

Gettysburg Area School District

Handbook for Interscholastic Athletic Policies and Procedures 2021-2022



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This handbook is written to provide an insight into the basic procedures and information which applies to the Gettysburg Area School District Athletic Programs. It is written to serve the student-athletes, their parents/guardians, coaches and all other personnel associated with the interscholastic program so they may have an enjoyable experience during the school year.

This handbook is revised annually to reflect program changes and best practices.

Mission Statement of Gettysburg Area School District

Gettysburg Area School District, in partnership with the family and community, is dedicated to excellence and committed to maximizing every student's opportunity to reach their full potential for achievement. Our purpose is to provide a safe and healthy environment in which all students can learn. We embrace our responsibility in developing a caring school community that enables all students to become active and productive members of our diverse and ever-changing global society.

Interscholastic Athletics Philosophy

The Gettysburg Area School District believes that the program of interscholastic athletics is a way to achieve a balanced educational program for students. Athletic competition, by its nature, will promote learning experiences that contribute to the intellectual, personal, physical, and psychological development of our student-athletes. These learning experiences are to be consistent with the educational goals and are to complement the academic program of the District. Such participation is a privilege that carries with it the responsibility to the school, to the sport, to the student body, to the community, and to the students themselves as well as their families. At all times, the athletic program is an extension of the classroom and is considered to be an educational activity. [GASD Policy 123: Interscholastic Athletics](#)

Athletic programs are the perfect complement to the classroom - not because students learn how to become proficient in sports, but because they learn how to become productive citizens in our society. We believe that the athletic program should provide a variety of experiences to promote learning and aid in the development of positive habits and attitudes in students that would prepare them for adult life and citizenship in our society. Athletics play an important role in the life of Gettysburg Area Schools as the young people involved learn lessons in sportsmanship, teamwork, competition, commitment, and how to win and lose gracefully.

Athletic Department Core Beliefs and Goals

Core Beliefs

- The athletic program is an integral part of the middle and high school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.

- Students that participate in athletics have more consistent attendance, higher academic achievement, better developed interpersonal and team oriented skills, are more engaged physically and have higher post-secondary aspirations than non-participants.
- Communication with parents and the community is essential to the overall success of the student-athletes and the athletic department.
- It is important to maximize participation in sports to provide opportunities for student growth.
- GASD has high expectations for student academic performance, conduct and sportsmanship.

Program Goals

- Develop physical excellence and understanding of the value of competition in our society.
- Emphasize the value of athletic participation.
- Develop good citizenship and respect for rules and authority.
- Instill principles of justice, fair play and sportsmanship in students.
- Develop the skills and qualities necessary to be a part of a productive team.
- Promote and contribute to the goals of the total education program.
- Promote community interest and involvement in school athletics.
- Provide enjoyable experiences for participants and spectators.
- Develop a strong athletic program that attracts student body interest and motivates a positive learning environment.
- Establish and promote rules and standards for athletes that reflect behavior approved by GASD.

To the parent

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. We believe that participation in sports provides a wealth of opportunities and experiences which assist students in personal growth.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline. These are the reasons we place such stress on good training habits. It is the role of the athletic department to make rules that govern the spirit of competition for the school district. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to foster this objective through this publication for students and parents.

Mandatory parent meeting

There will be a seasonal mandatory parent meeting before the 1st week of official team practice for each sport season. The meeting date, time and location will be announced in advance. A parent of each student-athlete is expected to attend. General policies and expectations from the Athletic Department will be discussed, followed by parents meeting with their respective sport's coaching staff to review individual team information. Meetings should last no more than one hour.

Athletic Opportunities offered by Gettysburg Area School District

Fall Sports

Boys

- ★ Allied Fall (Varsity)
- ★ Cross Country (Junior High, JV, Varsity)
- ★ Football (Junior High, JV, Varsity)
- ★ Golf (JV, Varsity)
- ★ Soccer (JV, Varsity)

Girls

- ★ Allied Fall (Varsity)
- ★ Cross Country (Junior High, JV, Varsity)
- ★ Field Hockey (Junior High, JV, Varsity)
- ★ Football Cheerleading (Varsity)
- ★ Golf (JV, Varsity)
- ★ Soccer (JV, Varsity)
- ★ Tennis (Varsity)
- ★ Volleyball (JV, Varsity)

Winter Sports

Boys

- ★ Allied Bowling (Varsity)
- ★ Basketball (Junior High, JV, Varsity)
- ★ Swimming (Varsity)
- ★ Wrestling (Junior High, JV, Varsity)

Girls

- ★ Allied Bowling (Varsity)
- ★ Basketball (Junior High, JV, Varsity)
- ★ Swimming (Varsity)
- ★ Competition Cheerleading (Varsity)

Spring Sports

Boys

- ★ Allied Track (Varsity)
- ★ Baseball (JV, Varsity)
- ★ Lacrosse (JV)
- ★ Soccer (Junior High)
- ★ Tennis (Varsity)
- ★ Track and Field (Junior High, Varsity)

Girls

- ★ Allied Track (Varsity)
- ★ Lacrosse (JV)
- ★ Soccer (Junior High)
- ★ Softball (JV, Varsity)
- ★ Track and Field (Junior High, Varsity)
- ★ Volleyball (Junior High)

Disciplinary Procedures

Extracurricular activities can serve to more fully develop the physical, emotional, mental, social and moral growth of its participants. Frequently during an activity, the participant is faced with situations in which he/she must react to his/her own capabilities and limitations as well as the behavior of others. More than any other citizen of the school, the student-athlete is constantly exposed to the public. Thus, an image of the school is formulated from the conduct and appearance of the school's extracurricular participants. With this in mind, the Gettysburg Area School District has adopted the following Code of Conduct for all members participating in athletics.

Disciplinary action taken by the coach with the knowledge of the Athletic Director and Principal may include, but not limited to:

- Suspension from competition: Students are not permitted to be on the team bench or travel during the suspension. Students may practice or participate in preparation for the event.
- Dismissal from activity for the remainder of the season.
- Any student who is suspended during the tryout period of an activity is permitted to try out. However, the suspension will continue after tryouts and a coach may use the suspension as a reason to not accept the student into the activity.

NOTE: This list does NOT apply to alcohol, drugs and tobacco violations, which are dealt with separately.

Extracurricular student expectations

- Respect
- Treat fellow participants with respect (i.e. shake hands before and after contests, etc.).
- Respect judgement of contest officials and judges.
- Abide by the rules of the contest and display respectable behavior (i.e. good citizenship and sportsmanship).
- Cooperate with officials, judges, coaches and fellow participants to conduct an event.
- Accept responsibility and privilege of representing GASD and the community.
- Display positive public actions at all times

Actions that will not be tolerated include, but are not limited to:

- Unexcused absences from practices and competitions.
- Disrespect (i.e. poor sportsmanship) or disregard to coaches, participants, officials, and district policies.
- Lewdness or immoral acts, including inappropriate behavior on the internet (i.e. social networking sites, blogs, virtual worlds, etc.), breaking civil or criminal laws.
- Stealing of equipment, property, or personal items.
- Hazing

Unsportsmanlike ejection rule

A primary goal of the York-Adams Interscholastic Athletic Association (YAIAA) is to foster quality sportsmanship within the league, district and our state. It is the league's belief that sportsmanship is the foundation upon which other character builders can be established. With this in mind, it will be the policy of the

YAIAA ([YAIAA Code of Conduct](#)), and consequently its member schools, to implement a sportsmanship rule that will encompass all athletic teams and their contests.

If a participant, coach, or any member of the bench personnel is removed from any contest by an official for any action that is considered “unsportsmanlike” in nature, that participant, coach, or any member of the bench personnel shall be suspended from team participation for the remainder of the event as well as the next contest (or two depending on PIAA interpretation of the event). During the suspension, coaches may not be present at the game site on the day of the event. Participants or bench personnel can accompany the team, but may not dress for competition. They will remain on the bench and be responsible for their own conduct.

Any coach or athlete who is disqualified from an event must take the NFHS Learn course on Sportsmanship and present the completion certificate to the Athletic Director before being reinstated to play.

If the same individual is ejected from a second competition, the participant, coach, or bench personnel shall be disqualified for the remainder of the season. It is recommended that if a verbal warning is necessary, the athlete will be removed from the contest and not enter the game until the coach has discussed the situation with the athlete.

This rule is intended to apply to situations that are clearly “unsportsmanlike” and will not apply to ejections resulting in “rule technicality.” Specific to this rule, “unsportsmanlike ejections” result from, but not limited to:

- Fighting
- Profanity
- Racial Slurs
- Disrespect to opponents, coaches, or officials (i.e. taunting or baiting of opponents)

Hazing

([GASD Board Policy 247](#))

For purposes of the GASD policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

In athletic settings, some may view hazing as a harmless rite of initiation or an important activity for team bonding. However, it is actually a form of harassment and represents a Gettysburg Area School District Disciplinary Code offense. A more complete explanation of GASD's hazing policy can be found in [GASD Policy 247](#).

Hazing, therefore, cannot and will not be condoned or permitted in the athletic program of GASD. This means that HAZING is not tolerated on the fields or courts, in the locker rooms, on the bus, or at any other activity in which the student-athletes represent Gettysburg Area School District. Suspected acts of hazing should be reported to the coach, athletic director, or principal.

Disciplinary Action

Any student who takes part in hazing will be immediately suspended from all athletic activities for sixty (60) school days. During suspension, students are prohibited from using all school facilities outside of school hours. The suspension can carry over from season to season or into the next school year if necessary. Depending on the severity of the action, the administration has the right to bar the student from participation in any future activities for the school year. If a second offense occurs, the student will be ineligible to participate in any athletics for the remainder of his/her tenure at Gettysburg Area School District.

NOTE: Criminal charges may be filed depending on the nature and severity of the offense. Suspension and/or expulsion from school may also be applicable depending on the nature and severity of the offense.

Drugs and Alcohol

([GASD Board Policy 227](#) in addition to consequences outlined in the [Gettysburg Area High School Student Handbook](#))

Students participating in athletics shall not use, purchase, offer to purchase, distribute, or possess any of the following: alcohol in any form, illegal substances and paraphernalia such as mind-altering chemicals or build-altering chemicals such as anabolic steroids, counterfeit controlled substances, or tobacco products in any form (i. e. Lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, electronic cigarette, etc).

Disciplinary Action

- First offense: the violating student-athlete will be suspended from athletics for two weeks, including from participating in and dressing for competitions and travelling with the team. The student-athlete may not participate in any practices for the first week. The student-athlete will be referred to the Student Assistance Program.
- Second offense: the violating student-athlete will be suspended from athletics for one calendar year. This suspension will begin on the day the offense was substantiated by administration.
- Third offense: A third offense will result in the student-athlete being suspended from all athletics for the remainder of his/her years in the Gettysburg Area School District.

Eligibility

The GASD Board of School Directors has adopted eligibility standards found in [GASD Board Policy 123](#) and by the Pennsylvania Interscholastic Athletic Association (PIAA). Standards include regular school attendance, medical certification and academic standards.

A student who participates in interscholastic athletics at a school which is a member of the Pennsylvania Interscholastic Athletic Association, Inc. ("PIAA") must comply with PIAA eligibility rules. If you fail to comply with these rules, you will lose your eligibility to participate in interscholastic athletics. If you participate while ineligible, you, your school, and/or your Team will be penalized. It is, therefore, important for you to be aware of applicable eligibility provisions.

Age

To be eligible to participate in grades 10 through 12, you must not have reached your 19th birthday by June 30 immediately preceding the school year. Where you will participate only in grades 7 and 8, you may not have reached your 15th birthday by June 30 immediately preceding the school year; where you will participate only in grades 7 through 9, you may not have reached your 16th birthday by June 30 immediately preceding the school year.

Your athletic eligibility extends only until you have reached the end of your fourth consecutive year (8th consecutive semester or the equivalent) beyond the eighth grade. Therefore, if you repeat a grade after eighth, you will be ineligible as a senior.

Additionally, you may participate in (1) a maximum of six seasons in each sport during grades seven through twelve, (2) a maximum of four seasons in each sport during grades nine through twelve, and (3) a maximum of three seasons in each sport during grades seven through nine.

Amateur status

To be eligible to participate in a sport, you must be an amateur in that sport. Amateur status, and eligibility, is lost if you, or your parent(s) or guardian(s), receive money or property for or related to your athletic ability, participation, performance, services, or training in a sport.

You may be recognized and receive awards for your participation only from your school or school-affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by your school Principal, or the news media. Permissible awards include items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, which must bear appropriate institutional insignia or comparable identification. The fair market value of all of the items provided to you may not exceed \$200. If they do, you must return the items in excess of \$200.

All-Star contests

You will lose your eligibility in a sport for one year if you participate in an all-star contest in that sport. Your eligibility will not be affected if you participate in an event that (1) is not advertised or promoted as an all-star

contest; (2) is open to all participants on the basis of a tryout or a uniform standard of qualification; and (3) you do not represent your school and do not wear any school-affiliated uniform or apparel in the event.

Attendance

Full-time status

The athlete must be regularly enrolled in and in full-time attendance at a PIAA member school, or be home-schooled. Generally, an athlete is eligible only at the school at which he/she is enrolled or, if a homeschooled student, at a public school in the district in which they reside. Generally, you are eligible only at the school at which you are enrolled or, if a homeschooled student, at a public school in the public school district in which you reside. A private school student who lives in Gettysburg Area School District is not eligible to participate in Gettysburg Area School District Athletics if the parents have chosen to send their child to a private school.

Cyber/Charter participation

The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a charter or cyber charter school if all of the following conditions are met:

1. The student is a resident of the school district.
2. The charter or cyber charter school does not provide the same extracurricular activity or interscholastic athletic program.
3. The student fulfills all eligibility criteria required for participation in an activity by district students.

The Board will require the charter or cyber charter school to pay the cost of the expenses for its students participation in the district's extracurricular activities or interscholastic athletic programs. Fees will be established by the Board on an annual basis.

Absences from school

If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you attend school for a total of 45 school days following your 20th day of absence. The student's attendance from the previous semester is checked for absences. If the student has accumulated more than 20 days absent, excused and unexcused, the student will be ineligible for 45 school days.

A student-athlete may not participate in any day in which the student has an unexcused full-day absence from school or truancy from any class.

Tardies from school

Student-athletes must report to school by 8:30 AM in order to participate in practice or games, or travel that day. Any student-athlete who arrives after 8:30 AM will not be permitted to participate or travel that day if the absence is unexcused or unlawful. Circumstances that would prevent a student from attending school, such as a college visit or family issue, may be excused and should be brought to the school's main office in advance for approval.

Suspension from school (ISS/OSS)

A suspended student is ineligible to practice and may not attend practice or participate in preparation for any event. During suspension, a student is not permitted to travel, compete, or be on the team bench at any event. The suspension starts with his/her notification from a Principal and remains in effect until reinstatement to school. Additional action may be taken by the coach or Athletic Director.

Academic Eligibility

Student academic eligibility is determined by GASD and PIAA policies and is based on academic performance and previous semester attendance. Academic eligibility is monitored weekly during the sports season to ensure all students meet GASD and PIAA eligibility requirements.

A student-athlete must pursue a curriculum defined and approved by the Principal as a full-time curriculum. A student-athlete who is enrolled at GAHS and takes at least one class at HACC is deemed a full time student.

Preseason Grade Report

This is completed before the official start of the sports season. It is based on the last official marking period grades. The fall season is based on the previous marking period from the previous school year. Students that fail two (2) or more credits in the previous marking period will be ineligible to participate for the first 15 school days of the sports season. Students are able to practice with their team during the initial ineligibility period.

Weekly Grade Report

Grades will be checked on Friday morning each week throughout the sports season. The grade report begins after at least five (5) school days have been completed in the marking period. Student-athletes deemed academically ineligible cannot participate from Sunday to Saturday the following week. **Students must be passing 70% of credited courses. Each wrap-around course will count as 0.5 of a credited course, all other credited courses will count as 1 credit.** Students who are not passing 70% of credited courses on a cumulative basis for the marking period will not be allowed to:

- Participate or dress in athletic contests or scrimmages
- Travel with their respective teams to away contests

Marking periods that end mid-season

Students that fail two (2) or more credits in the previous grading period will be ineligible to participate for 15 school days of the sports season. Students are able to practice with their team during the initial ineligibility period, but are not allowed to compete or travel. Ineligible students will start to serve the 15-day penalty the day after report cards are issued using the marking period and semester grades.

End of year grading period:

Athletes must pass six (6) of the nine (9) credits at the conclusion of grades 9th, 10th and 11th to be eligible to practice or compete in athletics for the following school year. If the athlete attends summer school and passes enough credits to meet requirements, eligibility will be granted.

Comprehensive Initial Pre-Participation Physical Evaluation

You are eligible only if you have completed a comprehensive initial pre-participation physical evaluation ("CIPPE"), performed by an Authorized Medical Examiner (as that term is defined in the GLOSSARY of the PIAA By-Laws) before your first sport season's first practice of that school year. If you want to participate in subsequent sport(s) in the same school year, you may be required to be re-evaluated and re-certified that your physical condition is satisfactory. Wrestlers must also obtain a certification of the minimum wrestling weight at which they may wrestle during that season.

In all cases, an Authorized Medical Examiner must certify, on the [PIAA CIPPE form](#), as to your physical fitness to participate in the particular sport(s) involved. A CIPPE may be performed no earlier than June 1st and, regardless of when performed during the school year, remains effective only until the next May 31st.

- Physicals must be submitted with the rest of the GASD Athletic paperwork.
- Physicals must be completed properly, submitted on time and be on the PIAA form to be accepted.
- Physicals must be dated after June 1st prior to the school year in which the student is participating.
- Students will have to get a new sports physical every year on the PIAA required form.
- The athletic department will hold sports physicals during early summer for participating 7th-12th grade students.
- No student-athlete shall be eligible to participate in off-season or in-season workouts without the required PIAA CIPPE form on file.

Students are eligible only if there is an official PIAA certificate on file with the principal of the school, before students begin practice, signed by the parents or guardian consenting to the student's participation in the respective sport. Parent consent forms are located in the PIAA CIPPE physical packets.

Student-athletes participating in a 2nd or 3rd sport during a school year must have a parent or guardian complete and sign the [PIAA form Section 7: Recertification](#) before the student-athlete is eligible to participate in the 2nd or 3rd sport.

Tryouts

The athletic program is designed to provide student-athletes with opportunities to develop and actualize their physical, mental, emotional and social potential through participation in sports. During the developmental years of middle school, freshman and J.V. level athletics, every effort is made to involve as many student-athletes as possible. Varsity level programs are more challenging with an increased emphasis placed on competition, rather than skill development.

In accordance with our philosophy of athletics and our desire to see as many students participate in the athletic program as possible while in Gettysburg Area School District, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. However, depending upon the sport, cuts may be necessary to allow for the effective management of teams at all levels. The coach will inform individuals of the decision.

Prior to the onset of tryouts, each athlete must submit all appropriate [paperwork and physical packet](#) in order to participate in tryouts. The coach in charge of each individual team is responsible for the selection of the team

members. Head coaches and their assistants will convey the type of things that they feel are important in the selection of a squad and the selection of members to the team. Coaches should have written tryout criteria and evaluations if cuts are to take place. Prior to final selection of any particular squad, the coach who is immediately responsible for the selection of the squad (i.e. Junior High), will confer with the head varsity coach. Anytime that cuts must be carried out, the athletic director will be informed. It is recognized that cuts are difficult for all parties involved.

Transfers / Joining a team

The latest point in a season that a student can join a team is the PIAA first regular season contest date for the sports season. Any additions are at the coaches discretion up to the cutoff date. Exceptions can apply (i.e. recovering from an injury or transferring to GASD).

You are treated as having transferred whenever you seek eligibility to participate in interscholastic athletics at a school other than the one at which you were previously either enrolled or otherwise eligible. You are considered to have transferred even if you are promoted to a higher level school or are out-of-school for a period of time before entering the new school. If your transfer from one school to another is materially motivated in some way by an athletic purpose, you will lose your athletic eligibility in each sport in which you participate within a period of one year immediately following the date on which you transferred. This requirement applies even if you would be otherwise eligible at the school to which you transferred.

Per PIAA regulations, a student-athlete who transfers after practicing with their former school is ineligible to compete in that sport for a period of 21 calendar days following enrollment at GASD. A student-athlete who transfers after they were eligible to participate in at least 50% of the PIAA maximum number of regular season contests in that sport will be deemed to have participated in an entire season. The student-athlete will not be eligible for further participation in that sport. Students who transfer after playing a sport in their 10th or 11th grade year will be ineligible to participate in the ensuing District and PIAA tournament in that sport. The student-athlete, if otherwise eligible, may participate in that sport only during the regular season.

Participating in two sports / out of season sports

Playing on two (2) different teams (i.e. baseball and track & field) during the same season is permitted only when both coaches agree. Both head coaches must also agree on which sport has priority when on the same day for both practices and contests.

If you participate in a non-school athletic program during the PIAA Season for that sport, while enrolled at a school which has a Team in that sport, you will not be eligible for District and Inter-District Championship Contests in that sport unless you are in uniform and available to participate as a member of your school team for at least 75% of its regular season contests.

Obligations

Student-athletes may not have any outstanding athletic obligations at the beginning of the athletic season in order to be eligible to participate. Any equipment or uniform owed from a previous season, regardless of the cost, must be paid in full or returned to be eligible to participate in the next season. Students will not be eligible to try out or participate in any athletic activity (i.e. sports season, off season workouts, weight room) until the obligations are met.

All equipment and uniforms must be cleaned and personally returned to the coach at the end of the season or when the student leaves the team. Failure to comply will result in an obligation. Students may also receive an obligation if equipment is severely damaged or ruined in a way that would not be consistent with typical use. Parents/athletes are asked to inform the coach if equipment or uniforms are damaged during typical use so the student does not receive an obligation for the damage.

Acknowledgement of GASD Athletic Handbook

Parents and students need to be aware that participation in extracurricular activities is a privilege. The rules outlined in the GASD Athletic Handbook apply to participants in extracurricular activities on a twenty-four hour basis during the period of participation. A copy of the Athletic Handbook is available online on the Athletics webpage and a copy will be on file in the Athletic Office. [A parent-signed acknowledgment of the GASD Athletic Handbook](#) shall be on file in the Athletic Office prior to a student-athlete's participation.

While the administrative staff, coaching staff, advisors and faculty cannot observe students seven days a week/twenty-four hours a day, students are expected to abide by all school regulations during this time period. Parents and guardians are obligated and expected to support and enforce these regulations. Violation(s) brought to the attention of the Administration shall be investigated. Students have the right to due process. During the due process proceedings, if the allegations are found to be factual, the associated penalty shall be imposed.

Athletic Department Personnel Responsibilities

GASD Athletic Job Descriptions

Athletic Director

The Athletics Director is responsible for the leadership, oversight and management of high school student athletic events, the master athletic calendar, the coaching staff and scheduling of athletic facilities for the high school and middle school. This is a non-teaching, non-coaching position. The Athletic Director reports to the principal of the high school.

Essential Job Functions

1. Organizes and administers interscholastic athletics.
2. Assists in fostering positive school-community relations.
3. Serves as a liaison to the school's booster organizations.
4. Develops and maintains a calendar for GASD athletic facility use and communicates with all buildings and relevant departments.
5. Schedules and coordinates community use of GASD athletic school facilities and grounds in coordination with the principal and the District business office.
6. Assumes the responsibility for the organization and scheduling of all athletic events. This includes effecting contracts when applicable.
7. Provides leadership in the mentoring, recruitment, selection, and assignment of the athletic coaches.
8. Supervises and evaluates coaches under the direction of the principal.

9. Provides ongoing in-service training, information, and professional development for coaches and activity sponsors.
10. Verifies the eligibility of students in cooperation with the designated building administrator.
11. Coordinates staff and logistics for school athletic events.
12. Arranges transportation for designated athletic events.
13. Submits to the Business Office equipment needs and supervises the cleaning, storage, and care of all athletic equipment.
14. Monitors, in cooperation with the principal, the expenditure of funds appropriated to the school's athletic department budget.
15. Ensures compliance with all state, district and league policies, rules, and regulations regarding athletics.
16. Represents the school in state-wide, district, and league meetings concerning interscholastic athletic events, rules, and regulations.
17. Other duties as assigned by the principal.

Assistant / Middle School Athletic Director

Under the direction of the Athletic Director the Assistant Athletic Director will perform the essential job functions outlined.

Essential Job Functions

1. Assist in distributing the preseason coaches' packet.
2. Assist in collecting coaching contracts.
3. Assist in verifying team roster information.
4. Assist in arranging game help for middle school athletic events.
5. Assist in ordering equipment and uniforms.
6. Assist in end of season packets.
7. Assist in event and contest management at both the MS and HS.
8. Other duties as assigned.

Game Manager for MS or HS Events

There are some cases in which a game manager is needed for contests. A game manager, as the title implies, has a very specific responsibility and that is to be the supervisor at an assigned home contest.

Essential Job Functions

1. Setting up and taking down equipment for the field/court. This will include the press box, scorer's table, lights, concession stand, restrooms, bleachers, storage, etc.
2. Setting up the ticket booths and handling the tickets, cash box, and appropriate forms.
3. Welcome game officials and escort them to their dressing room before and after the contest and at halftime. Gather signatures by the officials for payment.
4. Welcome opponents and escort them to their locker room. Give opponents appropriate instructions. Attend to opponents before and after the contest.
5. Meet security and help position security for crowd control. Keep in contact with security during and after the contest to maintain crowd control. Distribute the Hazardous Weather Plan as needed to security and game announcer.
6. Monitor the crowd during the contest and take appropriate actions to maintain crowd control. Ensure that all PIAA, YAI AA and GASD fan expectations are followed.

7. Monitor and position the following support personnel: announcer, clock operator, scorekeeper, chain crew, medical/ambulance personnel, athletic trainers, etc. Sign in game help as appropriate.
8. Arrive at least one and one half hours before the contest is to begin (unless otherwise instructed). Be the last to leave after opponents and officials departed, security has secured the area, field/courts are secured.
9. Assume other duties assigned by the principal and/or athletic director.

GASD Coaching Staff

All GASD Coaches must be responsible for the [14 Legal Duties of Coaches](#) and in upholding the [GASD Coaches Code of Ethics](#).

Varsity Head Coach

1. Assume total responsibility for all programs in individual sports.
2. Reports all new developments and concerns to the athletic director.
3. Responsible for assigning assistant coaches to required duties and meetings with assistants prior to the start of the season.
4. Keep parents and athletes informed of individual sport regulations, school regulations, award policies, and academic performance requirements in writing prior to the start of the season.
5. Establishes practice periods and informs athletic director, parents and athletes of seasonal schedules.
6. Is responsible for general upkeep of equipment, protection of equipment, inventory of equipment and recommendations for new equipment. Head coaches must be responsible for collecting uniforms at the end of their sports season.
7. Submits a budget request on forms provided by the athletic director.
8. Assists the athletic director in coaching evaluations and recommendations for personnel in his or her sport.
9. Assists the athletic director in seeing that all students are academically eligible, have received a physical and has shown evidence of insurance.
10. Submits an end of season report on form provided by the athletic director.
11. Responsible for holding athletes accountable for conduct, ensuring good sportsmanship, providing good public relations and notifying the media of results and events.
12. Establishment of an emergency program in absence of doctor, nurse, trainer or self.
13. Submit to the athletic director all required information and paperwork at time requested.
14. Responsible for seeing all participants travel on school provided transportation and have transportation home after athletic contests.
15. Maintains the safest possible atmosphere for athletes in which to compete.
16. Must have all required GASD coaching certifications.
17. Teaches proper and safe skills to participants.
18. Submits injury reports to athletic trainers -- is able to keep abreast of the status of injured athletes.
19. Does not leave any competition or practice unsupervised.
20. Is the first in the locker room and the last to leave.
21. Keeps abreast of current coaching trends and techniques.
22. Is aware of training rules, school policies and PIAA regulations and enforce them.
23. Allow athletes to wear only athletic department issued uniforms in contests.

High School Assistant Coach

The duties of the Assistant Coach may vary at the direction of the Varsity Head Coach and with the approval of the Athletic Director.

1. Assists the Varsity Head Coach in planning and conducting practice sessions.
2. Accompanies teams on away meets and games.
3. Assists in training duties as necessary.
4. Shares in responsibilities as requested by head coach and head assistant coach.
5. Supports the philosophy of the Varsity Head Coach.
6. Assists in supervision of the locker room and of the students until they leave the
7. Assists Varsity Head Coach in the care, management, and inventory of supplies and equipment.
8. Assist in scouting for the Varsity Head Coach.
9. Must have all required GASD coaching certifications.
10. Is aware of training rules, school policies and PIAA regulations and enforce them.

Middle School Head Coach

1. Assists Assistant Athletic Director in seeing that all athletes have received a physical, have parental permission, and insurance.
2. Assists Assistant Athletic Director in determining academic eligibility.
3. Follows the Varsity Head Coach's instructions for program development and keeps him or her informed of progress or concerns on regular intervals.
4. Implements a plan for issuing, maintaining, recording and storage of equipment. The Middle School Head Coach must be responsible for collecting uniforms at the end of their sports season.
5. Reports any concerns to the Varsity Head Coach, Assistant Athletic Director, and/or Athletic Director.
6. Completes an end of season report form provided by the Athletic Director.
7. Supervises play areas for athletes and locker rooms.
8. Establishes practice periods and informs athletic director, parents and athletes of seasonal schedules.
9. Is responsible for holding athletes accountable for conduct, ensuring good sportsmanship, providing good public relations, and satisfying media of results and events.
10. Submits budget requests on forms provided by the Athletic Director.
11. Assists in scouting for the Varsity Head Coach.
12. Is responsible for seeing all participants travel on school provided transportation and have transportation after athletic contests.
13. Must have all required GASD coaching certifications.

Middle School Assistant Coach

1. Assists the Middle School Head Coach in planning and conducting practice sessions.
2. Accompanies teams on away meets and games.
3. Assists in training duties as necessary.
4. Direct any concerns to the Middle School Head Coach.
5. Trains team members to participate in a sportsmanlike manner.
6. Assists in locker room supervision and supervises students until they leave the building.
7. Must have all required GASD coaching certifications

Volunteer Assistant Coaches (HS or MS)

The use of volunteer coaches can be a valuable asset to an athletic program. Care must be given to select a person or persons who are personable, knowledgeable, interested in the welfare of the athletes and the team, and willing to operate under the strict guidance of the coaching staff. Volunteers may be permitted to have input in such areas as team strategy, team selection, and practice organization. Volunteer coaches must be approved by the school board. The duties of the volunteer assistant coach may vary at the direction of the Varsity Head Coach and with the approval of the Athletic Director.

1. Assists the coaching staff in planning and conducting practice sessions.
2. Accompanies teams on away meets and games.
3. Shares in responsibilities as requested by head coach and head assistant coach.
4. Supports the philosophy of the Varsity Head Coach.
5. Assists in supervision of the locker room and of the students until they leave the building.
6. Assists Varsity Head Coach in the care, management, and inventory of supplies and equipment.
7. All volunteers are required to apply for an Act 34, Act 151, and receive a TB test. Volunteer coaches must have all required GASD coaching certifications.

GASD Coaching Requirements

All GASD Coaches (paid or volunteer) are required to follow the [GASD Coaching Education Requirements](#) and be cleared by the Human Resources Office before being allowed to participate with our student-athletes. All paperwork should be on file in the Athletic Office as well as uploaded to PIAA (as needed). These coaching requirements also apply to alumni who wish to come back and help and/or coach.

Coaches are required to complete a [GASD End of Season packet](#), collect uniforms and meet with the Athletic Director at the end of their respective seasons.

GASD Coaching Evaluations

At the completion of each season, the athletic director will evaluate coaches. The principal will also provide input upon request. Coaches will be evaluated on the [GASD Coaches Evaluation form](#). Each coach will retain a copy of his or her evaluation and one copy will remain on file in the athletic office. Coaches may also have the Athletic Director or Principal complete a [GASD Coaching Observation](#) form during the season in order to help complete the end of season evaluation.

GASD Coaching Expectations

Team Rosters

Following the selection of the team and the issuing of equipment, each head coach will prepare a roster for the athletic department. The roster is to include information important to the identification of each athlete, such as uniform number, position / event, class in school, height, weight, and other information particular to the respective sport. The roster is to include the team captains, if assigned, managers and assistant coaches.

These rosters will be distributed to the media to assist them in the coverage and reporting of our athletic teams.

Eligibility Forms

Head Coaches must submit PIAA eligibility forms to the Athletic Department one (1) week before their first competition of the season. This information is needed for PIAA verification and each coach should ensure that they are completing the form correctly.

Game Score Reporting

After every contest in their respective season, coaches should ensure that all required media outlets and the Athletic Office is updated with an official score. Head Coaches also need to update the PIAA District III Gimpware system with the official score within 24 hours (where applicable).

Equipment Inventory / Keys

All Equipment purchased by the Gettysburg Area School District is the property of the school district and coaches are expected to assume the responsibility for the management of their equipment. Accurate records must be maintained for equipment on hand, equipment issued, and equipment not returned. Coaches are responsible for checking in new supplies and adequately marking the supplies for easy identification.

Athletes must be informed that equipment issued to them is their responsibility and they will be held accountable for its safe return. Athletic Department issued equipment is to be used only for practice or contests that is part of the regularly scheduled season activities. The only exception would be the wearing of game jerseys on game day, during a spirit day, or at a pep assembly. GASD Athletic equipment should not be loaned out to outside groups or organizations without prior approval from the Athletic Director. Every effort must be made to have all equipment returned at the end of the season. It is the responsibility of the athlete to reimburse the Athletic Department for any equipment lost or stolen during the season. Coaches are to notify the athlete and then the parent that equipment is still outstanding.

All keys to the building, locker rooms, equipment rooms, etc. will be issued by the Athletic Director to paid coaches. Swipe cards for building access will be issued by the Human Resources office for all paid coaches after an ID badge is given. All coaches will return their keys and swipe cards after their coaching tenure in GASD.

Supervision of Athletes

Each coach is responsible for the actions of members of his/her squad from the time they report to the athletic facility for practice or competition until they leave the facility afterwards. It is the coaches responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away and stay until the last athlete has left.

Concern regarding liability of school districts and those hired by school districts to coach and supervise students in extracurricular activities has made supervision an important issue. Coaches must know where their athletes are and what they are doing at all times. Coaches should be the first into the locker room and the last to leave. Lock gates, turn off lights, close doors, lock doors, and put equipment away, etc. before leaving for the day.

Parent/Student Communication

Communication with parents and the community are essential to the overall success of the student-athlete and the Athletic Department. Coaches are expected to have positive and clear communication with parents.

Communication expectations from parents include:

- Coaching philosophy.
- Expectations the coach has for the team and an individual student-athlete.
- Location and times of practices and contests.
- Team requirements (i.e. special equipment, off season conditioning, etc.).
- Discipline that would result in the denial of a student-athlete's participation

Out of Season Coaching

GASD Coaches must follow all [PIAA regulations](#) in regards to out of season coaching and athlete participation. Guidelines are in Article XVI, Section 2 of the [PIAA Constitution and By-Laws](#). All off-season workouts need to be voluntary for student-athletes. Effective July 1, 2019: Within 10 days prior to the start of each sports season, no student enrolled at a PIAA member high school may participate in any team competition on a team on which all other players and at least one coach are also affiliated at that student's school.

Mentor Coaching

New coaches to GASD will be assigned an experienced coach to guide and mentor them, minimally, through their 1st year of coaching (on an as-needed basis). The experienced coach will be out of season when the new coach is in-season. The mentoring coach will observe practice and games in order to provide feedback that will assist the new coach achieve maximum success. Experienced coaches will use the [GASD Coach Mentor Form](#) to provide written documentation to the Athletic Director.

PIAA Rules Interpretation Meetings

PIAA Rules Interpretation meetings must be attended by the HEAD COACH in each respective sport. Other coaches are welcome to join. Not attending a mandatory PIAA Rules Interpretation could result in a \$100 fine paid by the head coach.

GASD Athletic Department Procedures

In-season Procedures

Mandatory Parents Meeting

There will be a seasonal mandatory parent meeting before the 1st week of official team practice for each sport season. The meeting date, time and location will be announced in advance. A parent of each student-athlete is expected to attend. General policies and expectations from the Athletic Department will be discussed, and then parents will break out with their respective sport's coaching staff to review individual team information. Meetings should last no more than one hour.

Scheduling

The Director of Athletics, with the approval of the School Principal, schedules all interscholastic athletic contests. As a member of the YAIAA, Gettysburg Area School District will be contracted to play certain teams as part of the YAIAA schedule. Any schedule changes requested by the coach will be given every consideration. No coach is to reschedule an athletic event without prior approval of the Director of Athletics. Practices will be scheduled by the Athletic Director at GASD facilities to ensure fair access to all facilities and time slot. These schedules are subject to change due to weather conditions, gym/field availability and other circumstances.

Most teams practice and/or compete five/six days a week, Monday through Saturday. As a general rule, athletes are expected to attend all practices and contests. If an athlete is unable to attend a practice or contest, it should be communicated to the Head Coach in a timely manner and, depending on the team rules, may result in a consequence. Three or more unexcused practices will usually result in dismissal from the team. Rules for practice/contest attendance vary by team. Each player will receive a practice schedule from the coach. These schedules are subject to change due to weather conditions, gym/field availability and other circumstances. Please check the school calendar for the starting dates for each sport's season.

Scrimmages

All interscholastic scrimmages shall be made with the approval of the Athletic Director. The number of scrimmages is limited by the PIAA and may be further limited by the Athletic Department depending on teams available and the distance of trips. The PIAA definition of a scrimmage must be strictly followed.

Sunday practices/contests

There will be no contests scheduled by GASD Athletics on Sundays. Practices must be approved by the Athletic director for special situations. No Sunday practices will be held before 12:00 PM unless given special permission. Sunday contests scheduled for playoff competition will be considered by the administration on an individual basis.

Inclement Weather

If school is dismissed early due to weather conditions, there will be no practices or contests. Exceptions may take place with league championships, district competition and state competition.

If school is cancelled for the day, there will be no practices allowed earlier than 1:00 PM unless special permission is given. Before these practices are scheduled, they must be cleared with the Athletic Director and the Principal. The Principal and Athletic director will seek input from the Coordinator of Transportation and Director of Buildings and Grounds prior to making a decision. Games may be held if conditions are evaluated as safe and the contests are deemed necessary for that particular time. This decision will be made by the Athletic Director, Principal and the final say of the Superintendent.

If school is dismissed early on Friday due to weather conditions, there will be no practices until noon on Saturday. Practices on Saturdays, after an early dismissal or school closing due to weather conditions, must be approved by the Athletic Director and Principal before they are scheduled. Games may be held if weather conditions are evaluated safe. The decision will be made by the Athletic Director, Principal and the final say of the Superintendent. Any practice granted during a school cancellation is not mandatory and the athlete's status on the team will not be affected if he/she does not attend.

Equipment / Uniforms

School equipment checked-out by the student-athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any uniform item or equipment is the student-athlete's financial obligation.

- Sports equipment issued by GASD is to be worn only during practice sessions and interscholastic contests or by permission from the head coach. No athletic equipment issued to squad members may be worn in gym class or worn outside of practice or game situation.
- Uniform tops and game jerseys may be worn on certain game days if directed by the head coach. Normally, the wearing of school sports items will be reserved for special occasions.
- Any equipment purchased by the student-athlete is the property of the student and may be worn at his/her discretion.
- Coaches are not permitted to issue equipment to athletes outside of the school year sports season. Students attending commercial camps or clinics during the summer must provide their own equipment and uniforms.

Tournament Fees

Due to increased costs of tournaments, each team will be allotted money to participate in 2 tournaments paid by the Athletic Department in any amount up to \$800 total.

Transportation / Lodging / Meals

Respect for vehicles and equipment is expected at all times. Sports equipment and travel gear is to be loaded so the vehicles are not damaged in any way. Athletes are to be properly seated at all times, and must be instructed not to wear spikes or cleats on the bus. [GASD Athletic Department bus rules](#) are to be followed at all times.

All athletes must travel to and from away competitions via the transportation provided by the school district. No student-athlete may drive to or travel with another student to an athletic event. Written exceptions to this would be extended when circumstances warrant, only with advance notice; transportation would be provided by the parent or guardian only. Athletes who miss the bus and arrive late at a contest are not permitted to participate. The head coach and Athletic Director must approve exceptions.

Bus Allotment Per Team

- | | |
|--------------------------------------|---------------------------------------|
| • JV & V Baseball - 1 bus | • JV & V Boys Soccer - 1 bus |
| • JV & V Boys Basketball - 1 bus | • JV & V Girls Soccer - 1 bus |
| • JV & V Girls Basketball - 1 bus | • Girls & Boys Swimming - 1 bus |
| • Fall Cheer - 1 bus | • V Boys Track & Field - 1 bus |
| • Boys & Girls Cross Country - 1 bus | • V Girls Track & Field - 1 bus |
| • V & JV Girls Field Hockey - 1 bus | • JV & V Volleyball - 1 bus |
| • Varsity Football - 2 buses | • Wrestling - 1 bus |
| • JV Football - 1 bus | • Girls Tennis - 1 bus |
| • Freshman Football - 1 bus | • Boys Tennis - 1 bus |
| • V & JV Golf - 1 bus | • Middle School programs - 1 bus each |
| • JV & V Softball - 1 bus | |

* Vans will be used when team membership is less than 9 participants

**Additional buses may be allotted with permission of the Athletic Director and Director of Transportation.

Bus Roster

Every time a team travels to practices or contests on GASD-sponsored transportation, they must have a verified roster of participants that are on the bus submitted to the driver in case of emergency.

Travel Squads

When team membership exceeds the number of seats allotted to each team, the coach will select travel squads. Coaches will communicate this with parents and team members in advance of the regular season and in advance of each away game.

Coach Bus

Any trip at least 100 miles one-way will require a coach bus for safety and comfort. This is only available for athletic teams during PIAA state post-season play / playoffs.

Vans

A maximum of two (2) vans are permitted when travelling to athletic events. When travelling with more than 18 student-athletes, a bus must be scheduled unless otherwise approved by the Athletic Director and Director of Transportation.

Lodging

When a team must stay overnight for post-season contests, lodging money will be provided. Receipts must be returned to the Athletic Office.

Meals

When a team must stay overnight for post-season PIAA championship contests, meal money will be provided. Receipts must be turned in to the Athletic Office. A per diem allotment of \$10.00 for breakfast, \$10.00 for lunch, and \$20.00 for dinner is the maximum for each team member. For day trips, one meal per day will be provided unless otherwise approved by the Athletic Director. Only rostered players, coaches and managers are eligible for the paid meal. A roster of those that ate needs to be submitted to the Athletic Office along with the receipt. A maximum tip of 15% is allowed.

Non-competing team members

Students who do not qualify for postseason play or are not an alternative in events but are requested to join those that did qualify in an event (i.e. swimming or wrestling), must fill out a [GAHS field trip permission slip](#) available in the High School office. If the form does not have all the required signatures for the absence or is not handed in, the student will not be permitted to attend the event.

Off-Campus Usage

In preparation for various track and cross country events and conditioning, some high school teams have off-campus practice. Generally, this means that routes are established on neighborhood streets with sidewalks.

When such off-campus practice is deemed necessary, the principal/designee must work with coaches to be certain that such routes are chosen carefully and those safety precautions are followed. It is essential that major highways and other heavily traveled roads are avoided. With this in mind, Shealer Road should not be part of any route by student-athletes.

In approving such routes, principals/designees are asked to be cautious to assure that the routes and safety procedures used are appropriate. Various items such as the following should be considered in approving such routes:

- Distance to be run
- Traffic volume
- Intersections
- Visibility
- Off-road running space
- Pedestrian traffic
- Pathway safety

Coaches must supervise off campus runs. If appropriate supervision cannot be provided, conditioning runs must be held on school grounds.

Team Managers

The selection of team managers is the responsibility of the coaching staff. The individual or individuals should be good students, hard workers, responsible, and dependable. Managers will be expected to adhere to all of the same rules and regulations governing student-athletes. Once the selection has been made, the names of the student managers are to be included as part of the team roster and submitted to the Athletic Office.

Physical Punishment

Defined: Physical punishment or undue physical discomfort inflicted on the body of a student for the purpose of maintaining discipline or to enforce school rules. The use of physical exercise as punishment will not be permitted by any coach. Each coach must ask himself or herself the following questions. Is the activity or exercise to be used for: a) Conditioning based on acceptable practice? b) Skill development based on research and acceptable practice? or c) Negative reinforcement? If the answer is "yes" to letter c, it is a violation.

Scouting

Coaches are responsible for making arrangements for scouting their sport. School vehicles may be used for scouting purposes with the permission of the Athletic Director.

Awarding of Letters

The following are the guidelines adopted by the Athletic Department for awarding letters in a varsity sport at the high school:

- Baseball – 40% of total innings
- Basketball – 40% of total quarters
- Fall Cheer – 75% of all practices
- Competition Cheer – 40% of competitions attended
- Cross Country – score in top seven runners for Gettysburg in one more than 40% of scheduled dual meets

- Field Hockey – 40% of number of halves played
- Football – 40% of total quarters played
- Golf – 40% of matches played
- Managers – serve one year
- Soccer – 40% of halves played
- Softball – 40% of total innings played
- Swimming – score points in 40% or more of total meets entered
- Tennis – 40% matches played
- Track and Field – varsity positions for 50% of dual meets
- Volleyball – 40% of total games played
- Wrestling – 40% matches entered

When an athlete earns a letter in your sport for the first time he or she will receive:

- 1 chenille letter
- 1 certificate of award
- 1 clutch back sport emblem.

Thereafter, when an athlete letters again, he/she will receive another certificate and a service bar. If an athlete has already received a chenille letter as a result of lettering in another sport, he or she will not receive another chenille letter.

Special achievement or special reasons that a coach feels an athlete should receive a letter are:

- Team member who has contributed to the spirit and efficiency of the team, etc.
- Extenuating circumstances such as an injury or illness

Athletes not qualifying for a varsity letter will receive a certificate of participation. Athletes who do not meet individual coach's requirements, such as attendance policies, discipline, etc. may have awards withheld. Policies for individual sports will be given to athletes at the beginning of their season. Athletes at the middle school will receive a certification of participation.

Warrior Awards

Multi-sport athletes will be recognized by the athletic department on a yearly basis. Any athlete that participated in and finished the fall, winter, and spring seasons will be recognized with a certificate and sweatshirt. Any athlete that participated in at least 2 athletic seasons in a school year will be recognized with a certificate and a t-shirt.

Over the course of a student-athlete's high school career, those that participated in 12 seasons during their 9th-12th grade years will be recognized as an "Iron Warrior." Student-athletes who participated in and received at least 6 varsity letters will be awarded a "Letterman's" Certificate.

Athletic Tournament and Invitationals at GASD

Athletic tournaments and invitationals are essentially fund-raisers for individual teams. They require athletic office time, supplies, and materials. As such, the athletic office will charge a 5% administrative fee for each tournament or invitational. The 5% fee will be calculated on the gross income of the tournament or invitational entry fees and gate receipts. Concession and apparel sales are exempt from the fee. Booster Club

tournaments and invitationals are exempt from the fee. The proceeds are to be used at the discretion of the athletic office.

Out of season Procedures

GASD-sponsored Athletic Conditioning programs and open gyms, etc.

Strength training has become an integral part of athletics. In addition to enhancing performance, weight training provides additional protection to athletes against injury. Studies have proven that stronger athletes have fewer injuries, and those injured may be less affected. The weight room in the High School is available to the coaching staff for the conditioning of athletes. The scheduling of the weight room will be done with approval from the Athletic Director to ensure equity. Teams are asked to be considerate to other teams using the weight room and respectful of their time and space. The weight room must be supervised at all times during designated weight lifting times.

Students participating in any GASD-sponsored athletic conditioning program, including but not limited to, weight lifting, after school hours athletic conditioning programs and summer conditioning programs must provide a signed copy of the [PIAA CIPPE Form](#).

GASD Coaches must follow all [PIAA regulations](#) in regards to out of season coaching and athlete participation. Guidelines are in Article XVI, Section 2 of the [PIAA Constitution and By-Laws](#). All off-season workouts need to be voluntary for student-athletes. Effective July 1, 2019: Within 10 days prior to the start of each sports season, no student enrolled at a PIAA member high school may participate in any team competition on a team on which all other players and at least one coach are also affiliated at that student's school.

Introduction of New Athletic Teams

The procedures for introducing new teams into the program of interscholastic athletics are as follows:

1. The initiating agent (principal, parents, etc.) submits a report to the Athletic Director indicating the new activity and rationale.
2. The Athletic Director, as the administrator for Interscholastic Athletics, arranges for discussion and consideration by the Gettysburg Area School District.
3. The Athletic Director submits a comprehensive report of the request to the Superintendent. The report would include information related to the following:
 - a. Name of sport and level (varsity, junior varsity, etc.)
 - b. Justification (need, etc.)
 - c. Description of planned schedule
 - d. Requirements for implementation
 - i. Financial (school budget)
 - ii. Coaching staff
 - iii. Facilities
 - iv. Equipment
 - v. Supplies
 - vi. Insurance
 - vii. Transportation
 - e. Suggested date of implementation.

- f. Recommendations of the Superintendent or designee.
 - g. Indications of interest.
4. The Superintendent may then make recommendations to the Board of Directors. Approval of an interscholastic athletic team by the Board of Directors means that funds will be requested in the next operating budget to fully fund the approved sport(s).
 5. Interscholastic athletic programs included in the final adopted budget will be implemented.

Risk Management Procedures

Emergency Plan

The Emergency Action Plan is an outline of what should take place in the event of an emergency with a Gettysburg Area School District student-athlete. The development and successful implementation of this plan in the future will ensure that our student-athletes are provided with the highest level of care in an emergency situation. GASD-sponsored athletics will follow the [GASD Athletic Department Emergency Plan](#) as necessary.

Lightning / Inclement Weather Procedures

Athletic teams that practice and compete outdoors are at risk of impending inclement weather. For this reason a lightning/inclement weather policy will help minimize the risk of injury from lightning strike/poor weather conditions to GASD student-athletes, coaches, support staff and fans. The Lightning / Inclement Weather procedures can be found in the [GASD Athletic Department Emergency Plan](#) on page 3.

Heat Index / High Humidity / Heat Illness

During summer and early fall and late spring, high temperatures and high humidity are present. It is important that we make ourselves aware of the dangers of this situation to prevent heat exhaustion and/illness. (See NOAA Heat Index). Daily measurements via Heat Watch thermometer are taken before each practice during periods of extreme heat and humidity. The Heat Index / High Humidity procedures can be found in the [GASD Athletic Department Emergency Plan](#) on page 4.

Facility Weather Action Plans

Each GASD Athletic facility has its own inclement weather plan that the game manager or Athletic Director will provide. Copies of the Weather Action Plan should be given to security, game workers, announcer, both athletic teams, both cheer squads and both bands. The Facility Weather Action Plan can be found in the [GASD Athletic Department Emergency Plan](#) on page 11.

Review of EAP

The [GASD Athletic Department Emergency Action Plan](#) will be reviewed/rehearsed annually or sooner when appropriate addendums can be added. Rehearsal is at the availability of all personnel. The Emergency Action Plan will be reviewed by new members of the medical staff. The emergency equipment will be inspected regularly and repair or replacement will be made based on available resources.

Facility Management

Prior to the start of the season, coaches should inspect the facilities to be used by their team. Coaches should note any conditions in need of repair and report them to the Athletic Office. Work orders will be written to the Director of Building & Grounds to implement the necessary repairs. Requests for routine preparations for facilities specific to your sport are to be made to the Athletic Director. During the season, periodic inspections of facilities are to be made and any problems reported immediately. Requests for maintenance should be made in writing. Coaches are responsible for assisting custodial staff in maintaining building security. Doors are to be checked and locked and lights should be turned out if you are the last to be in the building. Doors to facilities should never be propped open. Team members are never to wear cleated shoes in the building.

Coaches and teams are to help provide input for facilities and safety as needed. Coaches should always be on the lookout for safety concerns in the athletic facilities they are using. Safety and facility checklists are available in the Athletic Office for both on-campus and off-campus facilities.

Security at Athletic Events

Uniformed security personnel are provided for selected school activities. Off-duty police officers, security guards, and/or GASD school police will provide security coverage. The Athletic Director and School Police will determine the event duties of GASD School Police.

Sports Medicine

The Gettysburg Area School District is committed to the belief that proper care of injuries is critical to the success and well-being of students in the athletic program. Given the size of the athletic program, it is impossible to provide coverage at every scheduled event.

The athletic trainer will make every effort to see that each sport receives attention based on the available personnel. Sports judged to be high injury risk sports will receive primary coverage.

In the event a Certified Trainer is not present, the coach in charge of the activity is to assume responsibility. The coach is to administer immediate care. A phone call to the emergency medical personnel must be made if the injury is determined to be serious in nature. Parents are to be notified at the earliest possible time.

Medical Kits

The Certified Athletic Trainer will provide each coach with a fully stocked First Aid Kit at the start of the season. This kit is to be part of the equipment at all practices and games. The kits can be picked up in the training room at the start of the season and should be returned to the training room when the season ends. It is the coach's responsibility to be sure the kit is properly cared for and contains the necessary supplies. Kits will be restocked, as needed, by the athletic trainer.

Athletic Training Facilities

There is an athletic training room located in the High School and the Middle School. Coaches are encouraged to visit the training room to familiarize themselves with the facility as well as to make themselves known to the

training staff. It is the coach's responsibility to inform athletes of the services available to them. Proper treatment and rehabilitation of injuries will return athletes to practice and competition sooner and with less likelihood of re-injury.

Coaches must remind all athletes that equipment issued to them by the trainers is the property of the training room and they will be held accountable for its return. Also, please stress the importance of obeying all rules of the training room when reporting them for treatment. The athletic training room is to be a professional facility that student-athletes who need treatment are to use. It is not a place for student-athletes to simply congregate.

Injuries

All injuries to student-athletes need to be reported immediately to the Athletic Trainers. Student-athletes will be examined by licensed Athletic Trainers in an effort to diagnose the injury and create an action plan to return the student-athlete to full participation in athletics.

Since student-athletes are not in our care 24 hours a day, athletes who suffer injuries outside of the school realm and see a physician must provide written documentation to the Athletic Trainers to return to full participation. A student-athlete who has an injury that prevents them from participating in any Physical Education class will not be allowed to participate in athletics that same day.

Concussion Management

The Gettysburg Area School District provides a Sports Concussion Program to detect and treat concussions in middle and high school athletes. As a part of the program, student-athletes participate in pre-concussion baseline testing bi-annually to assess key functions affected by a concussion. The information is used for comparison after an injury to assess whether the athlete has a concussion and to assist in recovery if the athlete has suffered a concussion.

A concussion is an injury to the brain as a result of a force or jolt applied directly or indirectly to the head, which produces a range of possible symptoms and may or may not involve a loss of consciousness.

- 80-90% of concussions occur without loss of consciousness.
- Recognition and proper management of concussions when they first occur can help prevent further injury, prolonged recovery, or even death (secondary impact syndrome).

Concussions are also called traumatic brain injuries (MTBI). Concussions can occur in any sport including: Baseball, Basketball, Cheerleading, Equestrian, Field Hockey, Football, Gymnastics, Ice Hockey, Lacrosse, Rugby, Soccer, Softball, Volleyball, and Wrestling.

The potential for concussions is greatest in athletic environments where collisions or significant falls are common. Environmental factors also can cause injury. For example, a player may collide with an unpadded goalpost or trip on an uneven playing surface. Sometimes people do not recognize that a bump, blow, or jolt to the head can cause a concussion. As a result, athletes may receive no medical care at the time of the injury, but they may later report symptoms such as headaches and dizziness. The symptoms can be a sign of a concussion and must be carefully evaluated.

Every GASD coach must annually update their certificate in [Concussion in Sports](#) through the NFHS. Any student-athlete that shows signs or symptoms of a concussion will be immediately removed from a practice or contest. Student-athletes will then be placed on our [concussion protocol program](#) and will work with the athletic trainers to return to play. After an authorized health care provider has determined initial medical

clearance, the athletic trainer will supervise the gradual return to play protocol. The certified athletic trainer will make the final determination for full return of play.

Human Immunodeficiency Virus in the athletic setting

The Gettysburg Area School District does not discriminate against student-athletes based on their HIV status. Universal precautions will be used with all athletes. This advice must be reconsidered if transmission of HIV is found to occur in the sports setting.

The physician / athletic trainer should respect an HIV-infected athlete's right to confidentiality. This includes not disclosing the student-athlete's status of infection to the participants or the staff of athletic programs.

HIPAA Release Information

HIPAA stands for Health Insurance Portability and Accountability Act and was created to increase the privacy of individuals' personal health information. It affects all those who are in contact with medical records or personal health information. Under the law, certified athletic trainers (ATC's) will not be able to speak to anyone in regards to an injury or condition unless a release is signed.

With parent or guardian consent, any athletic injury may be disclosed to the following individuals / companies: GASD coaches, GASD administration / student services, GASD nurses, GASD teachers (only to allow for any special accommodations), GASD insurance company, GASD team physicians and their office staff, athlete's personal insurance company, athlete's physicians and their office staff and parents of the student-athlete.

Budget/Fundraising Procedures

Budget

Each year the Athletic Director prepares a budget for the Athletic Department. The coaching staff should take inventory of their supplies for their respective sports in order to help request items for the Athletics budget. Special care will be given to ensure equity amongst sports teams.

Fundraising

Teams are encouraged to fund raise to supplement their programs. Teams may work with the Booster Club or an approved community group to help fundraise. BEFORE a team begins to fundraiser, the fundraiser must be approved in writing by the Principal and Athletic Director. A record of all funds must be documented in the Athletic Office and the GASD Business Office.

Booster Club / GWABC

The GASD Board of School Directors recognizes the existence and appreciates the efforts of the various community-based booster organizations at work in the school community. The Board further recognizes that the purpose of such organizations should be to assist and support, but not to direct or supplant existing programs.

The Athletic Department works directly with the Gettysburg Warriors Athletic Booster Club (GWABC) who is in compliance with [GASD Board Policy 915: Booster Clubs](#).

Donations

The GASD Board of Directors recognizes that individuals and organizations in the school or in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program. Donations to the Athletic Department must follow [GASD Board Policy 702: Gifts, Grants, Donations](#).

Spectator Expectations

Attendance at Athletic Events

Our goal is to create a positive atmosphere for athletic contests. Athletic contests are held for the benefit of the student-athletes involved, but can also create a positive experience for parents, fans and spectators. Parents or fans should not, in any way, interfere with the continuity of the contest or the experience of the student-athletes. GASD asks that all spectators display professionalism, maturity and sportsmanship when enjoying contests involving GASD athletes. Spectators are required to follow [GASD Board Policy 904: Public Attendance at School Events](#) or they may be asked to leave the facility.

Depending on the severity of an offense, the following measures will be taken:

- Warning given for 1st offense, if offense is minor
- Spectator will be asked to leave school property after 1 st warning of minor offense or initially if major offense occurs
- 911 will be called if spectator refuses to leave premises, game play will be stopped
- In cases involving continued harassment, threats or physical confrontation, local police will be notified
- If a major offense occurs, spectators may be prohibited from attending all GASD athletic events in the future.

Communication and Parent/Citizen Concern Procedures

Playing time

Playing time is always subjective and entrusted to the coach of each sport team. The coach is tasked with determining the best combination of players to reach the overall goals of the team. Ultimately, scholastic athletics is a competitive entity and the goal is to compete. Upperclassmen are not guaranteed playing time over underclassmen. Playing time is always awarded by merit and should always be considered situational. Playing time is determined by an analysis of the athlete's ability, work ethic, coachability, sport IQ, and potential. Athletes are encouraged to initiate conversations with coaches to find out specifically what needs to be accomplished or improved to obtain more playing time.

Please note the following three (3) step process to properly address playing time.

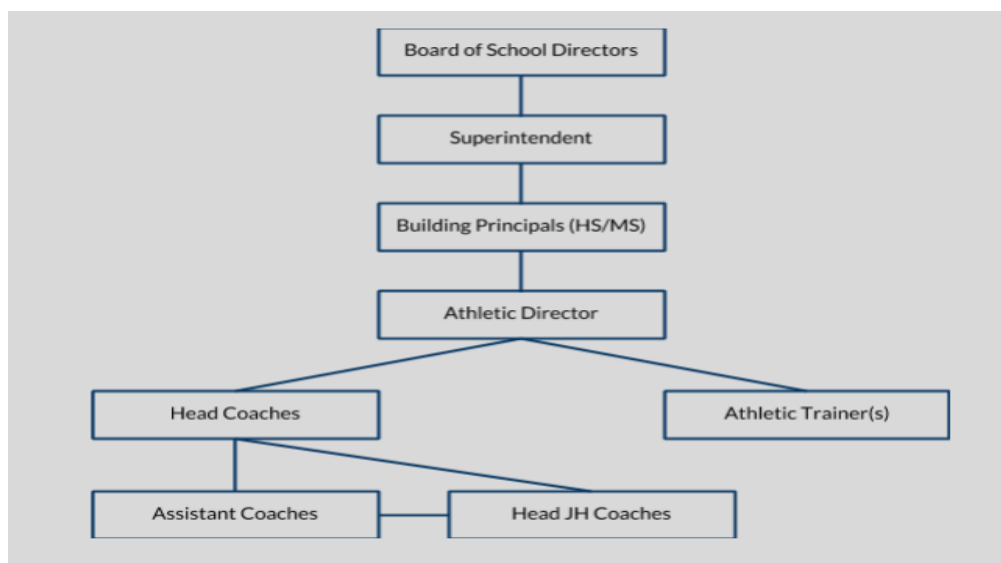
Step 1: Student-Athlete discusses playing time with the head coach and/or assistant coach closely associated with the team. The respective coach should provide additional feedback to the student-athlete in order to provide additional guidance.

Step 2: In the event that step one (1) does NOT resolve the concerns, the respective parent of the student-athlete must set up a meeting to discuss his or her concerns. Typically, the meeting should occur at the conclusion of practice and/or contest and should NEVER occur in front of the teams.

Step 3: If the situation remains unsolved, the parent of the student, the head coach, and the Athletic Director will privately meet to resolve the conflict. (Please note, the Athletic Director will NOT meet with the parents until step 1 and 2 are properly complete.

Grievance procedure

Parents and/or students are encouraged to maintain open lines of communication with the Athletic Director, coaches and athletic staff. The following diagram shows the basic organization and levels of the Gettysburg Area School District Athletic programs. This chart should be used to identify the proper communication path needed to get questions answered or problems resolved. You will start at the bottom of the flow chart.



A more formal avenue of communication is available through [GASD Policy 906: Citizen Concerns](#).

Non-school usage of Athletic Facilities

Facility usage of Athletic Facilities in GASD is allowed for in [GASD Policy 707: Use of Facilities](#).

Equal Opportunity in Athletics

Title IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX requires that members of both sexes have equal opportunities to participate in sports and receive the benefits of competitive athletics. Title IX also states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX is enforced by the Office of Civil Rights (OCR) of the U.S. Department of Education. OCR has a headquarters office in Washington, D.C.

Educational Programs and Activities Covered by Title IX

Programs and activities, which receive funds from the United States Department of Education (ED), must operate in a nondiscriminatory manner. These programs and activities may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, and housing and employment.

Schools must treat male and female athletes equally in all aspects of sports programming. Educational institutions must also ensure that male and female athletes are treated equally throughout their athletic programs, including:

- Equal quality and quantity of equipment and supplies
- Fairness in scheduling games and practices
- Equal facilities (locker rooms, playing fields, practice fields)
- Fairness in assigning and paying quality coaches
- Equal publicity
- Provision of medical and training facilities and services
- Equal financial support for travel and expenses

Schools do not have to provide identical benefits and services to their male and female athletes, as long as schools treat them equally overall.

The Director of Athletics, in cooperation with the coaches and building principal, will evaluate GASD annually to ensure equity in all interscholastic athletic programs sponsored by the GASD.

ADA Management

Students who meet GASD and PIAA eligibility requirements may not be excluded on the basis of disability from the opportunity to try out for and if selected, participate in mainstream interscholastic teams.

The GASD will provide reasonable accommodations necessary to provide students with disabilities with equal opportunities to participate to the fullest extent possible in mainstream sports.

Students who meet GASD and PIAA eligibility requirements may be excluded from mainstream sports teams if inclusion:

1. Presents an objective safety risk to the student or others based on an individualized assessment of the student.
2. Fundamentally alters the nature of the sport.

Students excluded from mainstream sports will be provided with alternative interscholastic athletic opportunities. GASD offers 3 sports for students with disabilities who are unable to participate in mainstream athletics:

- Allied Fall
- Allied Bowling (Winter)
- Allied Track (Spring)

The Allied Sports Program participants must meet all GASD and PIAA eligibility requirements.

Allied Sports teams will be under the direction of a paid and certificated coach and are eligible for team and individual awards, budget support, and equal use of equipment and facilities.

Allied Sports

Beginning in the 2013/2014 school year the Office of Athletics initiated the [Allied Sports Program](#). Modeled After the Special Olympics “Unified Sports Program” and similar programs in the Howard County Public School System and Baltimore County Public Schools in Maryland, Allied Sports is a totally inclusive program that affords students with disabilities an equal opportunity to participate in interscholastic sports alongside non-disabled peers.

This program is designed for students who are interested in playing a sport but do not necessarily possess the skill or desire to play on a varsity or junior varsity team. There will be three Allied Sports offered, with at least one per season.

Eligibility Requirements

In order to participate in Allied Sports, a student may not simultaneously participate on a traditional varsity or junior varsity team. All participants must turn in completed medical examination, parent permission, informed consent, and birth certificate forms. Students are ineligible to play if they do not meet the interscholastic academic eligibility requirements of the Gettysburg Area School District. Students must meet residency requirements for the GASD or meet the LIU requirements for the Fair Share Program and follow GASD athletic rules.

The goals of the Allied Sports Program and those of the existing interscholastic program are similar. Both programs, as defined in [GASD Policy 123: Interscholastic Athletics](#) strive to teach students good physical fitness, and to develop the concept of teamwork.

The program will help athletes of all ability levels to participate in competitive athletic activities. Athletes with and without disabilities will come to appreciate the value and strengths of each other as individuals. Allied Sports fosters a greater understanding, respect, and acceptance of individuals with disabilities through open lines of communication and forming bonds of friendship.

The Allied Sports Program in GASD Schools will provide

- Co-ed teams with a recommended ratio of 50% students with disabilities to 50% students without disabilities.
- A committee that develops and reviews rules, guidelines, and modifications for each Allied Sport to ensure greater participation and success within the program.

- Interaction and cooperation with other schools to provide assistance in implementing Allied Sports Programs in other high schools on a countywide basis.
- The opportunity to participate in soccer, bowling, and track.
- Transportation for teams to travel in order to compete against other schools.
- Transportation to Edgewood Bowl for Allied Bowling. *Parents will be responsible for transporting their child home from the bowling alley after practices and matches.*
- Team uniforms for each participant.
- Support and acceptance of the Allied Sports Program within each school and community.
- Post-season championship opportunities, Track
- Volunteer assistants from the school, the community and the colleges for students requiring one on one instruction.

Participants in the Allied Sports Program will be provided with opportunities to

- Participate in a fun, comfortable and safe environment.
- Develop new friendships by increasing interaction and communication among students in the school through a common interest in athletics.
- Participate in school events, such as team picture day, pep rallies, and sports award banquets.
- Meet and compete against students from other high schools in the YAIAA and District III that provide Allied Sports Program teams.
- Participate as full members in their school's interscholastic athletic program.
- Develop feelings of self-worth and importance through working together as a team.
- Represent their school in a positive manner by demonstrating their understanding of good sportsmanship and citizenship.
- Develop an understanding of the skills and knowledge needed to participate on a sports team.
- Practice and apply previously learned skills in a season's end culminating activity.
- Provide a positive physical and emotional outlet for improving the level of personal fitness.
- Attain and develop an interest in activities that have the potential for lifetime sports participation.

Team Practices are held each day after school for soccer, bowling and outdoor track. Bowling practices and matches are at Edgewood Bowl 3 of the 5 days each week.

Gettysburg Area School District

Handbook for Interscholastic Athletic Policies and Procedures

Agreement Form



My signature below signifies that I have read and understand the Gettysburg Area School District Athletic Handbook regulations. The handbook outlines GASD policies for academic eligibility, attendance, code of conduct and fan/spectator expectations.

The GASD Athletic Handbook is now available online in an attempt to conserve resources. We ask that all parents read the document prior to participation in school-sponsored athletics. Handbooks can be found online at the GASD Athletics website under "Athletics Handbook." Hard copies are available upon request.

Parent/Guardian Signature

Date

Student-athlete Signature

Date



#WarriorWay

#BeHere ~ #BeInvolved ~ #BeCommitted ~ #BeKind