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INTRODUCTION

The North Penn School District (NPSD) developed this handbook to assist those members of the North Penn High School (NPHS) community taking part in the interscholastic athletic program. Included in this handbook are athletic department procedures, regulations and other information to help in administering, maintaining and promoting the athletic program.

ACADEMIC ELIGIBILITY (Eligibility Guidelines for Student Athletes)
Student athletes cannot participate if they are: (1) failing two one-credit subjects, or (2) failing a one-credit subject and two partial credit subjects.

If a student has an incomplete grade for two consecutive weeks in a subject, then he or she will be considered as failing that subject.

Eligibility is cumulative from the beginning of a marking period and is reported on a weekly basis. When a student’s cumulative work from the beginning of the marking period does not meet the standards each week, he or she will not be able to participate in competitions from the following Sunday through Saturday (PIAA Regulations).

When a student’s work at the end of the marking period does not meet the standards of the eligibility guidelines for student athletes, the student will be ineligible to participate in interscholastic athletics for fifteen (15) school days of the next marking period. This ineligibility begins on the first day report cards are issued, and students are ineligible for practices and games.

ATHLETIC EQUIPMENT OBLIGATIONS:
Athletes are responsible for all equipment (including game uniforms and practice uniforms) issued to them. All issued equipment must be returned immediately at the conclusion of the season or an obligation form will be filed with the athlete’s home office. PIAA rules prohibit the use of most school-issued athletic equipment out of season. School district regulations prohibit the selling or giving away of athletic equipment. A student may not pay for equipment to own it.

Athletes who have an equipment obligation will not be permitted to try out for or participate in another athletic season until the obligation is cleared with the coach or athletic director. Seniors will not be permitted to participate in graduation activities until the obligation is cleared.

ATHLETIC TRAINING
NPSD contracts the services of two certified athletic trainers. The trainers’ normal work hours are Monday through Friday, 1:30 to 6 p.m., plus any scheduled home night contests. Coverage for Saturday morning practices (8 a.m. to noon) and Saturday contests are provided as necessary.

AWARD DESCRIPTIONS
An athlete must complete the season in good standing to be eligible for the following awards.
Participation Award – Certificate
1st Year Letter Winner – NP Letter w/sport pin
2nd Year Letter Winner in same sport – Certificate w/sport pin
3rd Year Letter Winner in same sport – Plaque w/sport pin
4th Year Letter Winner in same sport – Two color, navy/Columbia letter w/sport pin
**BOOSTER CLUBS**

Booster clubs offer a positive opportunity for parents to be involved with the athletic program. Booster clubs are to work in conjunction with, and be supportive of, the North Penn High School’s athletic department, coaching staff and athletes. Booster club members are encouraged to provide and promote fan support and promote good sportsmanship for NPHS athletics. These clubs shall not seek to influence or direct the policies or procedures of the athletic department or coaches. This responsibility rests with the North Penn Board of School Directors and NPHS administration.

North Penn High School’s budget secretary oversees all transactions associated with the General Booster Account (Title IX Fund) and all Individual Team accounts. The Athletic Director must approve team fundraisers and purchases.

All teams are required to appoint a parent volunteer to North Penn High School’s Booster club. The appointee or his/her representative will be expected to attend all General Booster Club meetings. Booster club meetings are held the third or fourth Monday of each month during the school year. The appointee is responsible for reporting information to team parents and for completing the necessary forms associated with the individual team account. This includes completing the following forms:

1. Approval Form – Solicitation and Sales Form – Teams are required to submit a solicitation form for each fundraising event. This form shall be submitted to the athletic director.
2. Teams Account Deposit Form – A team must deposit all money raised through fundraisers into the team’s individual account. All information requested on the deposit form must be completed. This form is located in the high school’s budget office.
3. North Penn Teams’ Booster Requisition Form – This form must be completed for all purchases and/or reimbursements. This form is located in the high school’s budget office.
4. Gift to District Form – This form must be completed on equipment purchases greater than $100.

North Penn Booster clubs are allowed use of high school facilities for club meetings and other functions. Use of the facilities must be scheduled in advance through the athletic office. Booster clubs running concession stands at school events must have approval from the athletic office in advance. The operators of the concession stands shall assist in keeping food and drinks out of restricted areas and keeping the area litter free. All organizations are responsible for proper clean-up after use. All food shall be appropriately stored or removed from the concession stand at the conclusion of the event.

Teams that have applied for and received 501 (3) (c) status must forward a copy of the teams financial report, including all transactions, at the completion of each fiscal year (July 1 – June 30). Booster clubs receiving 501 (3) (c) status must provide the athletic office with a list of officers, their addresses and phone numbers. There will be a copy of the current club constitution and by-laws on file in the athletic office.

The officers of the booster club shall communicate the plans for their activities to the athletic director. This will ensure compliance with all policies and procedures, as well as allowing
administration to respond in a knowledgeable way to any questions regarding their activities. A copy of the minutes from meetings shall be submitted to the athletic director. All proposed fundraising requests shall be submitted on the Solicitation and Sales Approval Form.

COLLEGE RECRUITING ASSISTANCE
All students deserve the best guidance possible in making college and/or career plans. The student-athlete belongs to a special population because the assistance he or she needs must be provided by coaches, counselors, prospective college coaches and parents. Athletes are encouraged to make an appointment with the Director of the College and Career Center. Parents are encouraged to attend the College Planning Presentation which covers academic, athletic and financial responsibilities for NCAA Division 1, 2, 3 college universities. The presentation outlines the similarities and difference between each division.

EMERGENCY/MEDICAL PROCEDURES
There are two National Athletic Trainers Association certified trainers provided by the school district to provide care and rehabilitation of athletic injuries. Given the size of the athletic program, it is impossible to provide coverage at every event. Sports judged to be high injury-risk sports will receive primary coverage; trainers will be “on call” for other contests. The trainers will provide cell phone numbers and /or walkie talkies to coaches of the sports for which they will not be present at games or practices.

In the event a certified trainer is not available and the injury is determined to be serious in nature, emergency medical personnel (911) must be called. Parents are to be notified of the injury, and a trainer must be notified at the earliest possible time.

EQUIPMENT
All equipment purchased by NPSD is the property of the district and coaches are accountable for the equipment used in their sport. Coaches are not permitted to give away any equipment/uniforms. Athletes are not permitted to purchase uniforms/equipment. Players are to be instructed in the proper maintenance and care of their uniform/equipment at time of issue. Equipment identified as unsafe or defective shall be deactivated immediately. Please contact the Athletic Director for proper disposal.

EXCHANGE/INTERNATIONAL STUDENTS
A Foreign Exchange Student is a student who-
1. is in the United States on a U.S. Department of State-issued J-1 visa.
2. is a participant in a program that has been recognized by the U.S. Department of State, and has been accepted for listing by the Council on Standards for International Travel (CSIET).
3. is assigned to a host family by a method that ensures that no student, or the parents, school, or other interested party influences that assignment, either in whole or in part, for any athletic purposes.
4. is not selected or placed on any basis relating to the student’s athletic abilities or interest.
5. does not reside with any member of the school’s paid or voluntary coaching staff who coaches a sport or sports in which the student will participate.

An International Student is a student who-
1. is in the United States on a U.S. Immigration and Naturalization Service-issued F-1 visa.
2. enters the U.S. for reasons that are neither in whole or in part for any athletic reasons.
3. does not reside with any member of the school’s paid or voluntary coaching staff who coaches a sport or sports in which the student will participate.

A Foreign Exchange or International Student becomes eligible for a period of one year at the school upon the determination of the PIAA District One Committee that the student and host parents, on behalf of the student, have executed and submitted to the PIAA District One Committee the Official PIAA Foreign Exchange/International Student Eligibility Agreement, and required accompanying documents. Note: The time frame could be two to four weeks.

**INCLEMENT WEATHER**
In the event that school is dismissed early due to weather, all games and practices will be cancelled unless otherwise noted by the superintendent. When school is cancelled due to the weather, the decision about practices and games will be made by noon or ASAP by the superintendent.

Whenever there is any evidence of lightning (within viewing distance) or the occurrence of thunder in the immediate area of a practice or contest, the trainer or official (if play has started) will halt practice or play and instruct all participants and spectators to move to immediate cover (i.e. school building, buses). Coaches must inform the bus driver of the possibility of inclement weather; as a result, the bus may be needed for shelter. In the event that no further evidence of thunder or lightning occurs within 30 minutes, the practice or game may be resumed.

If there are any further occurrences of the sound of thunder and/or lightning during the half-hour waiting period, the practice or game must be postponed.

**MEDICAL FORMS**
No student is eligible to practice or compete until the PIAA Physician’s/ Parent’s Certificate and related forms are completed and returned to the trainer. All forms must be submitted to the Athletic Director prior to the first contest. A copy of the Emergency Form (See Forms Section, Form E) must be returned to the head coach. These Emergency Forms shall be taken to all contests. The trainer will also have a copy on file in the training room.

**NPHS ATHLETIC DEPARTMENT HIRING PRACTICES**
The North Penn Board of School Directors has the sole authority to determine the extent of the interscholastic athletic program, the hiring (selection) and the number of coaches within the district. All extra duty coaches’ contracts are for one year. The principal, in cooperation with the athletic director, is responsible for recommending to the assistant superintendent individuals for all coaching positions. The superintendent then makes the final recommendations to the Board of School Directors.

**NPHS SPORTS THIS WEEK**
“NPHS SPORTS THIS WEEK” provides all district stakeholders the date, time, site, and departure times for the weeks sporting events. The information is sent to all faculty, staff and coaches and is posted on the North Penn Athletic Website.
ON LINE REGISTRATION
Students interested in trying out for a North Penn High School athletic team must complete the following form on-line. Informational required for on-line registration is posted on the North Penn Athletic Website. Go to: NPHS website ➔ Our School ➔ NPHS Athletics

ORGANIZATIONAL MEETING
An organizational meeting will be held approximately six weeks prior to the official start for winter and spring sports. After the team has been selected, it is recommended that the head coach conducts a meeting with players and parents to discuss team rules and his or her coaching philosophy. Organizational meetings for fall sports will be held in the Spring, prior to the Fall season.

OUT OF SEASON RULES AND REGULATIONS
(PIAA By-Laws, Article XV)

Consistent with the concept that interscholastic athletics are a part of the educational system, and consistent with the established goals of health, safety and sportsmanship, the following guidelines for out-of-season regulations are set forth.

All sports have a defined season, and no sport shall operate to the detriment of any other sport. The student shall have the opportunity to participate in as many interscholastic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the PIAA.

As stated, each sport has a defined season, which includes the first practice day, the first scrimmage day, the first play day, the last day for the regular season, the District deadline and the dates of the PIAA Championships. All schools must comply with the defined season for each sport.

Outside the defined season for sports, member schools may not sponsor teams, but member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, “open gyms,” clinics and camps provided that the school does not sponsor teams, and provided such participation is voluntary.

The coach or other personnel representing the school shall not require an athlete to participate in a sport or a training program outside the defined sports season. The school’s name, nickname, interscholastic uniforms, athletic equipment and health/first aid supplies may not be used by students unless approved by the principal. The principal must give permission for football helmets to be used during the summer.

OVERLAPPING SEASONS
There may be times when a sport season is not completed and tryouts for the next sport season have begun. Students cannot try out for the next season’s sport unless given permission by the coach of the sport in season. This coach may also release the athlete from the team so the student can try out for the next sport. However, an athlete who quits a sport with three weeks or less remaining in the current season cannot try out for the next season sport until permission is received from the athletic director.
The coach of the next season’s sport must give all candidates who were on an overlapping sport a three-day tryout.

NORTH PENN POLICIES AND REGULATIONS
Parents and athletes should make themselves aware of the policy and regulations that apply to athletics and instruction. The policies and regulations are located on the North Penn School District’s website under School Board.

PARTICIPATION ON OUTSIDE TEAMS:
Participation on a similar outside team during the same season is permitted by the PIAA after approval by the principal. However, it must be understood that all responsibilities (practice, games, and meetings) to the high school team must be met first. Missing a team responsibility because of involvement on an outside team is not an excused absence. The consequences could range from not playing in a game, to suspension, or dismissal from the team.

PARTICIPATION ON TWO TEAMS DURING THE SAME SEASON
Because of the time commitment needed to be on any NPHS athletic team, it is difficult for an athlete to compete on two teams during the same season. However, in certain sports it is possible. If a coach has a request from an athlete to participate on another team, the two coaches involved must agree it is possible and seek approval from the athletic director. The athlete must choose a primary sport and understand that he or she must meet all obligations (practices, games) for that sport.

PROCEDURES FOR EXCUSE FROM CLASS
The athletic office will prepare an approved list of squad members and distribute this list to faculty and staff at the beginning of the school year or prior to the first regularly scheduled contest of the season. Coaches are responsible for informing the athletic office of additions and deletions to the roster. Dismissal times for away contests will be published on NP Athletic Website. Team members will not be dismissed earlier than the time stated. Coaches shall remind their team members of dismissal times for each away contest. Athletes must inform teachers in advance of their absences to obtain assignments for the class(es) that will be missed.

QUALIFICATIONS FOR PIAA DISTRICT ONE CHAMPIONSHIP PLAY-OFFS
The administration recognizes that its high school athletic teams compete in one of the most competitive leagues (Suburban One) in Pennsylvania. It is also recognized that many of its teams with sub .500 records will be able to compete in play offs with teams from other District One Leagues. However, when District One does not have qualifying standards (“open” tournament) for teams to participate in a tournament, a North Penn team must have won 40% of its Conference contests to enter the tournament.

All teams that meet the qualifying standards of the District One Committee to participate in a District One championship tournament will be permitted to enter the tournament with the coach’s recommendation.

RULES OF TRAINING AND CONDUCT
(These rules are in effect for the school year, not just during the season of participation.)
Athletes are expected to continually develop and maintain individual health and vigor; develop playing skills; enjoy competitive play; exhibit sportsmanship and citizenship; and contribute to school and community spirit and morale.

Students who choose to participate in the interscholastic program commit themselves to the following personal goals: a primary focus on academic development and attendance; the presentation of a positive image through dress and grooming; avoidance of any action which would bring embarrassment or disrespect to themselves or their team; development of desirable personal health standards (which include avoidance of tobacco of any kind, alcoholic beverages and illegal drugs); development of athletic skills; and the growth of a competitive philosophy which includes sportsmanship and consistent awareness of school and community pride.

1. CONDUCT/BEHAVIOR
Athletes are representatives of their school and team 24 hours a day, 7 days a week, and 365 days a year. No other group of students receives the publicity that our athletic teams or individuals on a team receive. It is expected that athletes maintain a level of conduct that does not discredit them or their teams. Discipline will rest with the coach, Athletic Director and principal.

2. DRUGS/ALCOHOL
The possession and/or use of, conspiracy to use or buy, or transportation of controlled substances or alcoholic beverages by an athlete in school or in the community will result in the athlete’s suspension. During the suspension period athletes will not be permitted to practice or participate in any contest.

The use of anabolic steroids, except for physician-approved medical purposes, by any student involved in school related athletics is prohibited. The penalty is suspension from the athletic team for the remainder of the season. Coaches shall not recommend any legal performance enhancing drugs or substances to members of their team.

3. HAZING
NPHS athletes shall commit to supporting, encouraging and mentoring each other in their efforts to achieve individual and team goals. Engaging in or encouraging hazing is strictly prohibited. Hazing is defined as any conduct or method of initiation into any team that willfully or recklessly endangers the physical or mental health of a student. NPSD policy strictly prohibits the practice of hazing. Incidents of hazing will be dealt with as a discipline violation and reported to the appropriate administrative personnel for investigation. Athletes found guilty of hazing can face disciplinary action ranging from a warning to expulsion from team/school.

4. DISMISSAL FROM TEAM
Prior to a coach permanently dismissing an athlete from his or her team, the coach must inform the Athletic Director. This is necessary before the coach notifies the parent. The coach must then notify the parent whenever an athlete is suspended or dismissed from a team.

5. UNSPORTSMANLIKE CONDUCT
A coach removed from a contest by an official for unsportsmanlike conduct will receive a mandatory one game suspension (PIAA), to be served the next game. This includes non league,
6. SOCIAL MEDIA
Athletes must make themselves aware of the proper use of Social Media. All forms of Social Media must be viewed as a tool that reflects on the athlete, team and the North Penn Athletic Program. Misuse of Social Media will be subject to disciplinary action.

SCHOOL ATTENDANCE
The athlete is expected to attend practice every day unless he or she is absent from school. An athlete sent home by the Health Suite cannot practice or participate in a contest that day or evening. All athletes must be signed in to their home office/attendance office by 10:30 a.m. on the day of a contest. Athletes absent from school during a semester for a total of 20 or more days will not be eligible to compete in athletic contests until they have been in attendance for 60 school days following their 20th day of absence.

SCRIMMAGES
Coaches are permitted to schedule scrimmages in the pre-season with approval of the athletic director. The number of scrimmages permitted by the PIAA is two (2). NPSD must adhere to the PIAA’s definition of a scrimmage when scheduling such an event. According to PIAA, scrimmages:
   a. Shall not be listed on season schedules;
   b. Shall not be announced or advertised to the public;
   c. Shall not have an admission charge;
   d. Can be stopped for instruction and substitution;
   e. Shall not have restrictions on player substitution;
   f. Shall not have the score displayed or recorded; and
   g. Shall not be counted as part of the team’s Win/Loss record.

SENIOR NIGHT
Parents assisting with Senior Night are required to contact the North Penn High School Athletic Office. Questions concerning gifts, room reservation, food policies, decorations, etc., must be approved.

TRANSPORATION
The high school athletic director will handle requests for transportation. Respect for vehicles and equipment is expected at all times. Sports equipment and travel gear is to be loaded so vehicles are not damaged in any way. Athletes are to be properly seated at all times. All team members will be instructed not to wear spikes or cleats while riding on any vehicle. Eating food is not allowed while traveling unless prior approval is received from the athletic department. Upon returning home from an away game, the coach is to inspect the vehicle to ensure cleanliness.

The coach is responsible for the behavior of his or her team. The driver is responsible for the safety and welfare of those riding in the vehicle. All athletes must travel to and from athletic events on school-sponsored transportation. Exception: an athlete may return from athletic events with his or her parents with permission from the particular coach. All parent requests must be put in writing and sent to the Athletic Director’s office for approval at least one day prior to the competition.
**FRESHMAN PARTICIPATION ON HIGH SCHOOL VARSITY TEAMS**

In recognition of the administration’s goal to provide educational opportunities for all students to achieve their maximum potential and in accordance with Article XVIII, Section 7A of the Bylaws of the PIAA*, students enrolled in ninth grade who meet the following criteria may seek placement on a selected high school varsity team:

The student must –

1. Possess a satisfactory 8th and/or 9th grade academic record in accordance with the North Penn School District Academic Eligibility Rules.
2. Pass a physical examination by a physician.
3. Give evidence of sufficient mature personality to be able to:
   a. Adjust positively to an increased level of competition.
   b. Interact effectively with older-aged students.

Ninth grade students participating on a North Penn High School athletic team are encouraged to ride the North Penn High School shuttle from the middle school to the high school when possible.

*PIAA Rule – Students in the ninth grade may, with written approval of the high school and middle school principal, compete with students in grades 10, 11, and 12. Such option must be made within 21 days after the ninth grader begins practice. Once the option is exercised, it may not be changed during that sports season. The ninth grade student may compete in the maximum number of preseason scrimmages permitted in the sport. However, if the option is not exercised and the student returns to the 9th grade team, the student would not be permitted to participate in any preseason scrimmages if he/she had participated in the maximum scrimmages permitted.