

FAIRVIEW SCHOOL DISTRICT COACHES' HANDBOOK

Revised June 2009

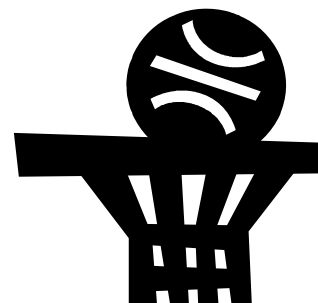
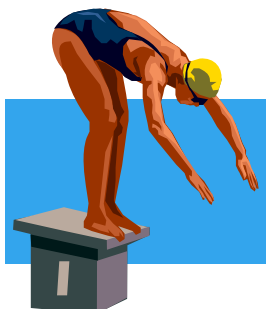
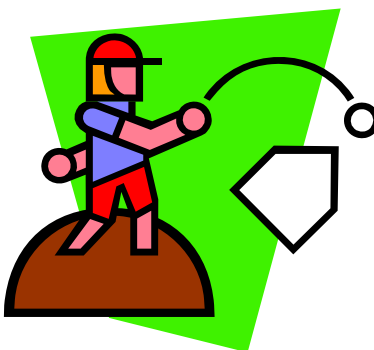
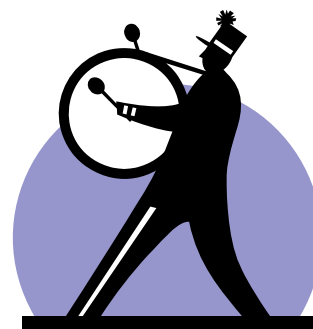


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INTRODUCTION

June 3, 2009

Dear Coaches,

We want to express our deep appreciation for your taking so much time to be with our students and to guide them as they develop not only their athletic abilities but also their character. You are important role models for them as they mature. Thank you for your cooperation in the matters that are covered in this newest edition of the coaches' handbook – it will help things move smoothly and effectively for everyone. We have tried to make the handbook as user-friendly as possible, reorganizing things to make them easier to find, streamlining some things and expanding others. The goal is to have everything included that coaches may need to know.

Some key points:

1. Any overnight travel (such as for playoffs) must be pre-approved by the administration. Please seek and obtain approval for the trip prior to any final steps in way of planning / preparations. You may make bus arrangements yourself, but do so in writing with the bus garage and send a copy to the Athletic Director. Also there is a travel limit of 120 miles one-way, with the exception of playoffs to which this limitation does not pertain.
Once overnight trips are approved, waivers must be obtained for each student prior to departure. All transportation needs, including changes, must be communicated to Jerry Lightner as far in advance as possible so that he can make necessary arrangements.
2. Please send me a copy of your team rules to be approved and then kept on file.
3. Academic performance is critical for all of our students. Any student who is ineligible because of failing grades is not allowed to participate. The specifics about this are included in this book.

There is a desire by our community and alumni associations to have ongoing updates about how our sports teams are doing this year. Each head coach will have the responsibility of submitting this information to our office. Please send the following information to DALE LEWIS by Monday of **EACH WEEK** dlewis@fairview.iu5.org

- A. Scores for your team's events that week
- B. Latest rank of team in division
- C. Any records that were broken
- D. Brief highlights of the event

If you do not send this by email it means someone else has to type it here and we have no one assigned for this task. Summaries needn't be elaborate – just include the basics – scores and some brief highlights – a paragraph is fine.

4. As you are no doubt aware, there is a school district policy that prevents hazing. Please be familiar with it and take every precaution that it **never** happen with your teams. It is the responsibility of the coach to prevent this type of behavior.
5. Part of the duties of the Assistant Principal position is to evaluate our coaching staff. The form used for this purpose is found in this handbook. This process will occur after your season and

includes head coaches evaluating their assistants, and my completing an evaluation for the head coach.

6. We are also providing you with a *new* packet of materials pertaining to the preparation of next year's budget. Remember, for some of you that process will come even before you enter *this year's* season. Not much has changed from how we did this last year except that it is earlier.

I will make an attempt to see you at practice sessions throughout the season. Thank you for all that you do to make our athletics program a success. Please feel free to contact either Jerry or me if you have any concerns or questions.

NOTES:

1. IF YOU HAVE NOT ALREADY SIGNED YOUR ECA CONTRACT PLEASE DO SO AS SOON AS POSSIBLE. THIS IS ESSENTIAL SO THAT YOU CAN BE PAID. THESE FORMS ARE AT THE CENTRAL ADMINISTRATION BUILDING. OFFICE HOURS THERE ARE 7:30 TO 3:30 P.M.
2. BEFORE YOUR INITIAL HIRE ALL STATE CLEARANCES MUST BE SUBMITTED FOR YOU TO BE AN EMPLOYEE OF OUR DISTRICT.

Sincerely,

Dale Lewis
FHS Assistant Principal

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

There has been some confusion in the past about what makes a student ineligible for extracurricular activities, to what degree, and precisely *when* a decision is made about this eligibility. The definition of being academically ineligible and what the different situations are for those students are covered in this handbook, the student handbook, and on the weekly eligibility sheet that Mrs. Morell produces. We will continue to follow those rules.

It is important that each teacher send down names of students who are failing their classes as of Thursday at 2:13 p.m.

The eligibility sheet will be prepared on Friday morning and will be circulated. Because this information can be controversial – people not being able to play for an important game, etc. – teachers have been instructed that they must submit this information in as timely a manner as possible and that it be accurate.

We are also including students who are failing a *single* class to alert you as to their being a potential problem in the near future. Although they will be eligible, they will be followed by our guidance counselors to see what is the nature of their problem and to inform the student of their precarious eligibility status.

We will be informing student participants in extracurricular activities that we will be going on what is submitted and graded by Thursday afternoon, not Friday afternoon or Monday morning. All of us have been associated with some last minute efforts to lobby for eligibility. In the interest of fairness and proper implementation of the rules, we will be sticking to our deadline. The list will be placed in

your mailbox on Friday morning. Mr. Lightner will also call those coaches who may have an athlete who is having eligibility problems.

A student will not be penalized for being absent and not being able to turn something in prior to the Thursday deadline. Each teacher should decide how to properly deal with absent students and their make-up work as it relates to their eligibility for extracurricular activities.

If at any time a student fails to meet these eligibility requirements, he/she will lose eligibility for the *following* week (Sunday through Saturday).

A student who is receiving failing grades cumulative to the beginning of the marking period in *at least two courses* or the equivalent during a given week shall be subject to the following sequence:

1. During the **FIRST** week with a failing grade in *at least two courses*, the student shall be placed on **ELIGIBILITY INACTIVITY** at which time the head coach(es)/activity advisor(s) shall help that student develop a schedule and provide reasonable support for the necessary remedial work, the student *is still permitted to practice but not attend, dress for, or participate in any school-related activities*.

2. During the **SECOND** consecutive week with failing grades in more than one subject, regardless of whether the subjects are the same as those affected in either the first week, the student shall be placed on **ELIGIBILITY SUSPENSION** at which time the head coach(es)/activity advisor(s) shall schedule, support, and assume responsibility for supervising the necessary remedial work during the time that the student is on eligibility suspension and during this week the student *may not practice, or attend, dress for, or participate in school-related activities*.

Each step in this procedure shall be applicable on the Monday immediately following notification of the student participant. Eligibility monitoring and notification shall be the responsibility of the principal or his designee.

SPECIAL NOTE FOR END OF BOTH SEMESTERS – A student whose final grade for two courses is lower than 70% will be ineligible for the first 10 school days of the following semester. Example: A student getting a failing grade in math and science for the spring semester would not be able to participate in the extra-curricular activity for 10 days at the start of the following school year.

ACTIVITY FEES

An activity fee is required from all students who wish to participate in the following activities:

FHS

Marching Band	Cross Country
Cheerleading	Football
Golf	Soccer
Tennis	Basketball
Swimming	Diving
Wrestling	Track & Field
Baseball	Softball
Volleyball	

FMS

Marching Band	Cross Country
Cheerleading	Football
Soccer	Basketball
Wrestling	
Volleyball	

\$45.00 is required for all High School activities.

\$25.00 is required for all Fairview Middle School activities.

This fee must be paid before the 1st practice or the student will be unable to participate. It only needs to be paid once per each school year. For example, if a student participates in a Fall activity, then he or she would NOT have to re-pay for a Winter or Spring activity. Coaches need to maintain an up-to-date list of their athletes who have paid. Any special hardship about which a coach may be aware should be discussed with the Athletic Director or Assistant Principal.

APPOINTMENTS OF COACHES

(Policies 122-123)

The Fairview School Board is responsible for appointing intramural and interscholastic coaches. Head Coaches will recommend to the high school principal their choices for assistant coaching positions.

Coaches will be paid according to the ECA plan effective at the time. There is also the possibility of utilizing GRATIS (volunteer) coaches to assist. These individuals must also be hired, submit their clearances (volunteers' clearance fees will be reimbursed by the district), and sign contracts. There are also FLOATING COACHES (2 are budgeted for 2006-2007) which are a paid position and must be approved for use by the Athletic Director, Administration, and Board. The purpose of floating coaches is to provide necessary extra supervision in those cases where the enrollment in the sport has had an unforeseen increase. Floating coaches are a relatively temporary solution to the problem. Please discuss assistant coaching needs with the Athletic Director or FHS Assistant Principal in a timely manner to avoid delays in the hiring process.

PROTOCOL FOR HIRING OF NEW COACHES / ADVISORS FOR ECA

1. Positions are announced via internal postings as per contract as well as in newspaper if there is no acceptable internal candidate.
2. Application is given to potential candidate (Form revised 9/4/07 and kept on file in CAB and schools) (Form indicates what supporting documents are required – this fact is emphasized with candidate so that he may immediately start the process of acquiring the documents).
3. Candidate is told to complete application and submit to Mr. Lewis at FHS for high school position and Mr. Ferringer for FMS position. Candidate should also supply proof of application for Act 34, 151, and fingerprints (Either with on-line receipt or money order receipt). Principals discuss the matter with Athletic Director and other required staff (such as department heads and coaches).
4. Decision is made regarding hiring for position based on interviews, checks of references, and program needs.
5. When the coach / advisor is notified that he/she has been selected, the respective principal will put the name and data on the Personnel Matters Form for the next board meeting. A call will be made to the candidate by the principal's office to check on the status of the supporting document acquisition at that point.
6. Board votes on the hiring of the candidate and the candidate receives a letter from CAB. Letter will state the fact of hire with a reminder to submit all required documentation prior to being able to be alone with students. Candidate will be permitted to work with program under the supervision of head coach for thirty days subsequent to hire while receipt of documents is pending. Principals and coaches shall monitor this time restriction.
Candidate cannot be alone with students until such time as clearances are received.
7. Candidate reports to CAB to sign contract, W-4, and I-9 form and submit supporting documentation.
8. Kathi Umpleby sends copies of clearances (Act 34 and Act 151 only) to principals as backup.

NOTE: District will reimburse volunteer coaches (gratis) for their two clearances and fingerprint processing.

Fairview Athletic Boosters

2009 Officers & Board

Presidents	Gene Sundberg & Jami Sundberg	838-4450	ESundberg@marshspaeder.com ecslongwood@roadrunner.com jsundberg@malinbergquist.com
Vice President	Jeff & Amy Brinling	835-7250	mrsbrin@juno.com
Secretary	Steve & Pam Klemm	835-1467	6rus@adelphia.net steve.klemm@tap.com
Treasurer	Carolyn Beck	474-3650	cbeck@ecdh.org
Concession Stand	ORDERING: Kim Michael	474-3411	mbs2@roadrunner.com
	STOCKING/STAFFING: Denise Borowski	474-2466	dborow1180@aol.com
	CANDY: Sarah Kaveney	835-6994	skaveney@trcc.org
	OPENERS: Carol Lipinski Linda Martin Lorie Stroup	474-0204 474-3374 474-1262	c.lipinski@roadrunner.com frankmart@verizon.net stroup41@verizon.net
	GRILLERS: Fran Mifsud Leo Lipinski Frank Martin	836-8854 474-0204 474-3374	frankmart@verizon.net
	GAME CO-ORDINATORS: Nancy Treverton Lorie Stroup Carolyn Beck NEED TWO MORE	836-2721 474-1262 474-3650	ntreverton@adelphia.net stroup41@verizon.net cbeck@ecdh.org
Membership	Lisa Haney	474-9839	sljimp@aol.com
Programs	Michele Miller Sheila Kocan	835-4821 836-0903	MichelM118@aol.com skocan@roadrunner.com
50/50 Raffles	Ken Pollard	474-1107	kpollard@velocity.net
Senior Rec. Coordinator	Siobhon Kobol	833-6425	bkobol@roadrunner.com
Merchandise Sales	Lori Ludrof	836-4609	laludrof@hotmail.com
Tip Off Tournament	Jeff & Amy Brinling	835-7250	mrsbrin@juno.com
Summer Lunches	Judy Corbin	833-4233	liam32661@adelphia.net
Athlete of the Week	Kris Pollard	474-1107	kpollard@velocity.net
Hoodies/Pins	Jane Fiztgibbon	835-9137	
All Sports Banquet	Mel Hirst	864-4512	Mel.Hirst@ErieInsurance.com
Tiger Casino Night	FAB Officers		
	HORSE RACING: Nancy Treverton	836-2721	ntreverton@adelphia.net
Past-President Advisors	Cindy & Jim Pacansky	474-5278	cpacansky@roadrunner.com

PURPOSE OF ATHLETIC BOOSTERS

The general objective of the Association shall be to sponsor, promote, support and encourage activities and programs that will provide an additional funding source to enhance the extra curricular athletic programs of the Fairview School District.

REQUESTS FOR FUNDS OF THE ATHLETIC BOOSTERS

Team requests for funds must be submitted by the Coach or their Team Representative to the President at least 3 days in advance of the upcoming meeting in order to be placed on the Agenda. The requests must also be presented in writing at the monthly General Membership meeting. All requests for funds will be considered on a case-by-case basis and will not be automatically granted.

The Association may, on a case by case or annual basis, determine to purchase sports related clothing or equipment when such request is made by the Coach or Team Representative, and only after the request has either been refused by the Fairview School Board or stricken from the most recent School District budget. Under demonstrated emergency circumstances the Executive Board may waive these requirements.

All checks or demands for money shall be signed by two Officers, the Treasurer and the President.

ASSOCIATION PROGRAMS BY THE ATHLETIC BOOSTERS

All-Sports Banquet

The Association shall organize and present an annual spring All-Sports Banquet. All athletes, managers, coaches, cheerleaders and their families will be invited. The most valuable senior athlete in each individual sport will be recognized with a plaque. All senior athletes will receive gifts as determined by the Officers and the Banquet Committee. These gifts may include but are not limited to a Fairview High School blanket and sports cutout. The Association will have the inscription of the nameplates for the most valuable senior athlete and the Sportsmanship Award prepared and hung in the hallway at the Fairview High School.

Awards

The Association will present the following awards at the annual All-Sports Banquet:

1. The MVP Award to the most outstanding senior athlete for each team as determined by Coach
2. The Sportsmanship Award to a male and female senior displaying the best attributes of sportsmanship throughout their high school career. The award recipient will be determined, after careful research, by the Officers.
3. The Outstanding Freshman Athlete Award to a male and female that most distinguishes himself/herself in athletics during their freshman year. The award recipient will be determined, after careful research, by the Officers.
4. The Triple Crown Athlete(s) Award is given to any student that participates in three or more Sports. The Officers and the Banquet Committee will determine the award type, style and color.
5. The Association will provide annual scholarships to graduating seniors attending college in the amount of \$250.00 per student, to a maximum of \$1000.00. Recipients for the scholarships shall be drawn randomly at the All-Sports Banquet, and shall be presented to the student on the verification of payment of the first quarter tuition at an accredited institution of higher learning.

Student Recognition by the Athletic Boosters

In addition to the above mentioned programs set in place by the Association, other activities which are deemed appropriate by the Executive Board and the General Membership can and will be initiated. These programs may include, but are not limited to, Star Athlete of the Week and Senior Recognition Nights.

Coaches Recognition

The Association will purchase a shirt, sweater, sweatshirt or whatever the Executive Board deems appropriate with an insignia for all Fairview Coaches and Assistant Coaches. Individuals wanting replacement of these articles, minimum use of three years, must submit a request, which will be considered by the Executive Board.

District Awards – *The ECA Plan Committee recommends that all awards would be streamlined through the athletic director and purchased from his supply account. Awards would include: Regional Team Championship, Individual All-Region Award, All-District, All-State and Player of the Year Award. District champions are given a plaque from the District X Committee.*

The cost would be approximately \$15. Award amounts from individual sports account could be cut and put into the AD Supply Account. We would have one standard award for all sports.

Coaches would have the option to add money from their booster account to enhance the award, but the district would commit the same amount for all sports.

Should the district have difficulty supplying awards due to financial restraints, the Athletic Administration may solicit assistance from the boosters.

CHANGES IN GAMES (SCHEDULES ETC.)

All game changes must be approved through the Athletic Director. **DO NOT** make changes your self. All of our schedules are PIAA approved and involve a host of other people such as the media, ticket sellers, transportation, officials, security, administrators, parents, boosters, varsity club etc. Any scheduled contest that does not take place is to be reported to the Athletic Director immediately upon returning to the school (weather, forfeit, etc.).

Do not call another school's Athletic Director yourself. To avoid problems all communication needs to be made through *your* Athletic Director.

COLLEGE RECRUITING OF FAIRVIEW HIGH SCHOOL STUDENTS

Fairview School District job descriptions for athletic coaches do not specifically require that any time or effort be given to the college recruiting process. Our research has revealed that other area school districts have similar circumstances. We do however have a long tradition of coaches willing to help in the recruiting process. They understand that having one of our student/athletes choosing to compete on the post-secondary level is a great reflection of the school district and community.

Traditionally our coaches have.....

- Provided information on and encouraged participation in camps, clinics, off-season leagues, club teams, tournaments etc.....
- Met with parents and/or players before the process starts or certainly early on, to explain how the process works and what specific steps they will take in that process. This is to avoid confusion or unrealistic expectations on anyone's part.

- Continued communication with parents and student/athletes as to what actions they are taking in regard to the recruiting process.
- Made arrangements to videotape games to send to colleges.
- Assisted team members by sending letters, resumes or videotapes to schools they would like to attend.
- Returned questionnaires/evaluations to college coaches.
- When possible and appropriate, made phone calls to college coaches.
- Become knowledgeable about the NCAA Clearinghouse and procedures.
- Become knowledgeable about NCAA recruiting rules and regulations.
- Made honest appraisals of a player's ability and what level he/she might want to compete.
- Communicated with the administration, athletic director and guidance department to assist the student/athlete with the process.

We encourage our student/athletes to work hard and strive to attain their dreams. Our coaches have always supported this, the best that they can.

COMPLAINT POLICY

In order to address concerns that sometimes arise between parents and coaches or advisors the Fairview School District has created an organized sequential chain of events to address these concerns. We feel that strict adherence to this policy will bring proper and rapid closure to concerns. The following are issues that are *not* to be addressed by a parent to a coach or advisor.

1. Game or match strategy.
2. Playing time for your son or daughter.

The procedure will be as follows:

1. Parent(s) set a face-to-face meeting with a **coach** or **advisor**.
2. Should the parent(s) not be satisfied with Step #1, the parent(s) would arrange a meeting between the **Athletic Director** and the parent(s).
3. Again, if the parent(s) were not satisfied with the response in Step #2, the parent(s) would arrange a meeting with the **Assistant Principal**.
4. Should the issue not be resolved in the above steps, the parent(s) shall schedule a meeting with the **Principal, Assistant Principal, Athletic Director, and Coach/Advisor** to discuss the concerns.
5. At the conclusion of the season, if the issues are still not resolved, the **Assistant Superintendent** or **Superintendent** may meet with the parents to discuss these concerns.

The Fairview School District has taken great steps to hire quality individuals to direct our extra-curricular programs. We feel that individuals are extremely competent and should perform their duties with limited distractions.

CONTRACTS FOR COACHES

(Policy 408- 408.2)

- All individuals interested in coaching positions with the Fairview School District must complete an application and submit it to the principal/athletic director.
- Application for posted positions can be made with end-of-season sport summaries, or at the time of posting.
- Following the recommendation of the administration and the approval of Board, all coaches will be issued a special activity contract for a one-year term. (AP 123.12).
- The principal will assure that the contract is signed by the professional employee, president of the school board, and the school board secretary.
- Supplemental pay will be distributed in two equal payments in a separate check. (See pay dates in this book). The final payment will be distributed when all of the required end of season paperwork, equipment, and keys are returned.

ELIGIBILITY

There are three ways a student may become ineligible to participate in athletics.

1. Disciplinary Ineligibility: Any student who is sent to the Refocus Room will be considered ineligible to participate or attend a school function for the entire day, including the evening. This means no practice, competitive events, or artistic performance **on every day of** Refocus Room Assignment. If there is no performance or competitive event on the day of the Refocus Room assignment, the student will miss the practice that day (if they are a team/cast member) AND the next scheduled event – even as a spectator.

Any student who is assigned OSS will be considered ineligible to participate or attend a school function for the entire day, including the evening. This means no practice, competitive events, or artistic performance **on every day of** OSS assignment. If there is no performance or competitive event on the day(s) of the OSS assignment, the student will miss the practice that day (if they are a team/cast member) AND the next scheduled event (including a spectator).

2. Academic Ineligibility: Only full time student, regardless of age, can practice in athletics. All students must be passing a minimum two full-credit subjects at any one time. Teachers will report the names of failing athletes to the Athletic Director every Friday. The Athletic Director will notify the coaches of any of their athletes are ineligible to participate in athletics for the next week.

3. P.I.A.A. Ineligibility: The P.I.A.A. has a number of rules regarding which students are eligible to participate in athletics. A student may be ineligible to participate in a sport due to age, number of years of prior competition, physical condition (this is the reason the school needs to have the copy of the physical on hand) etc. For more information on a specific concern look in P.I.A.A. section of the handbook or ask the Athletic Director.

NOTE: According to the student handbook - A student athlete must be in school by 8:00 a.m. and may not have an early dismissal -- if either of these occur the student is considered ineligible for practice, game, match or meet that day. Exceptions to this rule are 1) Doctor's/Dentist's excuse (must have written excuse by Dr/Dentist); Funeral of family member; education reason(s); others at discretion of administration.

EQUIPMENT MANAGER RESPONSIBILITIES

The Equipment Manager will:

- Be responsible for assigning the uniforms and/or equipment to each pupil and insuring the uniform is returned in good condition, taking into account normal wear, repair, and care needed after use by the pupil.
- Insure that uniforms have been properly cleaned after pupil use.
- He or she will see that the uniforms and the equipment are properly stored and inventoried at the completion of each season.
- He or she will keep a detailed written inventory of all uniforms and equipment available before issuing and accounting for the number returned after use.
- The inventory must be submitted to the building Principal and the Athletic Director.
- He or she will notify the pupil and his or her parents when the pupil loses or destroys a school owed uniform or equipment. Financial restitution or replacement is to be made by the pupil or his or her parents for the lost or destroyed uniform or equipment.

FACILITIES USE

Approval will be subject to the following order of priority with the understanding that they be subject to change or cancellation when the school program requires the facility:

1. In-season school activities have priority over all other activities and events that have not been previously approved.
2. Student groups and student oriented activities will be granted use of facilities on a first come, first serve basis.
3. Fairview Parks and Recreation will be granted use via Facilities Request Form.
4. Faculty activities will be approved when the facilities are not in actual use for school purposes or when other events have not been previously approved.

FUNDRAISING PROCEDURES

As you are aware from your coaches' handbook, any activity that occurs for the purpose of raising funds for your sport or club must be approved *in advance* by the administration AND the school board. This is usually done in the summer or early fall. One of the main reasons for this is to try to avoid overlapping of fundraising campaigns by different groups at the same time. Any efforts to raise funds must be conducted in a responsible manner following the established procedures. These include taking care of any money that was taken in, or not to confuse it with other funds, and to provide a report at the end of the campaign to indicate how much was raised and how it was spent. Doing all this will avoid problems or any appearance of impropriety. All of these practices are audited and we all need to have a clean record in this regard.

For sports' teams, any funds that are collected must be submitted to the Athletic Boosters and they will be deposited into an account for your team's use. Any expenditure should be made via a request to the Boosters. FHS clubs are to submit the money that they raise to Trudi Featsent who will deposit it in the appropriate activity account.

Please remember to get the approval BEFORE you start a fundraising project.

The administration understands the need to supplement your budget by these activities and wants to assist you throughout the process -- we just need you to follow the correct procedures. If you have any questions, please see the Athletic Director or a building administrator.

Find a copy of the Fund Raising Application in the forms section at back of this book. (Feel free to make copies – each fundraising effort needs its own form.)

HAZING

FAIRVIEW SCHOOL DISTRICT HAZING POLICY

247. Hazing

1. Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the goals of the district and are prohibited at all times.

2. Definitions

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or membership in or affiliation with any educational program or any school -sponsored activity of the District.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; inappropriate calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other inappropriate activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

3. Authority SC 510

The Board does not condone any form of initiation or harassment, known as hazing, as part of any educational program or school-sponsored activity. no student, teacher, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

Pol. 122, 123

The Board directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

4. Delegation of Responsibility

The principal shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, teachers, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal. The building principal with input from the advisor/coach will take appropriate disciplinary action according to the district code of conduct in the student handbook.

The district shall annually inform students, teachers, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of: publication in handbooks, presentation at an assembly, verbal instructions by the teacher, coach or sponsor at the start of the season or educational program or other school-sponsored activity.

5. Guidelines

Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the Superintendent, the complainant, the accused, and other directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Behavior Code & Discipline in the student handbook.

HOME SCHOOLING

The Fairview School District Board of School Directors recognizes the legal rights of parents to educate their children in their own home. The Board requires that the program of instruction be in compliance with the state laws of Pennsylvania. In order for any home-schooled child to participate in any extra-curricular program in Fairview School District they must schedule an appointment with the Athletic Director and the building administrator. The students must then conform to the PIAA established guidelines for competition including but not limited to a physical examination, proof of successful grades, proof of attendance, and weekly eligibility checklist. Any questions should be directed to Athletic Director or building administrator.

INJURY / ACCIDENT PROTOCOL

The possibility of aggravating an injury by improper handling, as well as concerns about liability for student-athletes' health while in our care has led me to look at our current practices. In light of concerns following a serious accident at a recent track meet, and given the fact that such unfortunate injuries can occur at any time, coaches and athletic trainer should follow these procedures for the future:

- At all sporting events the team athletic trainer will provide initial evaluation and aid. (This would be *our* athletic trainer for home events and the *other* school's athletic trainer for away events). The parent of the athlete may also become involved if in attendance. If the parent is not in attendance an attempt should be made to phone them in the case of a serious injury.

- FOR ALL SERIOUS INJURIES REQUIRING MEDICAL ATTENTION, especially back, neck, and head injuries involving lost consciousness, and if shock is occurring, THE ATHLETE SHOULD BE TAKEN TO THE HOSPITAL IN AN AMBULANCE. *The only exception to this is if a parent/guardian is present and insists on taking the athlete him/herself.*
- If the athlete's injury is not deemed serious enough for ambulance transport, but he/she is in too much pain to comfortably ride the schoolbus back from an away event the only other option is for the student to be taken home by his/her parents or an ambulance.
- At an away event if the opposing team's athletic trainer indicates that the student should **not** be transported in an ambulance, *our coach* can override this decision and call an ambulance. If the opposing team's trainer indicates that he/she believes the student SHOULD be transported by ambulance, our coach should abide by that decision.
- At no time is any athletic program employee to transport a student in a private vehicle either to or from an event.
- You need to complete an accident report form and submit it to the Athletic Trainer. The form can be found in the back of the Coaches Handbook in the forms section.
- The Principal and the Athletic Director need to be informed of all serious injuries / incidents within 24 hours.

JOB DESCRIPTION

A coach, in a district the size of Fairview, must be competent in a number of areas to build a successful program. In reality you must be much more than "just a coach" in the traditional sense of the word. Your responsibilities place you more in the realm of a general manager. In this section of the handbook the school district will present their expectations of you, the coach/advisor.

If a coach willfully or persistently violates the school policy affecting extracurricular activities, a hearing will be held by the principal and assistant superintendent to review the violation. If a coach assessed a technical or a penalty against the team during a contest, then the coach shall have a hearing before the Assistant Principal. Other administrators may be present at this hearing.

MISCELLANEOUS DUTIES

Coaches are also responsible for the following:

- Attendance at all Regional, P.I.A.A., and Fairview School District coaches' meetings are required.
- Submitting a completed and accurate one-year budget (See budget section)
- Submitting a team roster, practice schedule, bus schedules and all other requested paperwork.
- Supporting the academic needs of their players and implementing the academic eligibility system.
- Maintaining the facilities and equipment utilized in practice and competition to the best of their abilities.
- Complying with need for every student to have a school physical and concussion screening done with appropriate forms completed and on file.
- Completing e-mail weekly and end-of-season summary reports in a timely fashion.

- **Work Order Requisitions.** When a coach needs to have something moved, fixed, put together, he or she is to complete the Work Requisition Order Form and give it to the Athletic Director who will then submit it to the Maintenance Director. If the job does not get completed in a reasonable time period please let the building principal know. Keep a copy for your records.

LETTERING

Lettering is at the discretion of the Head Coach. To avoid controversy, you are required to submit a measurable, concrete lettering policy in writing to the athletes, Athletic Director, and Assistant Principal. Your standards and expectations for lettering should be high but attainable. *Coaches should present their lettering policies at the pre-season parents' meeting.*

Lettering procedures must be submitted to Athletic Director within two weeks of the first legal practice.

MEDIA GUIDELINES

It is the coaches' responsibility to report all final scores of all home contests to the appropriate media. Always call in the results of all home contests, regardless of the score. It is an agreement that all coaches are bound to uphold. The score needs to be called into the paper as soon as possible. Do not wait until you get home.

Call in results of away contests if they are outside of Erie County.

The Toll Free number for the Times News is 1-800-352-0043.

Please have the following information ready for the newspaper:

1. The win/loss records of both teams.
2. The final score of the competition.
3. The first and last names of players from both teams.
4. Any new records set for the event.
5. Multiple winners if applicable
6. Winners of individual events if applicable.
7. Team nicknames. (Example: Fairview "Tigers")

DO NOT DISCUSS OTHER SCHOOL MATTERS OR CONTROVERSIES WITH THE PRESS. PLEASE REFER THEM TO THE SCHOOL SUPERINTENDENT'S OFFICE.

An email update must to sent weekly to the FHS Assistant Principal at DLEWIS@FAIRVIEW.IU5.ORG All coaches are responsible for completing an end of season summary article also to be emailed.

All Coaches must fill out game summary and score of each contest to be placed on the School District website. This needs to take place by the next school day.

MEDIA ADDRESSES AND PHONE NUMBERS

Updated 6/3/09

NEWSPAPERS

Erie Times News	205 West 12 th Street	Erie, PA 16534
Fax	870-1808	
Reporting Scores	870-1700	
Toll Free in Pennsylvania	1-800-352-0043	

TELEVISION STATIONS

WICU-TV	3514 State Street 454-5201 Ext. 801 or 454-8812	Erie, PA 16508 Fax 453-2211
WJET-TV	8455 Peach Street 868-2424 or 864-2400	Erie, PA 16509 Fax 864-1704
WSEE-TV	1220 Peach Street 454-3500 Ext. 323 Fax Schedule 459-3500	Erie, PA 16501

RADIO STATIONS

WFNN SPORTS TALK	1 Boston Store Place 461-1300	Erie, PA 16501
ROCKET 101	1 Boston Store Place 461-1000	Erie, PA 16501
WJET	1 Boston Store Place 461-1000	Erie, PA 16501

OVERNIGHT ACCOMMODATIONS

The following procedure must be followed to take a team or an individual to a competition that may require overnight accommodations:

1. Notify the Athletic Director or Assistant Principal on the next school day.
2. Submit a copy of the "Request for Field Study" form to the building Principal, to the school secretary, and to the Athletic Director. Attached to this form you must have:
 - a. A detailed itinerary with timeline
 - b. Directions to the event.
 - c. A list of all the names and home phone numbers of all the students who will be attending the competition.
3. Coordinate all transportation needs through the Athletic Director.
* Use of private vehicles is not permitted.*
4. Contact the Athletic Boosters to request meal money for your athletes.
5. Submit four choices for lodging. Be sure to include the phone number and address.
* You are encouraged to make reservations as soon as you realize post season play is likely.*

Upon your return, you should complete form AP 431.b Final Audit Sheet. You must have proper vouchers/receipts for all of your expenses to be repaid by the district. This should be turned in to the Athletic Director.

PAY SCHEDULE AND CALENDAR RECORD 2009-2010 SCHOOL YEAR

1-Aug-06

<u>SEASON</u>	<u>MID YEAR PAY</u>	<u>FINAL PAY</u>
FALL SPORTS	9/09/05 CALL FOR PRINCIPALS TO SIGN OFF CONTRACTS	10/21/05 CALL FOR PRINCIPALS TO SIGN OFF CONTRACTS
	9/22/06 PAY DATE	11/3/06 PAY DATE

*MID YEAR CHECKS CAN BE MAILED TO STAFF MEMBERS.

*THE AD WILL HAND DELIVER FINAL CHECKS TO COACHES/STAFF.

WINTER SPORTS	11/18/05 CALL FOR PRINCIPALS TO SIGN OFF CONTRACTS	1/27/06 CALL FOR PRINCIPALS TO SIGN OFF CONTRACTS
	12/1/06 PAY DATE	2/9/07 PAY DATE

*MID YEAR CHECKS CAN BE MAILED TO STAFF MEMBERS.

*THE AD WILL HAND DELIVER FINAL CHECKS TO COACHES/STAFF.

SPRING SPORTS	3/24/06 CALL FOR PRINCIPALS TO SIGN OFF CONTRACTS	5/5/06 CALL FOR PRINCIPALS TO SIGN OFF CONTRACTS
	4/6/07 PAY DATE	5/18/07 PAY DATE

*MID YEAR CHECKS CAN BE MAILED TO STAFF MEMBERS.

*THE AD WILL HAND DELIVER FINAL CHECKS TO COACHES/STAFF.

YEARLY CONTRACTS	11/18/05 CALL FOR PRINCIPALS TO SIGN OFF CONTRACTS	5/19/06 CALL FOR PRINCIPALS TO SIGN OFF CONTRACTS
	12/1/06 PAY DATE	6/1/07 PAY DATE

*MID YEAR CHECKS CAN BE MAILED TO STAFF MEMBERS.

*THE AD WILL HAND DELIVER FINAL CHECKS TO COACHES/STAFF.

*CERTAIN CONTRACTS SUCH AS DRAMA AND TALENT SHOW WILL BE PAID AS COMPLETED
BASED ON THE APPROPRIATE REQUEST AND SIGNATURE FROM THE BUILDING ADMINISTRATOR.

- THE AD WILL HAND DELIVER FINAL CHECKS TO COACHES/STAFF.
- CERTAIN CONTRACTS SUCH AS DRAMA AND TALENT SHOW WILL BE PAID AS COMPLETED
BASED ON THE APPROPRIATE REQUEST AND SIGNATURE FROM THE BUILDING ADMINISTRATOR.

PHONE LIST/EMERGENCY NUMBERS

All coaches are required to submit a typed list that includes the following information:

1. The athlete's name.
2. His or her current phone number.
3. An emergency number providing no one can be reached at his or her residence.
4. The athlete's parents names.
5. The athlete's current address.

This list is used for a number of purposes and will be sent to the transportation office, the main office, the Assistant Superintendent, and the Athletic office. As a coach you should have a copy of this list with you whenever you practice or compete. **This list must be turned into Gloria Morell in the FHS Resource Room no later than 1 week prior to your first travel date or the school will not provide you with the necessary transportation.**

PHYSICALS

All students who wish to play or compete in the following activities must have a pre-participatory physical AND concussion screening before each sport season:

FHS

Band	Cross Country
Cheerleading	Football
Golf	Soccer
Tennis	Basketball
Swimming	Diving
Wrestling	Track & Field
Baseball	Softball
Volleyball	

FMS

Band	Cross Country
Cheerleading	Football
Soccer	Basketball
Wrestling	
Volleyball	

Athletes must have a sport physical once per year. The athletes need to have a private physical, but they should take the PIAA physical form with them to the doctor to be signed. The physical evaluation must be done after June 1st and all physicals expire May 31st.

Physical forms can be picked up in the main office at the High School or from the nurse at Fairview Middle School. A copy is also provided in the end section of this book.

Checks are to be made payable to Fairview School District.

PIAA ELIGIBILITY ROSTERS

PIAA Eligibility rosters are required for all PIAA sanctioned sporting events.

Please complete and return to Gloria Morell in the FHS Resource Room no more than one week following physicals.

There are to be no exceptions to these dates. The Athletic Director must have the PIAA eligibility form completed and returned by these dates. ***They are to be filled out alphabetically by grade.*** Extra eligibility forms will be included in the Forms section at the end of the handbook.

If you add an athlete to your team, the Athletic Director will need you to fill out a new eligibility sheet for the individual player. If a student drops out of your program, then it is required that the Athletic director be advised. Both the School District and the PIAA need to be kept informed of the changes in your PIAA eligibility roster. Your rosters are required to be sent to all competing schools.

If you would like to see the PIAA eligibility roster of a competing team, then please ask the Athletic Director.

PLAY-OFFS ATTENDANCE

A coach of an athletic activity may, at the recommendation of the Athletic Director and Principal, and subsequent approval by the Superintendent, be permitted to participate in those playoff schedules assigned. This shall be as a result of competition in regular season play and having been chosen to compete in a sectional or state regional playoff.

The assistant coaches may be permitted to attend the above sectional and regional play-offs when the number of competitors so justify provided approval has been granted by the FHS Assistant Principal and the Athletic Director and subsequent approval of the Superintendent.

PRACTICE SESSIONS

1. All practices need to be supervised by a Fairview School Board approved coach or advisor **AT ALL TIMES**. At no time must student athletes be left alone. This includes when they are in the locker room area. Hazing, vandalism, or injuries have been known to occur if this is the case.
2. The coach must arrange practice time with the Principal and Athletic Director. A specific start and termination time is required. Practices are generally two hours in length. Any changes of approved practice times must also be confirmed with the Principal, Athletic Director and the Athletic Trainer. Students should wait for practice to begin in the cafeteria or an area designated by the coach.
3. At least one Board-approved coach must remain with the team until all the athletes leave a practice or competition. This can be done on a rotating basis among coaches in a particular sport or however the head coach sees fit.
4. The coach cannot permit any pupil not present in school by 8:00 a.m. or leaving early from school, to practice or compete on that particular day without an excuse signed by a medical professional.
5. Athletes will not be permitted in any area of the school building after school except those areas designated and supervised by the coaches who should gain permission for use of the said areas from the Principal.
6. It is expected that practice periods be scheduled on days when school is in session. However, if practices are held on non-school days, such as Saturdays or Sundays, over vacation, special arrangements must be made through the Athletic Director. If such arrangements are not made, entry onto the school grounds will not be permitted.

PROTOCOL FOR CLUB COACHES AND THE FAIRVIEW SCHOOL DISTRICT ATHLETIC TEAMS

- **Problems with Club Coaches:**
 - a.) Not a Board approved coach (clearances); do not have permission to work with our student-athletes
 - b.) A need for our student-athletes to follow PIAA regulations and policy concerning in-season participation
 - c.) Potential for violation of Fairview School District School Board Policy in regards to transportation & supervision
 - d.) Potential scheduling of independent events without following the proper chain of command. The scheduling of all meets, practices and scrimmages for our students athletes must be done by the athletic director through the high school coach. Participation in club events could count against the Fairview High School program and its maximum number of games and scrimmages allowed by the PIAA. Violation of those rules will result in sanctions against our programs.
 - e.) Potential conflict with practices, rules and regulations of our coaches and their programs.

- **Expectations of the Fairview Coaches**
 - a.) To inform athletic administration immediately of Club Coach's attendance at our events. If a club coach is at an event and interfering with our program, our coach should have the game officials removed them from the area.
 - b.) To inform athletic administration of any conflict caused by club coaches
 - c.) Establish team rules and regulations and communicate them to parents and athletes
 - d.) Follow all Fairview School District guidelines and policies concerning extra-curricular activities.

- **Expectations of the Fairview Student-Athlete**
 - a.) Follow all rules and regulations outlined by the Fairview School District and the head coach of their program.
 - b.) Commitment to the Fairview School District program which they choose to participate in

RENTED VEHICLES

Please remember that prior to the return of any rental vehicle that has been authorized for your sport or activity ***you must fill the fuel tank.*** This is a rule of the rental company and one by which the district expects all school employees to abide. In the event that this is not done, the coach/advisor will be responsible for the difference between the current average price at service stations and the cost charged by the rental company.

To give you a clear idea as to why this is an issue, the price for rental company gasoline as of today is \$5.69 per gallon

RESPONSIBILITIES OF THE COACH

The head coach is responsible for the following:

Establishing a vision for his or her program and motivate the team to achieve the communicated goals.

- Assembling a coaching staff if applicable.
- Recruiting student athletes.
- Teaching the rules of the game.
- Demonstrating a general awareness of trends within the sport.
- Possessing a continuing enthusiasm and sincere desire for guiding young people.
- Organizing, supervising, coordinating the practice sessions for the students.
- Establishing a concrete and measurable lettering policy.
- Preparing students mentally and physically for competition.
- Upholding the honor and dignity of the profession.
- Enforcing all school district, PIAA, and League rules and policies.
- Establishing guidelines for team participation. If cuts are to take place, concrete guidelines must be first shared with the Principal and Athletic Director and then openly communicated during the trial period to the team.
- ALL pre-game details. (Makes adequate provision for transportation, field preparation schedule, equipment set up, statisticians, scorekeepers.)

RULES FOR THE TEAM

Team Rules must be submitted to the Athletic Director two weeks before the first legal practice.

SCHEDULING POLICIES

1. Schedules for the entire season will be posted online for easy reference as well as produced in other media.
2. No post or pre-season games, contests, scrimmages or tournaments shall be arranged under any circumstances for athletic teams without prior approval of the Athletic Director and Principal.
3. No schedules shall be prepared without consultation with the Athletic Director and the Principal. All competition must adhere to P.I.A.A. & league rules.
4. Participation in any athletic amateur union shall not be sponsored by the Fairview School District. A student may lose his or her P.I.A.A. eligible if they do so. Please consult with the Assistant Principal or the Athletic Director.
5. Any practice or competition condition that endangers the health, welfare, or safety of the participants shall be brought to the immediate attention of the Athletic Director and Principal who will notify the Assistant Superintendent.

SCOUTING

Head coaches will be responsible for keeping an accurate record of all-scouting trips and mileage.

1. Mileage is computed from Fairview School District as per school policy. The mileage is paid based on mileage that the school bus would travel in making a trip to that destination.

2. Coaches should complete BOTH the “Mileage record sheet” and the “Travel Expense Voucher Final Audit Sheet” indicating the miles to be reimbursed for scouting. The Travel Voucher Sheet must be signed by the coach. (Both forms can be found in the Form section of the handbook.)
3. Both forms MUST be turned into the Athletic Director within ONE WEEK of the end of the season.
4. 2008/2009 mileage is reimbursed at the IRS rate, which is currently .585 per mile.

SUPERVISION OF AFTER SCHOOL ACTIVITIES

(AP 707.C)

When a building is being used beyond the regular school day for any school activity, the Principal, assigned Coach/Advisor, or Teacher properly authorized by the Principal, shall be responsible for the building and all school property. Pupils may not remain in the building at any time without an authorized person directly responsible for them. This designated person must remain in the same location of the building the pupils are occupying.

The Administration considers the following as the essential portions of its procedures toward implementing Policy 707.C.

The building principal and athletic director will approve ALL dates and times for the use of school facilities for extra-curricular activities. The coach and/or advisor must agree to be responsible for supervising the activity to assure that it begins and ends as scheduled and that participants in the activities conduct themselves in a proper manner.

SUPPLY ACQUISITION PROCEDURES

This is just a request for all coaches and advisers to follow the established procedure for acquiring supplies. Please do not go to a store yourself, call, mail, or use the internet to order or purchase supplies.

The district needs you to FIRST submit a requisition form and have the FHS Assistant Principal process it with the business office. This permits the district to monitor your account and insure that the sport stays within budget.

It is possible that if you do not follow this procedure you would be held financially responsible for the purchase.

We understand that there may be unforeseen emergencies for your program that may mean that the district must purchase something that was not budgeted, bid upon, etc. and every effort will be made to help you deal with such problems. Planning ahead is critical, however.

TEAM ROSTERS

Please submit a TYPED team roster (with jersey numbers and positions, if applicable) to Gloria Morell in the FHS Resource Room before the start of your season.

The team rosters are used by other school districts for programs

TEAM SELECTION AND CUTTING PROCESS

The Fairview School District believes that when cuts to a team are necessary in the head coach's judgment and/or to secure a workable number of competitive players on any given team, the following guidelines are to be followed:

1. Seniors retained on the team will be those capable of contributing to the team greatly in some fashion.
2. The athletes should know what the criteria are for making the team before the try-outs begin. This information should also be communicated to parents.
3. Players moving up from 8th, 9th, and through J.V. levels whose ability level shows he/she may not be capable of attaining a varsity position as a junior or senior should be encouraged to try another activity.
 - Remember--the degree of cutting at the varsity level will diminish if proper steps are taken at lower levels and as a program matures.

Our philosophy for the 8th, 9th, and J.V. sports levels is to serve as a feeder program for the varsity level. Fundamentals and understanding of the sport will be stressed at the lower levels as well as the potential for the individual's development - not the win/loss records of the different teams.

TELEPHONE USE

Students may use the telephone in their coaches' office, or the gym storage area provided they have proper supervision. This arrangement may not always be available.

Long Distance phone calls are not permitted by students. Coaches may make long distance phone calls only in **EMERGENCY** situations. If an emergency does arise the phone in the main office has long distance capabilities. A custodian will need to be found in order to admit you the office after school hours.

Cell phones may be used at discretion of coach or administration.

TICKETS AND PASSES

All employees, as well as school board members of the Fairview School District, will receive a season admission pass for themselves and one guest to all home athletic events. The pass is non-transferable. If you have not been issued a card for the current season please contact the Central Administration Building.

Admission charges

The admission charges for the specified athletic contests will be determined by the Fairview Board of School Directors at the August meeting.

2009-2010 Ticket Prices

\$4.00 Adult \$2.00 Student College Student (w/ I.D.) \$2.00

Fairview Senior Citizens – Free with “Gold Card”

Season Pass Prices:	Student season:	\$15.00
	Adult season:	\$35.00

Athletic Game Tickets

The pre-sale of game tickets will be held when large crowds are anticipated. Tickets will be distinguished between “Adult” and “Student.” The adults will be classified as high school graduates and over, and the students will be noted as K-12. Pre-school children will be admitted free of charge. To qualify as a high school or college student your identification card may be required.

TOURNAMENTS

Tournaments may be scheduled and are an important part of some team’s schedules. All tournaments, invitationals, matches or games that require an entry fee must be pre-approved through the administration and Athletic Director.

TRANSPORTATION

A completed Transportation request must be submitted to the Athletic Director two weeks before the first official practice.

The Transportation request form can be found in the Forms section of the Handbook.

- All transportation requests must be processed through the Athletic Director. This would also include any changes that may need to be made throughout your season.
- The transportation request form is to be filled out with the time you wish your team to leave the school. The driver will show up 15 minutes prior to this time. If this does not occur, then call the bus garage.
- The transportation request form is also used for van travel and car rentals.
- Transportation will be denied if your Emergency List is not submitted to the Athletic Director (who will submit it to the bus garage).
- Should you wish to stop for a meal, be sure to indicate that desire on the transportation request form.
- Cellular phones will be provided for you on the buses to use for **EMERGENCIES**. If you have a phone chain then a call will also be permitted to start the phone chain. If you are riding on a Fairview School bus with a Fairview driver, then the driver will have the phone on the bus for you. If you are riding on a rented bus (Ryder Company), then you need to return the cell phone to the school the following day.

RIDING THE BUSES

- The bus driver is in charge of the bus at all times. They are required to stay with the bus at all times with the exception of a 1 hour or less meal break.
- The coach/advisor is in charge of his/her team members and their behaviors when they are on the bus. If students are on the bus they must be accompanied by a coach even if the bus is parked at an event. The drivers are not baby-sitters.

- The HIRED coach/advisor MUST ride the bus to and from all events.
- Athletes must ride the bus to and from all events unless prior permission is granted in advance by the coach. A parent must personally present a written request to the coach. A note from a player/student is unacceptable. A parent/guardian can only be responsible for his/her son/daughter. A parent or guardian cannot drive an athlete who is not his or her son or daughter home from an event. (**Even with a note from the other student's parent.**)
- Please take a roll call before leaving Fairview School District property and before you leave the away event.
- Please make sure all students are accounted for before leaving the away event.
- Walk through the bus when you return to Fairview. Check for any damages and or trash. Do not leave the bus in poor condition.

Procedure to follow when a bus does not arrive 15 minutes prior to departure time:

- Notify Transportation Supervisor, Terry Braden, or Coordinator, Holly Bayhurst, at the Bus Garage from 6:30 a.m. to 4:30 p.m. Monday through Friday at 474-2600 ext. 2291.
- If the call needs to be made during non-business hours, then use the following cellular phone numbers:
 - Terry Braden's cell phone number 392-5979
 - Holly Bayhurst's cell phone number 881-8513
- Notify the Athletic Director, Jerry Lightner, at 882-4166

Use of Private Cars

It is the preference of the Board of Education and the Administration that private vehicles NOT be used for transportation of participating students to or from events. If this is necessary due to certain circumstances the student must submit a permission slip signed by his/her parents in advance of the event.

If students need to be transported please contact the Athletic Director. The Athletic Director will then make arrangements with the bus garage to transport your students.

Private car usage is permitted for scouting purposes or for travel of the coaches to or from a conference.

Uniforms and Equipment

- 1.) All high school uniforms and equipment will be dispersed by the equipment manager. Middle school uniforms and equipment will be distributed by the coach.
- 2.) Records are kept of what size and/or number each student is issued.
- 3.) Uniforms are sized to each student according to what is available. The equipment manager/coach will do the best they can to accommodate the needs of every athlete.
- 4.) All equipment and uniforms are to be cleaned and returned within **one** week of the end of the season.
- 5.) Any lost, stolen or damaged uniforms or equipment are to be **replaced (paid for)** by the athlete or parents.
- 6.) All equipment is to be returned in person to the equipment manager/coach. Uniforms and/or equipment are not to be left in the main office or anywhere else.
- 7.) All students are expected to take care of financial obligations before graduation. Those failing to do so may not receive their cap and gown.

Proposal for New Uniform Replacement Policy

Purpose:

- Old replacement policy never had an understandable reason for how or why sports were organized as they were.
- Old replacement policy did not specify what should or should not be purchased.
- New policy will allow uniforms that receive more wear and tear to be replaced more often and uniforms that receive less wear and tear to be replaced less often.
- New policy allows for possible budgetary restrictions.

Reason:

- Each sport has been placed in one of three categories, based on indoor/outdoor, amount of prior wear and tear, and aggressive nature of the sport in general.
- The categories are group 1: three year rotation, group 2: four year rotation, and group 3: five year rotation.
- One sport is partially excluded because their uniform needs to be replaced each year. That sport is swimming and diving. They are included in group 3 should they want to purchase jackets or warm-ups for post season participation.

What is included in the uniform policy:

- Should include only items required for game competition, i.e. jersey, shorts/pants.
- Items such as bags, warm-ups, socks, hats, jackets, t-shirts, sweatshirts, sweatpants and protective equipment should not be included in this rotation.
- Coaches need to consider all competitive grade levels. Adult sizes should not be passed down to younger programs. Order new uniforms for them as well.

Categories:

- Group 1: Wrestling, Baseball, Softball, Boys Soccer, Football and Girls Soccer
- Group 2: Boys Track, Girls Track, Boys Cross Country, Girls Cross Country, Boys Tennis, Girls Tennis, Fall Cheerleading and Winter Cheerleading
- Group 3: Golf, Volleyball, Band, Swim/Dive, Boys Basketball, Girls Basketball

Cycle Breakdown:

- Each year the school district will replace uniforms for five sports. Two of the sports will be from group 1 and 2 and one from group 3.
- Based on the present condition of uniforms depends on when and how sports are organized on the new policy.

Potential New Cycle:

2008-2009	2009-2010	2010-2011
Wrestling	Softball	Football
Baseball	Boys Soccer	Girls Soccer
Boys Track	Boys XC	Boys Tennis
Girls Track	Girls XC	Girls Tennis
Boys Basketball	Volleyball	Band
2011-2012	2012-2013	2013-2014
Wrestling	Softball	Football
Baseball	Boys Soccer	Girls Soccer
Fall Cheerleading	Boys Track	Boys XC
Winter Cheerleading	Girls Track	Girls XC
Golf	Girls Basketball	Boys Basketball
2014-2015	2015-2016	2016-2017
Wrestling	Softball	Football
Baseball	Boys Soccer	Girls Soccer
Boys Tennis	Fall Cheerleading	Boys Track
Girls Tennis	Winter Cheerleading	Girls Track
Volleyball	Swimming	Golf
2017-2018	2018-2019	2019-2020
Wrestling	Softball	Football
Baseball	Boys Soccer	Girls Soccer
Boys XC	Boys Tennis	Fall Cheerleading
Girls XC	Girls Tennis	Winter Cheerleading
Girls Basketball	Boys Basketball	Volleyball
2020-2021	2021-2022	2022-2023
Wrestling	Softball	Football
Baseball	Boys Soccer	Girls Soccer
Boys Track	Boys XC	Boys Tennis
Girls Track	Girls XC	Girls Tennis
Band	Golf	Girls Basketball
2023-2024	2024-2025	2025-2026
Wrestling	Softball	Football
Baseball	Boys Soccer	Girls Soccer
Fall Cheerleading	Boys Track	Boys XC
Winter Cheerleading	Girls Track	Girls Track
Boys Basketball	Volleyball	Swimming

Etc, etc, etc

SPORT/ ACTIVITY DESCRIPTIONS

Baseball

Varsity – Varsity baseball is a combination of skill, desire, and competitiveness. Players will work hard both in season and off season to develop their skills needed to win at the varsity level. Fundamentals are a must, players should be able to catch, throw, and hit. Game situations as well as fundamentals will be worked in every day. The varsity player has to make a commitment to him self as well as the team to be the best player he can be, practice is mandatory, and competition for playing time is heated. Playing time is earned, not given. Though winning isn't everything, we want to be as competitive as we can. Our team goals will always be to win states, win districts, win Region and get in the playoffs every year.

Off Season

Fall – Our varsity and junior varsity players and at time some of our 8th grade players will play on a club team against other high school club teams from the tri-state area.

Winter – Strength training and baseball conditioning exercises

Pre-Season – The varsity team will travel to a warm weather climate for several days to prepare for the spring season. Some fundraising will be done but it will be the player's responsibility to cover most of the costs for this trip.

Summer – Our players at all levels will be encouraged to play summer baseball in the following programs: FLAG Senior League, Junior Legion, MYAA Senior League, Senior American Legion and any traveling AAU teams they may want to do.

Little League The early programs exist for three reasons

1. Introduce the game of baseball
2. Teach fundamental skills needed to be successful in the game of baseball
3. Teach competitiveness and team skills needed to compete in the upper levels.

Fall Club Team Those who are not in a fall sport can play in the fall program which consists of approximately 10 games. Practices begin in mid-August and games are played in August and September. Emphasis is placed on developing individual and team skills. This is like spring training, getting ready for the following spring because the weather conditions are so much better for practicing and seeing players perform in game like situations. This program is primarily for potential junior varsity and varsity players and we may from time to time have some highly skilled 8th grades play as well.

JV – JV ball is like the minor leagues, players will be competing for positions and playing time with others. Emphasis is not just on winning, but winning and competing is an important role. Also those who are successful at the JV level will see some playing time in the varsity game as well as set themselves up for competing for a varsity spot in the next year. Fundamentals are important part of JV ball as well as knowing the game, and game like situations.

Outline

Earliest Programs start with Fairview Little League

T ball ages 5 and 6

T ball ages 7 and 8 (coach's pitch)

Farm leagues ages 9 and 10

Little league ages 11 and 12

Sr. league ages 13/14 and 15

Big league ages 16-18

*** More competitive leagues**

JR legion 14-15

Legion ball 16-18

7th & 8th Grade Club Middle School Team – Practices begin in early March with approximately 10 games being played in April and May. This program is run through the Fairview Rec Authority with practices being held roughly one time per week. Games are usually played on Sundays. It is the intent of this program to lead into summer ball for our younger players. There may be some times when a couple of 9th grade players will play with this team since the league is primarily a 9th grade league.

Camps and Clinics – There will also be a summer camp and clinics held several times throughout the year to help the younger players improve their skills.

Boys' Basketball

"Commitment to Excellence"

Varsity Program

This team is for our top 11th and 12th grade players. There may, from time to time, be some 10th graders or perhaps an exceptional 9th grader at this level over the course of the year. This is an intense, competitive, varsity program that requires significant play in the off-season as well as the regular season. The regular season will consist of 24 regular season games and playoff games of necessary. It is a long season that requires players to be conditioned, to be committed to being part of a team, and to follow the rules of the team through the entire year. The season will last from November until March. The off season requires players to work on fundamentals, certain skills, and conditioning to better themselves as players. It will also consist of team open gyms, team camps, and individual camps for players.

Junior Varsity

This team is for the top 10th graders. There may also be from time to time, an 11th grader or an exceptional 9th grader at this level over the course of the year. There will be **NO** 12th graders on this team at anytime. This program is a feeder system for our varsity program. Players who are on this team will also be considered to be part of the varsity team. Therefore, at any time over the course of the season, a JV player may see time on the varsity team if needed. This program is very similar to the varsity level during the regular season. The off-season regiment is the same as the varsity level. The JV/Varsity teams are considered to be one team and follow the same routines and rules together.

9th Grade Program

This program is for our 9th grade players. There may be from time to time an exceptional 8th grader at this level over the course of the year. This team is a feeder system for our JV and varsity programs. The focus of the program is to develop the fundamental skills needed to play at the next level. This team will follow the same program rules as the varsity program. The off-season program will consist of open gyms with the other senior high players and some of the 9th graders may be involved with some JV and/or varsity summer activities.

8th Grade Program

This is for our top 8th grade players or an exceptional 7th grader. The focus of this program is to develop knowledge about the game of basketball as well as developing fundamental skills needed to play at the next level. This program will follow the same rules as the varsity high school program. This will be a competitive team that will require commitment throughout the regular season and some in the off-season. In the off-season players will be expected to condition and practice their basketball skills if they want to play at the next level. Some off-season open gyms and camps will be held for these athletes.

7th Grade Program

This is for our top 7th graders or exceptional 6th grader. The focus of this program is the school year program involving the regular season. The regular season will involve games and practices so the athletes can develop knowledge for the game and develop the necessary skills needed to play at the next level. This program will follow the same rules as the varsity high school program. This will be a competitive team that will require commitment throughout the regular season and some in the off-season. In the off-season players will be expected to condition and practice their basketball skills if they want to play at the next level. Some off-season open gyms and camps will be held for these athletes.

5th and 6th Grade Program

This program is for our top 5th and 6th grade players in the middle school. The team will have a regular season that will consist of 12 games and some tournaments. The number of games may vary from season to season. The team will have regular scheduled practices throughout the course of the season. Practices will be held for the players to develop knowledge of the game, develop the necessary skills needed to play, prepare for upcoming games, and to overall become a better basketball player. This will be a competitive team that will require commitment throughout the regular season. Although it is the coaches objective for each athlete to develop basketball skill, it is also necessary that the athletes have fun and enjoy playing basketball at this level.

***** All programs will be held accountable for following the rules of the varsity high school team. Minor changes may be made to adjust-to the level of the team. The coach of the team will be in charge to make sure all the rules are being followed and the athletes are representing the Fairview School District to the best of their ability. As coaches we will demand that the athletes commit during the season and the off-season, but our number one priority is to develop athletes on and off the court and to make all kids enjoy the process.**

Coach Nies

Girls' Basketball

Varsity Program

The varsity program will be a highly competitive program concentrating on fundamentals, conditioning, defense and teamwork. The season will consist of 24 games. It will include skill development, lifting, scrimmages and camps, both team and individual.

Junior Varsity

The junior varsity program will be a feeder program to the varsity, helping the varsity throughout the season, concentration on the same basics as the varsity. The season will consist of 24 games.

8th Grade Program

The 8th grade program will concentrate on team work, fundamentals, defense and good sportsmanship. It will consist of a 16-20 game schedule. The off season will include games, clinics, camps and skill development will be offered. During the season we will have two teams, the A team competes at the 4:00 game and the B team competes at the 5:15 game. The A team will be very competitive (12-14 players). The B team will concentrate on skills and teamwork. This team will not be competitive (12-15 players).

7th Grade Program

The 7th grade program will concentrate on teamwork, fundamentals, defense and good sportsmanship. It will consist of a 16-20 game schedule. The off season will include games, clinics, camps and skill development will be offered.

During the season we will have two teams, an A team, a B team. The A team will be very competitive (12-14 players). The B team will concentrate on skills and teamwork. This team will not concentrate on competition (12-15 players).

Cheerleading

Fall

Varsity Football Cheerleaders

We primarily cheer for the Fairview High School football team but we are also the spirit builders for every sport at FHS. We do locker signs and recognition for all of the athletes. We continue to work on cheers, chants, stunts, and tumbling on a more advanced level. We are mentors for all the younger cheerleading programs. They are required to help at Fairview's Cheerleading competition but **do not compete**.

Winter

7th and 8th Grade Cheerleading

- When: Interested students will attend summer camps and clinics but the actual tryouts will be held in the spring. Practices are held 2 days a week in the summer.
- 12-14 participate; Tryouts are conducted in spring prior to the upcoming year.
- Description: We will continue to build on our cheerleading skills – cheers, chants, jumps, stunting, and tumbling. These cheerleaders are the spirit builders for FMS. In addition to cheering for all 8th grade boys home basketball games, they are taught how to promote spirit within the school. They may choose to compete in local cheerleading competitions and are required to help at FHS cheerleading competition.

Junior Varsity Cheerleaders

- When: June through August and November through March
- 12-14 participate – Tryouts are conducted in the spring prior to the upcoming year. We learn all of our material in the summer months and only have one camp for all Varsity and J.V. Cheerleaders.
- Description – We primarily cheer for J.V. Boys Basketball games. Cheering for home Varsity Wrestling is an option. The J.V. squad works with the Varsity Cheerleaders to build spirit for all of the sports at FHS. We work on chants, cheers, and stunts at the squad's ability. They are mentors for all the younger cheerleaders at Fairview. The squad may compete at local competitions. Cheerleaders may be bumped to Varsity if their skills improve.

Varsity Cheerleaders

- When: June through August and November through March.
- 12-14 participate – Tryouts are conducted in the spring prior to the upcoming year. We learn all of our material in the summer months and only have one camp for all Varsity and J.V. Cheerleaders.
- Description: We primarily cheer for Varsity Boys Basketball games. Cheering for home Varsity Wrestling is an option. The Varsity squad works with the J.V. cheerleaders to build spirit for all of the sports at FHS. We work on chants, cheers, and stunts at the squad's ability. They are mentors for all the younger cheerleaders at Fairview.

Cross Country

Varsity Program

Run 3.1 miles.

All participants take part in practice according to ability.

All runners participate in meets and invitationals.

The team participates in a variety of activities aimed at encouraging team cooperation, camaraderie and friendly competition.

Middle School Program

Run 1.5 miles.

All participants take part in practice according to ability.

All runners participate in meets and invitationals.

The team participates in a variety of activities aimed at encouraging team cooperation, camaraderie and friendly competition.

Football

Varsity Program

The program/sport is of the aggressive nature, which involves a tremendous amount of planning. As one season ends the next one actually begins. The staff prepares the offense/defense to fit personnel; the student-athletes prepare their bodies in the weight room and mental toughness through physical conditioning. As the spring/summer approach the staff and players work on skills and further strength and conditioning. Commitment is a major characteristic throughout the off-season. Practice, lifting, conditioning, preparing and eventually performing is maintained throughout the season.

Junior Varsity

This program is set up to be identical to that of the varsity program.

9th Grade

No current program at this time.

7th and 8th Grade Program

1 Fundamentals of Football

Positions (Formations)

Rules (Penalties, etc.)

Scoring

Techniques-

Blocking

Tackling

Passing (Routes, etc.)

Running

Kicking Game

2 Physical Fitness

Conditioning

3 Discipline

Be able to follow directions

Execution of techniques

4 Dedication

Be able to practice

Work on your own (home)

5 Enthusiasm

Develop love of the game

School spirit – pride in **your** sport and **your** school.

Spring Intramurals (Gr. 6 and 7) (Recommended)

The following is each day's syllabus for the two-week program:

- 1 Warm up exercises
 - Passing Game
 - Routes/Catching/Formations
 - Courage
 - Blocking
- 2 Warm up exercises
 - Running Game
 - Formations
 - Drills
 - Blocking
- 3 Warm up exercises
 - Defense
 - Positions/Formations
 - Courage
 - Tackling
- 4 Warm up Exercises
 - Contest
 - Passing
 - Catching
 - Running
 - Agility
- 5 Review Last Week
 - Kicking Game
 - Punt/Punt return
 - Kick/Kick return
- 6 Punt/Kick contest
- 7 Flag Football
- 8 Flag Football

Little Gridders (Gr. 6 and 7)

Fundamentals of football:

- Physical Fitness
- Discipline
- Dedication
- Enthusiasm

Golf

Varsity Program

The program is designed to refine the skills of Fairview's strongest golfers so that the students can compete successfully in the Region, and possibly advance to district and state competition.

Junior Varsity Program

The goal of the program is to develop and groom players to be successful varsity golfers. The players are instructed on the basic techniques of golf and the etiquette in the game of golf. Players also learn the strategy behind golf.

Intramural (Gr. 7 and 8)

The first session at the driving range.

To be sure if the students are acquainted with a fundamental knowledge of the various clubs.

To be sure the students know the rules of conduct and etiquette on the course.

To be sure the students know the different types of shots:

- | | |
|----------|------------|
| 1. Drive | 3. Chip |
| 2. Pitch | 4. Putting |

To encourage the students to play the game with confidence and to have knowledge that strokes are fundamentally sound.

Marching Band

Fairview High School Marching Band is a year long sport that starts the second week after school lets out and ends in mid-November with the end of football season. One final commitment is fulfilled with the Fairview Memorial Day Parade in May each year. Bi-annual trips to various locations are planned.

The program consists of students in grades 8, 9, 10, 11 and 12. These students have the ability to participate via a variety of sections; the winds (brass and woodwind), the percussion (drumline and auxiliary), or the colorguard (flags, dance and weapons). Classification for the marching band is determined yearly by membership numbers. The band currently competes in Class AA of the Lakeshore Marching Band Association. (L.M.B.A.)

The band attends all home and away football games and participates competitively in the local L.M.B.A. circuit. An average of five competitions are attended each year with participation in the L.M.B.A. Championship event at the close of each season. Varsity awards are given upon successful completion of the freshman year. Successful completion includes participation at all required events (including the Memorial Day Parade).

Boys' Soccer

Varsity Soccer Program

The boys' soccer season officially begins with the PIAA Fall Sports start date and culminates with the state tournament during the first two weeks of October. Many student athletes, however, participate with their club teams, summer recreation teams, and the school's off-season training program. Being a part of the soccer program is a commitment, and players learn importance of teamwork and unselfishness by understanding that all decisions are made based upon what is in the best interest of the team as a whole.

The goal of the soccer program is to provide a venue of competition for the student athletes of the Fairview School District. As a result, the program stresses the importance of class, sportsmanship, and pride. Participants will also be exposed to the finer technical and tactical points of the game in an attempt to field a squad prepared to participate at the highest levels of competition. If there are enough boys interested in playing soccer it is possible we may have a JV team as well.

7th and 8th Grade Program

The team rosters from 16-22 players dependent on the number of active participants. We play by the rules established by the PIAA , and compete against other middle schools within the Region, and Millcreek School District. Practices are held 3-4 times per week, ranging from 1 ½-3 hours per session. Game play starts in early April, with an average of three games per week. At the end of the regular season, team enters the Region tournament consisting of four round robin games for seeding then additional 1-3 games of single elimination to determine tournament winners.

Girls Soccer

Varsity Program

The program will consist of between 18-20 players in grades 9,10,11, and 12. The level of competition that we face is high so playing time will be based upon performances at practice, skill, dedication and enthusiasm, regardless of grade level.

A Junior Varsity program will be reinstated for the 2009-2010 school year.

7th and 8th Grade Program

The 7th and 8th grade girls soccer program will help each player to learn skills and techniques of soccer. The program will give each girl the opportunity to interact with her peers and it will allow each girl to progress throughout the season. If dedicated, by season's end each player will be prepared to compete at the High School level.

There will be two teams:

- A. Competitive
- B. Developmental

Softball

Fairview High School softball is a spring sport that starts on the first Monday in March and the playoffs end sometime in early June. Being in the climate we are, many of the early practices are held in the gym where there is an indoor batting cage. Southern trips may be offered.

The goals of this team each year are the following: (1) to play with complete team unity; (2) to win the district 10 title; (3) to learn the game well, make lasting friendships, and have fun. The fundamentals of throwing, catching, fielding, hitting and bunting are stressed and reinforced early on.

Our Region is one of the best softball leagues in the state and each year is a true challenge to be competitive. To allow players to improve more quickly, there are open gyms held year-round for players that are not in season for another sport. These are especially encouraged for pitchers and catchers as proper fastpitch pitching instruction is given.

High school softball is a fast-paced, exciting game and every effort is made for the players to have a rewarding experience.

Swimming and Diving

Six-day per week competitive program governed by the regulations set forth by the Pennsylvania Inter-scholastic Athletic Association (P.I.A.A.). As per established by the P.I.A.A., swimming is a varsity sport with no junior varsity class. Students in Grades 9-12 compete simultaneously with like

genders. Two classifications exist for swimming: AA and AAA. Fairview is classified as an AA school.

A high school meet is comprised of 12 events: eleven swimming events and one diving event. The meet schedule is established by Fairview's membership into a region established by the P.I.A.A. Fairview will visit each member team one time and host each member team one time in the course of the regular season.

Qualifying time standards for the post-season District meet are established yearly by the District X swim committee and are made available at the start of each season. From and only at the District X meet, swimmers and divers can qualify for the state championship meet (the highest level of competition for P.I.A.A. high school swimming and diving). The P.I.A.A. establishes qualifying time standards and minimum and maximum number of participants for each event per each classification (AA or AAA) on a yearly basis.

The head men's swim coach and head women's swim coach will have the ultimate decision for establishing all swimming and diving practice schedules, finalizing a team roster, and awarding letters to swimmers and divers. One of the head coaches will serve as the swimming liaison to the Fairview Parks and Recreation Authority (FPRA). As the liaison, the following responsibilities are attached: Attend a monthly meeting, assign pool time for FPRA swim programs, and make recommendations to the FPRA board for hiring and firing of FPRA swim coaches.

The assistant to the program, designated as the diving coach, is responsible for the following: assist with the swim program as directed by the head coaches, execute and lead all diving practices, prepare any paperwork needed for swim competitions related to diving, prepare the pool area for the diving event at home swim meets, and arrange for scoring for the diving event at home swim meets.

Off-season swimming and diving opportunities are made available through the Fairview Parks and Recreation Authority. FPRA offers a United States Swimming (USS) swim team for swimmers of all ability levels.

Swimming Grades K-8

Lessons and a swim team program are offered through the Fairview Parks and Recreation Authority. FPRA offers a United States Swimming (USS) swim team for swimmers of all ability levels.

Track

Girls Varsity Program

Track and field has 18 events.

All athletes participate in dual meets.

The top three athletes in each event participate in invitationals. Two plus one alternate must meet time requirements.

The team participates in a variety of activities aimed at encouraging team cooperation, camaraderie and friendly competition.

District 10 qualifiers need to meet qualifying time.

Boys Varsity Program

Track and field has 18 events.

All athletes participate in dual meets.

The top three athletes in each event participate in invitationals. Two plus one alternate must meet time requirements.

The team participates in a variety of activities aimed at encouraging team cooperation, camaraderie and friendly competition.

District 10 qualifiers need to meet qualifying time.

Volleyball

The number one priority of all levels of the volleyball program is to develop players on and off the court while they enjoy the path they follow. The programs at each level are required to follow the rules of the varsity level team. Changes will be made according to the level of the team. The coach of the program is in charge and all participants need to keep in mind they are representing Fairview School District in the best way they can.

Varsity Program

This is a competitive and dedicated program. The regular season lasts from mid-August through October. This season consists of games played within the region and occasional weekend tournaments with the acceptance of playoff games if necessary. This team is for the top 11th and 12th grade girls. There maybe some 10th graders or an exceptional 9th grader who could participate at this level throughout the season, but nothing is guaranteed. During the season, participants need to be committed and in good condition as well as willing to follow team rules throughout the entire season. During the off-season, players are encouraged to work on skills, fundamental, and conditioning throughout open gyms, camps, and fun play.

Junior Varsity

The participants of this team are 9th and 10th graders. An occasional 11th grader has the possibility of playing at this level. There will be NO 12th graders on this team. The JV team is considered to be a part of the Varsity team and both programs are similar during the regular and off-seasons. They are to follow the same routines and rules. This program works as a guide to future varsity level playing. There may be a time when a JV player may see playing time in a varsity match, however, this is not guaranteed.

7th and 8th Grade Program

The focus of this program is to develop knowledge of the game of volleyball. Also, girls are introduced to the proper fundamentals and skills they would need to be successful. Eligibility for this team starts in the 7th grade. The season runs from March through May, approximately. Within this program, there will be a team that consists of 7th graders and a team of 8th graders. Both groups together are considered one team and follow the same routines and rules. This is a competitive team and requires commitment throughout the regular season and some on the off-season. Players are encouraged to condition and practice in the off season. Individual skills camps offered throughout the area are an excellent resource to improve on volleyball skills.

Tennis

Girls Varsity Program

FAIRVIEW GIRLS TENNIS

Coach - Jerome F. Simon

Home- 838-9842

Work - 835-2700

Grades - 9 through 12

Philosophy - Promotion of the sport of tennis and proper representation of Fairview High School

Goals

- * Development of all players necessary to compete effectively on the court during match play, both physically and mentally
- * Continued promotion of good sportsmanship and proper court etiquette
- * Even though tennis is played as an individual sport, promote the team aspect of the game
- * Achieve these goals through an organized, effective and efficient program

Program

- * Practice starts mid-August season runs through late October, with the state tournament the first weekend in November.
- * Players report mid-August already having their physicals and activity fee completed.
- * First two weeks consist of multiple round robins, both singles and doubles, to determine a line up and ladder.
- * All players participate at the varsity team level. At present there are no cuts. Players are expected to have some fundamentals of the game and understand the basics of scoring and court positioning. In the past, all girls have had an opportunity to participate in a minimum of fifty percent of matches.
- * Average team size is approximately 16. The range has been from 7 to 25.
- * Practices are held at the Chris Batchelor Memorial Courts, which are located at the High School. Practices are Monday through Friday from 5:00 to 7:00 PM, and full attendance is required.
- * There are approximately 16 matches during this time frame, which equates to between 2-3 matches a week. Matches start at 4:00 with players reporting anywhere between 1:00 - 3:15, depending upon home or away status. Fairview has a fine tradition with multiple district champions and many all-state players in the history of the Lady Tigers.

Boys Varsity Program

Practices are a mixture of drills and round robins, along with work on stroke production and strategy. A ladder ranking is established with challenge matches throughout the year. Over the years we have enjoyed much success both on the court, in the classroom and after graduation.

Wrestling

Varsity Program

The wrestling program at Fairview High School will consist of the following sub-programs:

- a. An elementary or feeder program.
- b. A junior high program.
- c. A varsity and junior varsity program.
- d. A tournament at the elementary, junior high, and varsity level.
- e. A blending of the programs so all wrestlers works with different coaches and receive a chance to wrestle other wrestlers, both older and younger.
- f. A coaching handbook that would be incorporated from the high school coach that would stress and explain all terminology that is expected in each level of the program.
- g. A wrestling notebook that is presented to each wrestler that explains techniques, moves, rules, varsity lettering procedures, team expectations, etc. This notebook would be presented to each student at the start of the season.

Middle School Program (Gr. 6-8)

Season will consist of 12 PIAA matches with other area schools, weekend tournaments and Jr. Olympic wrestling program to end the season at the end of March. Because of the number of participants and increased program size, we need more mat space; this is the reasoning for splitting the program into three age groups.

Intramural Program (Gr. 3-6)

Practice three times per week after the 7-8th grade practice. Program is conducted through the Fairview Recreation Authority.

END OF SEASON RESPONSIBILITIES

In order to receive final payment for coaching, the following items must be completed at the end of the season:

- An e-mailed season sport summary sent to dlewis@fairview.iu5.org
- Keys must be returned to the Athletic Director
- Complete your assistant coach(es) evaluation(s). Please return to the athletic office.
- Lettering and certificate of participation sheets. Please return to the Athletic Director.
- Return all end of season forms to the Athletic Director.
- All equipment must be returned to the Equipment Manager. (This has been a frequent problem in the past – please don't turn this responsibility over to someone else!!)
- ALL coaches must complete their budget requests in September/October 2008. (See section on budget in this book)

END OF SEASON REPORTS

EMAIL A SUMMARY OF YOUR SEASON INCLUDING HIGHLIGHTS, WON/LOSS RECORD AND STANDINGS FOR THE "SPORTS EXTRA"

This should entail no more than what could fit on two 8 ½ x 11 pages (and one would be sufficient).

Some of you do wonderful end of year collections to hand out to interested parties. We still need you to pull the basics from that for this email document.

EMAIL ADDRESS: DLEWIS@FAIRVIEW.IU5.ORG

BUDGET PREPARATION **FOR FISCAL YEAR 2010-11**

Enclosed in this packet are the materials pertaining to budget preparation for the upcoming school year. Remember that this includes any needs for: (Please note the subject codes – this is the 3rd set of numbers in an account that you will see on budgets and requisition forms [It is known as the *object*]).

1. Officials / referees (390)
2. Temporary salaries (132) (Includes bus drivers' pay)
3. Travel costs including tournament entry fees / Also clinics-conferences and drivers' meals / scouting miles (580)
4. Supplies needed / Trophies and awards (610)

1. The rules and procedures for budgeting have not changed. They will be consistently monitored and enforced. We will all be held to them for the entire year.

2. Remember to provide a rationale for each of your budget requests, with the exception of officials/referees. Your requests will be carefully considered and a decision will be made about whether to fund them. Sometimes not everything that is requested is approved, whether it be by the administration or the school board, which is why you need to include a brief justification for your requests. The Assistant Principal will let you know precisely what your approved budget amounts are for each category as soon as the budget is approved. This will facilitate your planning for the year and let you know whether or not everything on your request will be purchased. The Central Administration business office will supervise the bidding and ordering process. Despite this, all accounts are monitored by the Equipment Manager and the Assistant Principal who can intervene if there is any problem. Please inform either of these individuals if there is a problem with your supplies.

3. I would ask you to take your time to carefully analyze the actual needs for your program and include those items on your budget request. The Fairview School District is committed to excellence in its extra-curricular activities as well as for its academics and arts. It commits funds to many programs to this end and is willing to support all reasonable requests. Please be careful not to either under or over-estimate your needs. Also, it is important that you provide as specific details as possible about each item you are requesting. Print or type the request to prevent confusion. In past years legibility has sometimes been a problem and it only slows up the process. Also BE SPECIFIC with your orders – *Include sizes, colors, trim/logo details, catalog identifiers (name of company, page, and item numbers), and quantity.* Here is an example:

WRONG: *Red shirts*

RIGHT: *Red three-button polo shirts, with black collars. 100% cotton. Sizes Small thru Extra Large – 7 of each size.... (Smith Sports Emporium) 2004 Catalog - Page 82. Item # A123X*

You can see that there is far less room for error, and the delays and exasperation that follow, with the second order than the first. Remember, YOU may know what you mean by “red shirts”, but no one else might. There is a lot of variety out there with regard to supplies, so be precise. Also attach a copy of the page of the catalog with a picture and details about the item.

NOTE: The Athletic Director has catalogs available for each sport should you need one.

Do not forget things that you will need to operate your program. Items will not be ordered ‘outside’ this normal budget process as had been done in the past. Furthermore, if you order or buy something yourself, the district will NOT pay for it. You will need to return it or find other funding for it. The way to buy things is to submit a requisition form in advance – but we want these items to have been included in your initial budget request. It is a wise idea to consult with your assistants – they may be aware of a problem with certain supplies about which you are not. Also, prioritize your supply requests – so that if the district is unable to purchase everything – you would at least get the most important items.

4. Head coaches are responsible for making requests to cover every level of their program, including what programs might exist in the middle school, or if there is a separate 9th grade or JV component. Please file SEPARATE request forms for each of those...so that we can clearly see what is being requested for each particular level. For example, the head football coach should submit a form for all the varsity items, a separate form for the 9th grade team, and another one for the middle school team.

5. As you are aware, our district’s system calls for most items to be put out for bids. For these items you will be given back a sheet with the prices ranked from the lowest to highest asking you to choose. In the event that you believe that the district should not purchase the lowest priced item, you will need to write in a specific reason. Reasons may include for example, “Prior negative experiences with the company – they always send things late or with errors”, or “We’ve used this product before and they are not well-made – they break too easily”, etc.

6. For those things that are not on this bids list, but have been approved by the school board, the coach/adviser will need to file a separate requisition and have it processed as soon as possible. **Failure to do this could mean that you won’t have the items before the onset of your season.**

Also – please include *every* expense item on your request -- including travel information and entry fees, dues, awards, clinics/conferences, etc., not just the tangible articles that you use in the sport / activity.

7. We understand that sometimes there are unforeseen occurrences and emergencies and the district will try to be flexible in these cases. **However, not planning ahead does not constitute an emergency.** An example of an emergency would be if the weather causes damage to some of our equipment. The district cannot operate efficiently unless we all plan in advance with our orders. I appreciate all that you do to help things run smoothly. We will try to process all requests in a timely manner and be able to follow the progress of your orders at any time. As you approach your season you may inquire of Nicole Parker, Equipment Manager/Trainer, to confirm the receipt of your supplies.

8. Anything purchased by the school district should come back to our equipment manager at the end of the season so that it can be inventoried, cleaned, and stored securely for future use. Anything that

you want your players to keep at the end of the season must be purchased from another source, such as the players' families or the athletic boosters. Occasionally, clothes will be deemed unsuitable for future use and the Equipment Manager and Administrator will tell students to keep them. This is not the decision of the coach or player.

9. TRAVEL is an area of the budget that requires some attention. The normally scheduled games, meets, etc. are easy to calculate bus costs. Where it becomes difficult is the "extra runs" to tournaments, invitationals, etc. If you do not project in your budget request that you plan to attend "X" tournament(s), then that money is simply not going to be available in the transportation line item when you need the funds. No money is budgeted for extras, or things you may have forgotten. Not only do you need to project how many of these events you will want to enter, but also to what location and how many hours you will be gone. The district may not approve such requests.

IMPORTANT: Be aware that there is a policy that limits travel to such 'optional' events – not regular competition or playoffs – to 120 miles from our school.

Our transportation costs are based on miles. In that portion of your budget packet please do your best to project costs associated with such extra trips. We will need all of this information when you make your budget requests.

The TRAVEL component of your sport/ activity includes buses, van rentals, scouting miles, and registration fees for tournaments and invitationals and for training clinics/ conferences.

10. TEMPORARY SALARIES. These include the paid individuals for your sport, such as: scorekeepers, clock operators, announcers, bus drivers' pay, etc. We need to determine the amounts these temporary employees will earn over the course of your season.

11. UNIFORMS You should place uniforms in the SUPPLIES category. These will be ordered as per the school district's uniform cycle. This year that cycle calls for uniforms being purchased for the following sports: Baseball, boys soccer, and wrestling. Discuss with the Equipment Manager the condition of your materials.

12. TIMELINE

THE TENTATIVE DEADLINE FOR SUBMISSION OF THESE MATERIALS IS

Monday, SEPTEMBER 28, 2009 FOR ALL SPORTS

Most bidding will take place in February, with purchasing in April. [Other than long lead time items which require manufacturing which are bid in November and awarded in January].

Contact the Athletic Director or the FHS Assistant Principal if you have any questions.

SPORT / ACTIVITY		COACH / ADVISOR		YEAR	2010-2011
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Budget Category – Temporary Salaries: 3210 - ECA / 3250 – Sports + Subject 132

Please be specific, thorough, and accurate!

Do you require additional personnel besides the officials at your events?	YES	NO
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If yes, what are these positions?			
POSITION	NUMBER OF PEOPLE	PAY RATE	NUMBER OF EVENTS (including scrimmages)

SPORT / ACTIVITY		COACH / ADVISOR		YEAR	2010-2011
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Budget Category – OFFICIALS: 3250 – Sports + Subject 390

Number of Home Events (including scrimmages)	Number of Officials Per Event	Cost per Official	Total Per Event	Grand Total (Total cost for all events of season) (including scrimmages)

SPORT / ACTIVITY		COACH / ADVISOR		YEAR	2010-2011
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Budget Category – TRAVEL: 3210 - ECA OR 3250 – Sports + Subject 580 (Entry fees, drivers’ meals, scouting miles, and clinic /conference costs)

Number of Away Scrimmages	
Number of Away Games	
Number of miles for Scouting	
Cost for Scouting = IRS rate per mile	
Number of tournaments you plan to attend.	
Registration Cost for Tournaments	@\$
	@\$
	@\$
	@\$
Any other transportation needs that may arise during your season	
Bus Driver meals (District will enter this amount)	

Do you wish to attend a clinic / conference?	YES	NO
COSTS FOR EACH CLINIC / CONFERENCE		
CLINIC / CONFERENCE		
DATE		
TOTAL FEES ASSOCIATED WITH CLINIC / CONFERENCE		
CLINIC / CONFERENCE		
DATE		
TOTAL FEES ASSOCIATED WITH CLINIC / CONFERENCE		

SPORT / ACTIVITY		COACH / ADVISOR		YEAR	2010-2011
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Budget Category – SUPPLIES: 3210 - ECA / 3250 – Sports + Subject 610

MAKE ALL ENTRIES HERE – LEGIBLE AND COMPLETE – BE VERY SPECIFIC ABOUT SIZES, COLORS BRANDS, STYLES, AND COSTS AND ATTACH CATALOG PAGES (OR COPIES)

NOTE: FOR COACHES WHO WILL BE ORDERING UNIFORMS THIS YEAR – MAKE A SEPARATE PAGE FOR UNIFORM COMPONENTS.

QUANTITY	ITEM & DESCRIPTION Be specific with all necessary details. Attach copy of catalog page.	COLOR	SIZES	UNIT COST	TOTAL COST

FAIRVIEW SCHOOL DISTRICT

Application for Fund Raising

Name of Organization _____ Date _____

School _____

Name of Representative _____

Address of Representative _____ Phone (H) _____

Phone (W) _____

Fund Raising Activity Requested _____

Money raised will be used for the following:

1. _____

2. _____

3. _____

Date(s): _____

Business that will be asked to provide funds:

1. _____

2. _____

Please explain in detail the fund raising activity that you plan to have this year. Attachment to include why does your activity need to fun raise this year and who will handle the banking/accounting. List the items to be sold or service provided, and who is the target population/customer. How much do you plan on raising for each activity. Be specific.

Additional information if necessary:

Signature of Representative

Building Administrator's signature

Assistant Superintendent's signature

Athletic Director's signature (if necessary)

Committee Approval

Date

The Fairview School District discourages door-to-door solicitation by students.

END OF SEASON SUMMARY INFORMATION TO BE SUBMITTED IN AN
EMAIL TO
DLEWIS@FAIRVIEW.IU5.ORG

PLEASE INCLUDE THE FOLLOWING IN YOUR END OF YEAR EMAILED
REPORT:

1. Name of sport
2. Number of players on team
3. Record of Wins/Losses/Ties
4. Scores of every competitive event of Fairview and opponent (including playoffs)
5. Standings in region – Any post-season play and results
6. Any players with special honors for their season performance
7. Any special records that were achieved by team or individuals
8. Brief evaluation of team's year by coach
9. Recommendations for next year
10. Statement about whether you would like to continue as coach
11. Statement indicating whether you wish to keep the same assistant(s)

**PERFORMANCE APPRAISAL FORM
FOR COACHES**

_____ Head Coach

_____ Assistant Coach

NAME OF COACH/ADVISOR: _____

SPORT/ACTIVITY: _____

DATE: _____

FAIRVIEW SCHOOL DISTRICT

FAIRVIEW, PA.

DATE OF EVALUATION:

SCHOOL:

<i>BASED ON YOUR APPRAISAL OF THIS COACH'S PERFORMANCE, MARK THE APPROPRIATE BOX.</i>	Satisfactory	Unsatisfactory	N/A
RELATIONSHIPS			
1. Relationship with players: (Personal relationships with players are positive. Discipline is firm but fair. Has an open communication with players and is generally liked.)			
2. Relationship with Parents: (Maintains appropriate rapport with players' parents. Makes appropriate communications.)			
3. Relationship with Administration: (Cooperates with the school administration in promoting the total athletic program.)			
4. Relationship with Staff: (Maintains a positive rapport with the building staff.)			
5. Relationship with Community: (Maintains a positive rapport with community groups and/or individuals interested in the sports program.)			
6. Relationship with News Media: (Maintains accurate, balanced communications with news personnel to the extent sport coverage is adequate.)			
7. Relationship with Athletic Director: (Maintains a positive rapport with the Athletic Director.)			
SPORT			
1. Practice Supervision: (Organizes, supervises, coordinates, and evaluates Practice sessions and related activities with proper attention to players' mental and physical well-being.)			
2. Pre-Game Details: (Makes adequate provision for transportation. Assumes responsibility for bringing staff and team to the game physically, mentally, and emotionally prepared for competition.)			
3. During-game Behavior: (Maintains self-control proving an example of sportsmanlike conduct in relationships with players, staff, officials and opponents.)			
4. Adherence to Regulations: (Abides by district, conference and PIAA policies.)			
5. Records and Statistics: (Maintains adequate written records, statistics, etc., of activities and personnel. Timely submission of required reports.)			
GENERAL			
1. Integration of Coaching and Teaching: (Exhibits enthusiasm towards coaching.)			
2. Awareness of Trends: (Keeps informed of modern trends, techniques and strategies. Applies new trends where applicable.)			
3. Handling Equipment: (Provides an adequate system for management of equipment. This includes issuing, collecting, and accounting. Submits eligibility and inventories of equipment within prescribed deadlines; KEYS RETURNED.)			
4. Attendance: (League meetings, rules meeting, coaches meetings.)			
5. Head Coach: (Oversees assistant coaches effectively.)			

FINAL EVALUATION: _____ **SATISFACTORY** _____ **UNSATISFACTORY**

COMMENDATIONS:

SUGGESTIONS FOR IMPROVEMENT:

SIGNED:

_____ **Athletic Director**

_____ **Principal / Assistant Principal**

DATE: _____

LETTER AWARDS EARNED

DATE: _____

SPORT: _____

Coach's Signature

PLAYER NAME	GRADE	PLAYER NAME	GRADE
1.		21.	
2.		22.	
3.		23.	
4.		24.	
5.		25.	
6.		26.	
7.		27.	
8.		28.	
9.		29.	
10.		30.	
11.		31.	
12.		32.	
13.		33.	
14.		34.	
15.		35.	
16.		36.	
17.		37.	
18.		38.	
19.		39.	
20.		40.	
MANAGER NAME	GRADE	MANAGER NAME	GRADE
1.		3.	
2.		4.	

FAIRVIEW SCHOOL DISTRICT
SCHOOL ACCIDENT REPORT

NAME OF INJURED PERSON _____ AGE _____

SCHOOL _____ GRADE _____

PARENT or GUARDIAN _____

HOME ADDRESS _____

DATE OF INJURY REPORT _____ TIME OF INJURY – A.M. _____ P.M.

DATE OF INJURY _____

NATURE OF INJURY _____

HOW DID INJURY OCCUR? BE SPECIFIC. _____

INJURED BODY AREA(S) _____

LOCATION IN SCHOOL DISTRICT WHERE INJURY OCCURRED (BE PRECISE) _____

ACTIVITY WHEN INJURY OCCURRED _____

WAS THERE ASSIGNED SUPERVISION AT TIME OF INJURY? YES _____ NO _____

NAME(S) OF PERSON(S) ASSIGNED TO SUPERVISE ACTIVITY _____

TITLE OF PERSON ASSIGNED TO SUPERVISE ACTIVITY _____

WAS THERE A WITNESS TO THE INJURY? YES _____ NO _____

NAME OF WITNESS TO THE INJURY _____

RELATIONSHIP OF WITNESS TO THE INJURED PARTY _____

WAS FIRST AID TREATMENT ADMINISTERED? YES _____ NO _____

WHO ADMINISTERED FIRST AID? _____

WAS THE SCHOOL PRINCIPAL NOTIFIED? YES _____ NO _____

IF YES, BY WHOM? _____

WAS AN AMBULANCE NEEDED? YES _____ NO _____

IF YES, WHAT AMBULANCE SERVICE RESPONDED TO THE CALL? _____

AT WHAT TIME WAS AN AMBULANCE REQUESTED? A.M. _____ P.M. _____

AT WHAT TIME DID AMBULANCE ARRIVE AT SCHOOL ? A.M. _____ P.M. _____

SCHOOL ACCIDENT REPORT – Page 2

WAS THE INJURED PARTY TAKEN TO A HOSPITAL? YES ___ NO _____ TIME? _____

IF YES, WHAT HOSPITAL? _____

WAS THE PARENT OR GUARDIAN NOTIFIED? YES _____ NO _____

ADDITIONAL COMMENTS:

707 ADMINISTRATIVE PROCEDURE

FACILITY & LOCATION	CLASS I	CLASS II	CLASS III
AUDITORIUM:			
Senior High School	\$240.00	\$120.00	N/C
Fairview Middle School	\$120.00	\$100.00	N/C
Fairview Elementary School	\$120.00	\$ 80.00	N/C
GYMNASIUM:			
Senior High School	\$120.00	\$100.00	N/C
Fairview Middle School	\$100.00	\$ 80.00	N/C
Fairview Elementary School	\$ 60.00	\$ 40.00	N/C
CLASSROOMS: (All Schools)	\$30.00/hr.	\$30.00/hr.	N/C
SWIMMING POOL	\$50.00/HR.	\$20.00/HR.	N/C

LARGE GROUP INSTRUCTION ROOMS

Includes choral room and any room seating over 49 persons \$30.00/hr. \$20.00/hr. N/C

LABORATORIES

Not available to public except by special \$30.00/hr. plus lab breakage deposit of \$100.00 arrangements to colleges and other schools.

PORTABLE PROJECTOR & SCREEN AND ANY

OTHER SCHOOL AUDIO-VISUAL EQUIPMENT \$5.00 PER EVENT

FIELDS:

Senior High School Stadium with dressing rooms	\$500.00	\$300.00	\$150.00
Senior High School Stadium with dressing rooms and outdoor lighting.		\$15.00/hr. extra with lights	
Middle School field with dressing rooms	\$120.00	\$ 60.00	N/C--no dressing rooms
Middle School field without dressing rooms	\$ 20.00	\$ 10.00	N/C
Baseball Field	\$ 60.00	\$ 30.00	N/C
Softball Field	\$ 60.00	\$ 30.00	N/C
Chestnut Elementary Field	\$ 20.00	\$ 10.00	N/C

WRESTLING ROOM

High School \$ 30.00 \$ 15.00 \$10 for Special Cleaning Charge

Class I Non-resident and/or profit-making groups are Class I. These activities must be of benefit to the community; e.g., Erie Area Soccer and Hamot Hospital.

Class II Resident groups, which are non-profit but for which admission is charged are considered Class II; e.g., Lions Club.

Class III A resident group which has no membership fee, admission fee, or other charges is Class III; e.g., Tri-Boro Baseball Girls Softball, soccer League.

FAIRVIEW SCHOOL DISTRICT WORK ORDER REQUISITION

SCHOOL/BLDG. _____ SCHOOL YR. _____ DATE OF REQUEST _____

REPAIR _____ TO BE BUDGETED _____

DESCRIPTION AND PURPOSE

REQUISITIONED BY: _____

(TO BE COMPLETED BELOW THIS LINE IN MAINTENANCE OFFICE)

WORK NUMBER _____ DATE: _____

I CERTIFY THAT THIS WORK WAS COMPLETED AS STATED ABOVE ON _____

SIGNED _____ RECORDED COMPLETED
ADMINISTRATION OFC. _____

Date

Distribution by Originator:

- Assistant Superintendent
- Building Principal and/or Service Area Supervisor
- Controller (If request has not been budgeted.)

*Indicated area of revision.

FAIRVIEW SCHOOL DISTRICT

ANTICIPATED EXPENSES

**The following information to be used in conjunction with
AP 433.b, "Conference, Meeting or Seminar request Form."**

NAME _____ DATE: _____

EVENT: _____ DATE(s): _____

LOCATION: _____

ESTIMATED COST FOR:

Car Rental	
Van Rental	
School Van	
Motel Reservation	
Registration Fee – Paid in Advance	
Air – Rail – bus Fare	
Auto Expenses @ .25 cents/mile	
Hotel – Lodging	
Meals	
Other	
Total	

Number of Days _____ Dates _____

For Sports Events – DATE RECEIPTS FOR EXPENSES ARE TO BE TURNED IN TO ATHLETIC COORDINATOR:

Please submit to Superintendent a total of 3 legible copies, i.e., 1 original + 2 copies. After Approval or non-approval these will be distributed as follows: Original to Teacher’s File; 1 to Principal; 1 to Teacher.

(Attach to AP 433.b)