipline which is distributed to each student at the beginning of the year. Failure to do so could result in the coach and principal revoking the privilege of a student to participate on an athletic team temporarily or permanently.

ALCOHOL AND OTHER DRUGS

(Board Policy 227)

The Board recognizes that the use and abuse of controlled substances as defined in this policy is a serious problem with legal, physical and social implications for the whole school community. The purpose of this policy is to prohibit student possession, use and/or distribution of controlled substances, except as permitted by applicable state or federal law and Board policy. The school district policy on alcohol and drugs is #227. For a complete explanation of the policy visit the school district website at glsd.us.

Violation of this section for the first time will result in a minimum of a ten day suspension and dismissal from all extracurricular activities for a minimum of 60 consecutive school days which carries over to the next school term if not completed during the current school term. Nothing in this policy prevents a coach or a club sponsor from implementing a more severe disciplinary action for his or her activity. The administration has the discretion to implement more severe disciplinary action including the recommendation for expulsion depending upon the following factors: the type and quantity of the drug involved, whether or not the violation involved possession as opposed to delivery or sale; whether the evidence indicates the violation may have been an ongoing course of conduct or a single occurrence; whether the violation involved violence or threat of violence; relevant prior record of the student; age of the student; whether the student and his/her parents have cooperated in drug treatment and rehabilitation programs recommended by the District and, other relevant and material facts existing on a case by case basis.

PROHIBITION OF ANABOLIC STEROIDS

The use of steroids by students involved in athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop education plans regarding the use of anabolic steroids.

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their unauthorized use, possession, purchase or sale could subject students to suspension, expulsion and/or criminal prosecution.

HAZING

(Board Policy 247)

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. The school district hazing policy is covered completely under Board Policy #247. A summary of the policy is provided below. For complete information visit the school district website at glsd.us.

For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

COACHING PREROGATIVES

In all activities, the coach alone has certain prerogatives. They are as follows:

1. Selection, placement, and play of athletes and personnel
2. Practice times, dates, and procedure with consideration for school regulations and policies
3. Event strategies
4. Establishing and enforcing all guidelines and training rules related to their activity

PARENT-COACH COMMUNICATION

As a school district we encourage appropriate parent-coach communication for all of our athletic teams. It is important to understand each of us has a role in an effective communication plan. We have attached a copy of our Parent-Coach Communication Plan for each of you. If a situation develops resulting in a parent wishing to have a conference with a coach it will be held at a time mutually agreeable to both parties. All situations necessitating a discussion can be resolved much more amicably with such a conference. Discussing them in the community or by-passing the coach in an attempt to solve them is neither ethical nor effective.

The director of Athletics generally will become involved in such conferences only at the request of the coach. However, there may be exceptions to this at the discretion of the Director of Athletics.

GENERAL INFORMATION

The school district does not distribute any equipment or supplies for permanent possession. Each student athlete is required to return all issued equipment within two days of the last game or practice of the season. Lost or stolen equipment must be paid for by the student athlete. We are certain that you as responsible parents will be sure that your son/daughter does not keep in his/her possession any jerseys, warm-ups, shoes, etc., which are not rightfully theirs.

PRACTICE STARTING DATES

Any sport not having a starting and closing date established by the PIAA will be permitted to start two (2) weeks prior to the first scheduled contest.

TRANSPORTATION

Transportation to and from PIAA/WPIAL athletic events will be provided by the Greater Latrobe School District. Buses will be chartered for all games and practice sessions when appropriate. If a student-athlete wishes to leave an athletic contest with their parent, this will be permitted only by the following process: advanced notice must be given to the head coach, approval must be granted by the head coach, and the parent/guardian must sign the permission slip at the contest in the presence of the head coach. The parent/guardian is only permitted to take home their child. No student-athletes will be released to anyone other than the identified parent/guardian of the child.

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

Appropriate Concerns to Discuss with Coaches:

1. The treatment of your child
2. Improving your child's athletic performance

At times it may be difficult to accept your child's limited playing opportunities. Please remember that coaches are professionals. They may make decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues Not Appropriate To Discuss With The Coaches:

1. Playing time
2. Team Strategy
3. Other Student-athletes

Sometimes there are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue or concern.

If There Is A Concern To Discuss With a Coach:

1. Please encourage your child to speak directly with the coach
2. Call to set up an appointment
3. If the coach cannot be reached, call the athletic office to assist you in arranging a meeting
4. Please **DO NOT** attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature rarely promote resolution
5. If the meeting with the coach did not provide a satisfactory resolution, call and set up an appointment with the athletic director to discuss the situation

EXPECTATIONS OF PARENT/GUARDIAN

1. Support your student athlete's efforts towards success
2. Work to promote a positive environment that is conducive to the development of the student athlete
3. Become familiar with, and review the rules and regulations with your student athlete
4. Communicate any concerns in a timely manner, according to district protocol
5. Treat all coaching personnel with courtesy and respect, and insist your student athlete do the same

Research indicates a student involved in co-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are those that will promote a successful life after high school.

REQUIREMENTS FOR A LETTER

Due to the individuality of each sport, the criteria for earning a letter will vary from sport to sport. The criteria will be established by the head coach and approved by the Director of Athletics. The lettering requirements will be distributed and reviewed with the athletes prior to the start of the season. Any questions on the policy for lettering in a specific sport should be addressed prior to the start of a competitive season.

LETTERMEN AWARD JACKET

All lettermen, as determined by their coach from 9th grade through 12th, are entitled to purchase a letterman's jacket. They are purchased from Jostens, but please see the Athletic Office for an Order Form.

PREPARATION BEFORE THE FIRST PRACTICE

Coaches will hold a meeting for all students trying out for his/her sport in accordance with PIAA regulations. At this time, the coach will discuss and explain:

1. What is expected and required of the athlete who plans to participate
2. The lettering policy for that sport
3. That according to Article IV, Section I, of the PIAA By-Laws, the consent of parents or guardians is necessary before any pupil begins practice
4. That according to Article V, Section I, of the PIAA By-Laws, a physical examination by a medical doctor is necessary before a pupil begins practice
5. The athletic insurance and injury policy of the school district

At this meeting, the following forms will be given to each candidate:

1. Student Athlete Guidelines, last page of which is to be signed by parent/guardian and returned to the coach. The coach will then submit the signed forms to the director of athletics. Athletes are not permitted to participate until the signed form is submitted
2. Athletic Health Examination/Parental Consent Form
3. Section V of the physical exam form for a multiple sport athlete who already had a physical for another sport in the same school year

The coach will consult with the director of athletics as to when physical examinations will be given. The director of athletics is responsible for setting the examination schedule after consulting with the school physician and nurse. The School Physician will only perform physicals on scheduled dates. If a student is unable to attend the school-scheduled exam dates, they may have the physical performed by a private physician at their own expense. Students are not permitted to practice without a physical exam. The physical exam card must be submitted to the Athletic Office before they are permitted to participate. If an athlete had a junior class physical by the School Physician, the Athletic Health Examination/Parental Consent Form must be signed by parent/guardian and then approved by the School Physician.

TRAINING ROOM AND WEIGHT ROOM

A coach/teacher must be in the training and weight room at all times when students are using these facilities. The following rules have been established to protect the students, coaches, and school district. These rules have been approved by the director of athletics, principal, and Superintendent of Schools.

1. No horseplay in the weight room for any reason. This includes running, wrestling, bouncing balls, or throwing objects.
2. Proper weight training attire is required – court type shoes that are properly laced and tied, shorts, sweat clothes, and shirt.
3. All equipment, benches, stands, bars, loose weights are to be replaced when finished lifting
4. No food or drink is permitted
5. Always use spotters when lifting. Proper spotting techniques should be used at all times.
6. No use of foul language
7. On heavy squats, cleans, and deadlifts as well as other heavy duty exercises (80% of maximum) wear a sporting belt
8. Use safety collars on all bars
9. Use only equipment and exercises that the instructor has permitted and given demonstration of its use. Do not attempt new exercises until instruction has been given.
10. Students are not permitted access to the stereo system. Any adjustments to the system are to be made through the coach or teacher.

ANY VIOLATION OF THESE RULES MAY RESULT IN DISMISSAL FROM THE WEIGHT ROOM

VALUABLES UNATTENDED IN ATHLETIC FACILITIES

Student athletes are not to leave valuables unsecured in the locker rooms or any athletic facility at any time. Valuable items should be given to the coach so they can be secured in the office. The school will not be responsible for lost possessions.

VOCATIONAL-TECHNICAL SCHOOL

If driving privilege is necessary, the student must request permission from Career and Technology Center a day in advance.

College Bound - Student Athlete

If you want to practice and play your freshman year at an NCAA Division I or Division II college, you must meet the requirements of the NCAA. These requirements are available both in the Athletic Office and with your school counselor. To be eligible as a college freshman you will need to register with the NCAA Eligibility Center which can be found at the following website: eligibilitycenter.org

Steps to Register for a Certification Account or Profile Page with NCAA

Freshman Year of High School:

Ask your counselor for a list of your high school's NCAA core courses to make sure you enroll in the right classes. Take your course work seriously and earn the best grade you can.

Sophomore Year of High School:

Register with NCAA Eligibility Center at eligibilitycenter.org

Tips for registering:

- Have a valid email address (do not use your school email)
- Know your basic education history
- Know your sports participation history
- Payment Information
- Process takes approximately 30-45 minutes

Junior Year of High School:

Take the ACT or SAT and make sure to send your scores by using the code 9999. At the end of the year ask your counselor to upload your official transcript.

Senior Year of High School:

Take the ACT or SAT again, if needed, and make sure to send your score by using code 9999. After you graduate, ask your counselor to upload your final official transcript with proof of graduation.

We are looking forward to having your son/daughter participate in the Greater Latrobe athletic programs and hope to make the transition to collegiate sports as smooth as possible. If you have any questions or concerns please contact Mr. Tyler Gustafson at 724-539-4225 ext. 25305 or Mrs. Susan Kuhn at 724-539-4225 ext. 21404.

LIST OF AVAILABLE SPORTS TEAMS/CLUBS FOR GREATER LATROBE JUNIOR/SENIOR HIGH STUDENTS

FALL SPORTS

Varsity/Junior Varsity

- Cheerleading (9-12)
- Coed Cross Country (9-12)
- Girls Golf (9-12)
- Boys Golf (9-12)
- Girl's Field Hockey (9-12)
- Football (9-12)
- Boys Soccer (9-12)
- Girls Soccer (9-12)
- Girls Tennis (9-12)
- Girls Volleyball (9-12)
- Coed Clay Target (9-12)

Junior High

- Girls 7th Grade Basketball
- Girls 8th Grade Basketball
- Cheerleading (7-8)
- Football (7-8)
- Boys Soccer (7-8)
- Girls Soccer (7-8)
- Coed Swimming (7-8)
- Coed Cross Country (7-8)
- Coed Clay Target (7-8)

WINTER SPORTS

Varsity/Junior Varsity

- Boys Basketball (9-12)
- Girls Basketball (9-12)
- Ice Hockey (9-12)
- Coed Swimming (9-12)
- Boys Wrestling (9-12)
- Girls Wrestling (9-12)
- Coed Bowling (9-12)
- Unified Bocce (9-12)

Junior High

- Boys 7th Grade Basketball
- Boys 8th Grade Basketball
- Wrestling (7-9)
- Ice Hockey (7-8)

SPRING SPORTS

Varsity/Junior Varsity

- Baseball (9-12)
- Softball (9-12)
- Boys Tennis (9-12)
- Coed Track and Field (9-12)
- Boys Lacrosse (9-12)
- Girls Lacrosse (9-12)
- Boys Volleyball (9-12)
- Coed Clay Target (9-12)
- Girls Flag Football (9-12)

Junior High

- Baseball (7-8)
- Softball (7-8)
- Boys Lacrosse (7-8)
- Girls Lacrosse (7-8)
- Boys Volleyball (7-8)
- Girls Volleyball (7-8)
- Coed Clay Target (7-8)
- Coed Track and Field (7-8)

**GREATER LATROBE SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS/STUDENT ACTIVITIES
GUIDELINES FOR STUDENT ATHLETES/BAND MEMBERS**

PLEASE PRINT

STUDENT _____

GRADE _____ MALE _____ FEMALE _____

FALL SPORT _____

WINTER SPORT _____

SPRING SPORT _____

PLEASE INDICATE THAT YOU HAVE READ THE INFORMATION GIVEN TO YOU ON GUIDELINES FOR STUDENT ATHLETES/BAND MEMBERS AND YOU UNDERSTAND THE OBLIGATIONS BY SIGNING BELOW.

PARENT/GUARDIAN SIGNATURE

DATE

I HAVE INSURANCE WHICH WILL PROVIDE COVERAGE FOR MY CHILD AND GUARANTEE TO USE THIS COVERAGE IF NECESSARY AND WILL ASSUME THE FINANCIAL RESPONSIBILITIES IF NOT COVERED BY MY INSURANCE OR BY THE GREATER LATROBE SCHOOL DISTRICT STUDENT ATHLETE ACCIDENT POLICY.

PARENT/GUARDIAN SIGNATURE

DATE

I DO NOT HAVE INSURANCE WHICH WILL PROVIDE COVERAGE FOR MY CHILD BUT WILL ASSUME THE FINANCIAL RESPONSIBILITIES IF NOT COVERED BY THE GREATER LATROBE SCHOOL DISTRICT STUDENT ATHLETE ACCIDENT POLICY.

PARENT/GUARDIAN SIGNATURE

DATE