HAMBURG AREA SCHOOL DISTRICT



2026-2027 Athletic Handbook

Revised: Monday, July 13, 2026

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SPORTS OFFERED AT HAMBURG AREA

	FALL	WINTER	SPRING
MIDDLE SCHOOL (GRADES 7 & 8)	Field Hockey Boys Soccer Soccer/Football Cheerleading Boys Cross Country Girls Cross Country Girls Soccer Football	Boys Basketball Girls Basketball Basketball Cheerleading	Baseball Softball Girls Track & Field Boys Track & Field

	FALL	WINTER	SPRING
JR HIGH SCHOOL (GRADES 7 thru 9)		Boys Wrestling Girls Wrestling	

	FALL	WINTER	SPRING
HIGH SCHOOL (GRADES 9 thru 12)	Football Field Hockey Boys Soccer Soccer/Football Cheerleading Girls Tennis Boys Golf Girls Golf Boys Cross Country Girls Cross Country Girls Soccer	Boys Basketball Girls Basketball Boys Wrestling Girls Wrestling Boys Bowling Girls Bowling Girls Winter Track Boys Winter Track Basketball Cheerleading Unified Bocce	Baseball Softball Boys Track & Field Girls Track & Field Boys Tennis

PIAA CLASSIFICATIONS & DISTRICT III RANK

* Number of students enrolled in grades 9 thru 11 as of October 1, 2025

*Effective thru 2027-2028 school year

BOYS - 267	GIRLS - 280
Soccer – AA	Soccer – AAA
Tennis – AA	Tennis – AA
Football – AAA	Golf – AAA
Wrestling – AA	Field Hockey – A
Basketball – AAAA	Basketball – AAAA
Cross Country – AA	Cross Country – AA
Track – AAA	Track – AAA
Golf – AA	Softball – AAAA
Baseball – AAAA	Bowling
Indoor Track	Indoor Track
Bowling	Wrestling

- ✓ At print, all PIAA members' schools are grouped together in the sports of indoor track, girls wrestling and bowling.

AFFILLIATIONS

Hamburg Area athletic teams participate as a member school in the:

- ✓ Eastern Pennsylvania Interscholastic Football Conference
- ✓ Lancaster Lebanon Berks Football League
- ✓ Berks County Interscholastic Athletic Association (BCIAA)
- ✓ Pennsylvania Interscholastic Athletic Association (PIAA) (District III)

CONCESSION FACILITIES

Any group using a District concession will recognize they are a guest of the District while occupying a concession facility. The District determines who is permitted to use on campus concession facilities. Approved groups are responsible to plan, organize and operate each concession event. Requirements of groups using District concession facilities include, but are not limited to:

1. Submitting a Treasurer's Report monthly to the Athletic Department.
2. Submitting an independently prepared Financial Audit annually to the Athletic Department.
3. Securing all stock and equipment, including having a representative on site when products are delivered.
    A. All beverage sold must be purchased from Coke.
    B. No electrical equipment is permitted to be placed in a concession without District approval.
    C. No open flames or cooking oils are permitted inside District concessions or within 30 feet of a building at any time.
4. Securing an adequate amount of people to assist with concession preparation, operation & shut down for each event.
5. 100% of cleaning and maintenance of concession facilities.
    A. Concessions will be cleaned and maintained in a manner that meets the expectations of the District.
    B. No signage, shelves, menu boards or other items may be affixed to walls without District approval.
    C. Any and all electrical or plumbing maintenance must be pre-approved by District.
6. Other requirements as communicated to user groups by HASD.

BOOSTER CLUBS

HASD recognizes the Hamburg Area Sports Booster Club (HASBC) as the official support group for all District-sponsored athletic programs, because HASBC exists for the purpose of providing support to District-sponsored athletic programs only. To this end, the District grants HASBC a 1st right of refusal to concession stand operations during any and all District-sponsored sporting events in the high school gymnasiums and stadium, with the mandate that HASBC facilitate an operable concession at all high school events in the sports of field hockey, football, soccer, basketball and wrestling. Failing to provide an operable concession at the required events may result in termination of HASBC's recognition by HASD as the official support group and termination of HASBC's 1st right of refusal to concession stand operations.

HASD may grant approval to use concessions to groups other than HASBC. During those times, all

equipment in the concession will be made available to such other groups. HASBC will be responsible to remove and/or store their stock such that the replacing group has adequate space to display their products.

None of the above precludes other groups or individuals from providing support, financial or otherwise, to any District-sponsored athletic program.

ADMISSION FEES

The athletic department will charge admission for home contests in the following sports: varsity football, JV / varsity boys basketball, JV / varsity girls basketball, JV / varsity wrestling, JV / varsity girls field hockey in the stadium, JV / varsity boys soccer in the stadium, and JV / varsity girls soccer in the stadium. Students are defined as children of school-age, kindergarten through 12th grade. Adults are defined as anyone no longer a student. Admission fees charged for these events will be $5 for adults and $3 for students, with the exception of varsity-level tournaments. Admission for varsity-level tournaments will be $7 Adult and $3 Student. Discounted adult and student tickets will be made available in pre-purchased packs of 10. Adult 10-packs will cost $35.00, and student 10-packs will cost $20.00, and can be used for any regular season HASD home athletic event, including tournaments. *NOTE: Reimbursement is not available in the instance of event cancellations or postponements.*

The boys and girls high school basketball programs will charge admission for the annual junior varsity and middle school basketball tournaments. Gate receipts for these events will be deposited in the HASBC private accounts of the high school boys and girls basketball programs respectively. Admission fees charged for these tournaments will be determined by those programs.

The Hamburg Area Mat Club will charge admission for the annual junior high (individual) and high school (dual) wrestling tournaments. The Mat Club is responsible for setting admission fees and will deposit all gate receipts in the Hamburg Area Mat Club treasury.

FREE ADMISSION to regular season home athletic events will be granted to the following:

A. Senior citizens & employees of the Hamburg Area School District via a complimentary pass obtained through the District Office.
B. Hamburg Area Athletic Hall of Fame members via a complimentary pass obtained through Athletic Department.
C. Children who are pre-kindergarten.
D. Parents / Guardians of senior team members on the date of senior recognitions.
   NOTE: Extended family is required to pay to enter.
E. Youth-level & Middle School participants and coaches on one date of youth recognition as approved by the Athletic Director.
   NOTE: Parents are required to pay to enter. Participants are required to wear their game jersey to enter.
F. Parents working in a concession during an event.
H. Elementary, Middle School and High School students on their designated "Student Night" for each of the following sports: Boys Basketball, Girls Basketball, Wrestling.

NOTE: A NO RENTRY policy will be in effect for all high school contests where admission is charged.

LEVELS OF PARTICIPATION

Hamburg Area offers the following levels of competition; middle school (7th & 8th grade), junior high (7th through 9th grade), junior varsity (9th through 11th grade), and varsity (9th through 12th grade).

At the middle school level, there is a JV team (PONY) and a Varsity team in the sports of field hockey,

soccer, baseball, softball and basketball. In the middle school sports of track & field, cross country, football, cheerleading, 7th-graders and 8th-graders are combined to form a single team.

At the junior high school level, students in 7th through 9th grade are combined to form a single team in the sport of wrestling. Ninth-graders may participate on the high school wrestling team, if invited by the high school varsity head coach and approved by the Athletic Director.

The high school program offers junior varsity and varsity teams. Junior varsity teams are available to 9th through 11th grade students, while varsity programs are open to 9th thru 12th grade students. Cross-participation in which a 12th-grader participates on a junior varsity team, must be approved by the Athletic Director.

SELECTION OF TEAM PERSONNEL

The head coach of each team, middle school through varsity, is responsible for the selection of team personnel, including but not limited to: players, managers, statisticians, and scorekeepers. The head coach also has the responsibility to define and assign the role of such team personnel. Team personnel at any level, middle school through varsity, must be approved by the varsity level head coach. The head coach has the duty to control and direct the personal conduct of team personnel during an actual contest or at any time during training for a sport.

MALES PARTICIPATING ON FEMALE TEAMS

Due to the fact that the physical size, speed and power of male athletes would create a hazard to the health and safety of female participants, the Hamburg Area School District prohibits male participation on teams in the following girls' sports: girls' field hockey, girls' softball, girls' soccer, girls' wrestling, girls' basketball, girls' cross country, girls' track & field, girls' golf, girls' bowling, girls' non-pool swimming, girls' winter track, girls' wrestling and girls' tennis.

ROSTER SIZE

It is the philosophy of the District to maintain a roster size that will maximize participant safety & learning. Therefore, roster sizes may have to be limited. Roster size will be evaluated on a team by team basis by the Athletic Director & head coach of each team.

ATHLETIC PHYSICAL EXAMS

Prior to participation in any practice or contest, every athlete must have a satisfactory physical examination. Under the PIAA Constitution & By-Laws, there shall be no deviation from this policy.

SUNDAY PRACTICE

Teams are not permitted to practice on a Sunday, unless there is Superintendent approval.

TRANSPORTATION OF ATHLETES

Athletes may not drive their automobiles to athletic contests or practices except to practices and home events which require students to leave the school premises in order to obtain the use of athletic facilities or other facilities not available on campus. While traveling from the school to the training site or activity site, students

shall be accountable to the school for their conduct whether traveling on school transportation or transportation provided by the student or student's parents or guardian. Athletes must travel to and from away contests in transportation provided by the District. Exceptions will be for transportation from a Career & Technology Center, transportation home following an away contest, and other situations receiving prior approval from the building level principal. Under ordinary circumstances, in order for an athlete to depart the site of an away contest on transportation other than that which is provided by the District, the parent/guardian of the athlete must complete a TRANSPORTATION REQUEST FORM and submit the form to the coach PRIOR to the departure from the away site. If an emergency exists, the coach may waive this requirement.

PROOF OF INSURANCE COVERAGE

Prior to participation in any practice or contest, the parent/guardian of every athlete must submit a completed Statement of Insurance form to the athletic department. This form requires the name of the insurance company and associated number for the policy which will primarily cover the student-athlete while participating on a District-sponsored athletic team.

ATTENDANCE AT OVERNIGHT EVENTS

The attendance of athletes and coaches at overnight events while representing the school shall be governed by the following guidelines:

1. Athletes shall be supervised at all times.
2. Consumption of alcohol and smoking by coaches shall be prohibited.
3. The District will fund overnight stays for PIAA-recognized District, Regional, and State level competitions which are contested on 2 or more consecutive days, and are in excess of 40 miles from the high school building. In the event a departure earlier than 7:00 am is required to enter a single-day competition, the District may fund an overnight stay the evening prior to the competition. Teams must solicit funds from Booster Clubs, or fund raise on their own, to pay for overnight lodging at regular season competitions.

The final decision as to whether a team will make an overnight trip rests with the Superintendent. Coaches are reminded to see that athletes are governed by school rules at all times. If misconduct occurs on an overnight trip, the person involved may be sent home. If necessary, a parent will be called to come and pick-up the student involved. Students cannot be sent home without supervision by an adult. Misconduct by athletes may result in the denial of attending future overnight activities. In the case of misconduct by a coach, suspension or termination of coaching duties may result.

COACHING ASSIGNMENTS

A varsity head coach has the ability to recommend to the Athletic Director candidates for positions within their program. However, the varsity head coach does not have the authority to assign a person to a coaching position. Coaching assignments are made in accordance with Hamburg Area School District's standard operating procedure for hiring staff**,** including an FBI clearance and the Act 151 and 34 clearances. All coaching positions are 1-year, at-will agreements, unless otherwise approved by the Board. The assignment of coaches shall be recommended by the Athletic Director to the High School Principal, by the High School Principal to the

Superintendent, and by the Superintendent to the Board. Reassignment of a coach within a specific program must follow this same process. Volunteer coaches must be Board approved prior to working directly with student-athletes. No coaches, volunteer or stipend, will receive reimbursement for costs associated to securing documents required for application.

COACHING CLINICS

The Hamburg Area School District believes coaches have a responsibility for continued professional development to themselves and those they teach. Furthermore, the HASD believes professional development of coaches provides positive value to the overall educational experience of student-athletes. Varsity Head Coaches may request money to be used for the purpose of attending clinics to enhance knowledge of skills and strategies related to the sport they coach. Varsity Head Coaches may permit assistants to attend clinics, and they may designate a monetary amount permitted to be used by said assistant from the amount which has been budgeted to their sport. **Any coach wishing to attend a clinic must have the Varsity Head Coach of their program submit the clinic registration and brochure to the Athletic Director a minimum of four (4) weeks prior to the start of the clinic.** A Hamburg Area School District employee may miss a maximum of one school day per sport, per year for clinic purposes. The District will pay 100% of each coach's clinic registration fee for approved clinics, as approved by the Athletic Director. All other costs must be absorbed by the coach attending the clinic. Coaches are reminded that when attending clinics, they are a representative of the school, and they should conduct themselves appropriately. Coaches who do not attend conferences for which a registration fee has been paid by the District will be required to reimburse the District 100% of the registration fee.

The Athletic Director will be permitted to attend the Pennsylvania State Athletic Directors' Convention on a yearly basis. The District will pay for all associated costs, including registration and mileage.

HAMBURG AREA SCHOOL DISTRICT

COACHES' CODE OF RESPONSIBILITIES

Hamburg Area coaches have the responsibility to:

1. Support the philosophy and objectives of the Athletic Program.
2. Respect the integrity and personality of the individual athlete.
3. Develop a program that rewards participants for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
4. Display modesty in victory & graciousness in defeat in public and in meeting/talking with the media.
5. Emphasize the importance of athletics in the school program as an extracurricular activity and encourage academic excellence as the prime goal of the school experience.
6. Exhibit habits of dress and personal grooming which will serve as a positive example for their players. The use of tobacco products, controlled substances, and alcohol while coaching or supervising a team is prohibited. Be no party to the use of profanity, obscene language or improper actions.
7. Encourage and support athletes to participate in other sports. No coach shall talk student-athletes into specializing in a single sport. Coaches should recognize that students are free to choose any activity they wish to participate in. Discretion and honor must be used when coaches promote their sport. It is difficult to have stringent guidelines in this area, but for Hamburg Area to be successful in a wide variety of sports, common sense and courtesy need to prevail.
8. Encourage their athletes to support all athletic teams, treating Hamburg Area athletes as 1 team, not a group of individuals. Coaches shall not downgrade or speak poorly of any other Hamburg Area program, coach, athlete, etc.
9. Be in control of themselves and their players at all times to prevent any non-sportsmanlike acts toward opponents, officials or spectators.
10. Comply wholeheartedly with the intent of the rules. The deliberate teaching of players to violate rules is indefensible.
11. Confine their discussions with the game officials to the interpretation of the rules and not constantly challenge the official's decisions involving judgment.
12. Ensure pre-season, as well as off-season, conditioning and skill development activities for an upcoming sport comply with PIAA rules, regulations, and by-laws. (see facilities availability)
13. Encourage athletes to maintain their physical condition during the off-season.
14. Require proper use of and respect for school facilities and equipment.
15. Contact the Athletic Director first concerning all matters pertaining to their sport.
16. Select players for their squad. <u>When cuts must be made, athletes being cut must be informed by personal contact</u>.
17. Be responsible for the conduct of all players at all practices and contests.
    A. At least one (1) coach must remain and supervise the athletes until all athletes have departed the locker room area. This coach must secure the areas before leaving. At least one (1) coach must be on-site in a supervisory role when student-athletes are directed to report to campus prior to contests and training sessions.
    B. Closely supervise all activities during practices.
    C. Inform athletes of PIAA rules and regulations regarding eligibility and amateur status.

D. Assist Administration to enforce the Hamburg Area Student Athlete Code of Responsibilities.
E. At least one (1) coach must ride team bus to and from an athletic contest.

18. Assume responsibility for all equipment and supplies issued to your sport.
    A. Issue equipment, keep records of issued equipment & collect equipment at the end of a season.
    B. Inventory equipment, prepare inventory summary sheet & submit summary to the Athletic Director.
    C. Prepare requisitions for needed supplies and equipment.
    D. Report all stolen and unreturned equipment to Athletic Director.
    E. Shall not give school keys to students.
19. Report all injuries to the trainer & monitor the progress of the injured athlete. It is not the ATC's responsibility to travel from site to site to report updates on injured athletes. The coach should visit the training room regularly.
20. Make a complete list of team members & submit it to the Athletic Director following 1st practice or day cuts are made.
21. Ensure all athletes have a completed physical packet before each is allowed to begin practice.
22. Be responsible for the condition of the locker room.
23. Assign assistant coaches specific duties, explain those duties, and supervise their work. If the Varsity Head Coach wishes to replace an assistant, the Head Coach must present such a recommendation to the Athletic Director in writing.
24. Hold no practice on days when school is closed because of weather conditions without obtaining permission from either the Principal or the Athletic Director.
25. Attend annual PIAA rules meeting, as well as BCIAA Head Coaches preseason and postseason meetings. If not attended, the head coach will be responsible for payment of $100.00 fine from the PIAA or $100.00 fine from the BCIAA. This applies only to Varsity Head Coaches. (The fine will be deducted from your coaching salary.)
26. Conduct a pre-season meeting for the athletes and parents of athletes trying out for that sport. This meeting should convey the qualifications needed for the sport, time and length of practices, training rules, a review of the Student Athlete's Code of Responsibilities, and other pertinent information.
27. Attend the year-end county meeting of your sport for your athletes to receive the recognition they deserve.
28. Conduct post-season responsibilities as follows within **fourteen (14)** days after season ends:
    A. List team members indicating letter winners on form provided.
    B. List individual, team awards and accomplishments on form provided
    C. List team record with each game, match or event score on form provided
    D. Have a post-season meeting with your athletes.
    E. Collect uniforms and equipment. Return all uniforms <u>CLEAN.</u>
    F. Complete equipment requisition form provided.
    G. Attend all-sports assembly at end of school year.
29. To ensure their sport's year-end banquet does not conflict with a current team's practice/contest schedule.
30. To communicate with the Hamburg Area Sports Booster Club relating to all matters concerning the HASBC, including, but not limited to:
    A. The date, site and time of your parents' meeting 2 weeks in advance of the meeting.
    B. Having your program represented by a coach or team parent at a minimum of 3 HASBC meetings

per year.

C. All matters relating to senior awards.
D. All matters relate to cooperative fund raising activities and requested expenditures.

FACILITIES AVAILABILITY

Hamburg Area athletic facilities on the high school / middle school campus and at Tilden & Perry Elementary Schools will be made available by the Athletic Director for any interscholastic contest, practice session or other after-school activities by prearranged schedule. All HASD athletic facilities are scheduled through the athletic department. Applications for athletic facility use are available on the Athletics home page of the HASD website. Student activities take priority over adult activities. Except for District-sponsored clubs and teams, groups or individuals using HASD athletic facilities will be charged a facility rental as determined by the athletic department.

GYMNASIUM & USE

In order to protect the floor of all gyms, the only footwear permitted on the playing surfaces at any time will be sneakers.

ARTIFICIAL TURF FIELD AND TRACK GUIDELINES

1. No food (especially chewing gum or sunflower seeds) or drinks other than plain water are permitted on or around the track and artificial turf field surfaces.
2. No open flames or fireworks permitted on or around the track or artificial turf field surfaces.
3. The track surface will allow for a track shoe with a maximum of a 3/16 inch spike.
4. Turf shoes or molded cleats are suitable for the artificial turf field. No shoe with a metal spike is permitted to be worn on the artificial turf field surface – including the baseball infield.
5. No metal cleats may be worn on either surface at any time – including the baseball infield.
6. Sneakers may be worn on either surface.
7. No golfing, shot putting, javelin or discus throwing permitted on or around the track & artificial turf field surfaces.
8. All vehicles with non-pneumatic tires are prohibited from the track & artificial turf field surfaces.
9. Vehicles that are permitted on the track or field surface include golf carts, small utility vehicles (ie John Deere Gator), and lawn tractors. All other vehicles are prohibited. Carts pulled by approved vehicles must have pneumatic tires.
10. No high heel shoes are permitted on or around the track or artificial turf field surfaces.
11. Tents must be free standing structures with the legs supported by ¾ inch 4 X 8 foot plywood. No stakes may be used to support any type of tent area.
12. Metal chair legs must be protected by rubber end tips and cannot contain any jagged edges that may damage the track or artificial turf field surface. Also, with the small diameter of a chair leg should not be allowed on the field without some type of cover on the turf. Team aluminum benches should have the rubber ends on the tubing to avoid possibly tearing the turf. These benches should never be drug across the turf.
13. Any staging material must be set on top of ¾ inch 4 X 8 foot plywood.
14. Teams must access the stadium field using matting placed on top of the track surface.
15. During events, only team, District, and event personnel may be inside the fence surrounding the outside lane of the track.
16. No storage of any materials or equipment is permitted on or around the track or artificial turf field surfaces.

17. All shoes or athletic footwear on the track or artificial turf field surfaces must be free of mud and debris.
18. Sufficient quantities of trash receptacles must be kept around the stadium and in team areas. All debris must be deposited in these receptacles.
19. No bicycles, roller blades or skate boards are permitted on the track or artificial turf field surfaces.
20. No animals of any kind are permitted on District playing fields or the synthetic track.
21. No soccer corner flags with spikes driven into the artificial turf field.

Failure to follow the above rules may result in a loss of privileges to use this facility.

WEIGHT ROOM USE

The following rules apply to the high school weight room facility:

1. NO HORSEPLAY! Respect the rights of others using the facility. Allow others to work without distractions.
2. Proper dress is required, including shirt, shorts or sweatpants, shoes (sneakers or lifting shoes) and proper athletic attire. No street clothes, open-toed shoes, jeans or cut-off shorts, or hats allowed in the weight room. Jewelry must be of such as not to damage equipment, coverings or users when using the equipment.
3. Keep all bags, extra clothing, jackets, books, book bags, and gym bags locked in a locker in the locker room. Keep weight room clear of all obstructions. Loose weights, collars, and bars MUST be returned to racks or proper storage areas when not in use.
4. All bars must be cleared, and all weights & dumbbells must be returned to the appropriate racks after each exercise & work out. Do not drop or slam weights. Use collars on bars when lifting.
5. No food or drinks, including water, are allowed in the fitness center at any time. This is not health club, but a high school weight training facility.
6. Know proper use of all equipment prior to using. Load bars properly and equally. Always use proper lifting form. Know your limits.
7. Work in pairs and always use spotters when necessary. Be alert when spotting.
8. Students who wish to use the weight room facility must be supervised by a Board-approved adult.
9. Regulations have been established for safety. Infringement of rules could result in dismissal and or suspension from the facility.
10. No student, person or group is to use the weight room without permission from the Athletic or P.F. Department.
11. All students using the weight room must have a specific weight training program assigned by their supervisor.
12. It is recommended that in-season weight training be implemented at the end of a practice session or completed 30 minutes prior to the start of a practice session.
13. The high school weight training facility is not open to the general community population. The facility is open only to Hamburg Area students and Board approved personnel during times determined by the Athletic Department. All students using the facility are required to have a written workout which each will adhere to while training. If at any time there are more than 30 individuals in the room, the Athletic Director has the authority to deem the room to be overcrowded and limit use of the facility

as needed. Alumni participating in intercollegiate or Olympic athletics are encouraged to use the facility during normal operating hours, however, they must secure permission to use the facility from the Athletic Director.

ATHLETIC TRAINING ROOM PROCEDURES

1. The athletic trainer is responsible for preparing a first-aid kit for each team at the start of each season. The coach is responsible for acquiring and returning first aid kits and coolers before and after each season.
2. Ice for injuries is always available to be picked up in the training room. There is no reason not to have ice for practice and games. No hands or containers should be used to acquire ice from the ice machine.
3. All injuries resulting in swelling, loss of function or missed time should be reported to the athletic trainer.
4. Once an injured athlete has sought professional medical care from a person other than the Hamburg Area Athletic Department team physician or ATC as assigned by Reading Hospital, that athlete will be held out of practice and competition until one of the following criteria has been met.
    A. A licensed physician provides documentation clearing the athlete for practice and/or competition.
    B. The Hamburg Area Athletic Trainer or Hamburg Area team physician as assigned provides the Athletic Department with written or verbal clearance for the athlete to return to practice and/or competition.

    If there is any doubt, the coach should contact the athletic trainer directly. The physician overrules the athletic trainer, and the athletic trainer overrules the coach.
5. All injuries resulting in emergency care or physicians care should be reported to the Athletic Director & the athletic trainer.
6. The athletic training room is a first come first serve facility, with the following exceptions:
    A. Athletes having a home or away contest being given priority.
    B. High school athletes receiving pre-practice and pre-contest treatment being given priority.
7. The training room is not a lounge. No loitering will be permitted.
8. All student-athletes receiving treatment must sign the registration book prior to leaving the training facility.
9. The athletic trainer will be permitted to mentor students to become student-athlete athletic trainer's assistants (SAATA). To be in the program, all SAATA's will be required to be approved by the Athletic Director, adhere to all PIAA academic eligibility standards, and will report directly to the athletic trainer. The athletic trainer will be responsible for the direct supervision of all SAATA's.

ATHLETIC AWARDS

The letter "H" will be earned and not given.

1. All letters will be awarded upon the recommendation of the coach, and the approval of the athletic director. All members of championship teams will receive the same awards, regardless of eligibility to

letter.

2. Seniors who have been a varsity member for three (3) years may be awarded a letter upon the recommendation of the coach and approval of the Athletic Director.
3. A 6" "H" letter (chenille) will be awarded to each athlete earning their first varsity letter. A certificate and pin will be awarded for each letter earned by an athlete. A CAPT pin will be given to each team captain.
4. INJURY CLAUSE: Beginning with the 1st day of practice, a participant injured and unable to participate for any length of time may be awarded a letter upon the recommendation of the coach and approval of the athletic director. To be eligible for recommendation, the injured student-athlete must show sufficient commitment to the team by attending <u>all</u> practices unless excused by the coach or Athletic Director.
5. **Work, detention, vacation and club sports, as well as in or out of school suspension are not excusable absences from practice and/or contest.**
6. Varsity letters, certificates and pins will be distributed at the annual all sports awards assembly and will be made available for pick up in the athletic office until June 30th of the year of the assembly. Awards not picked up as of June 30th will be forfeited by the student-athlete, with the awards being recycled for future distribution.
7. Replacement awards when lost, stolen, forfeited, or otherwise, will be made available to student athletes. Replacement award costs are: $1 for a pin, $1 for a certificate, and $6 for a chenille "H".

VARSITY LETTER CRITERIA

<u>FOOTBALL - FIELD HOCKEY - BOYS' & GIRLS' BASKETBALL - BOYS' & GIRLS' SOCCER</u>
Attend all practices <u>and contests</u> unless excused by coach (an injury which is not season-ending is not an acceptable reason to miss practice) and participate in 50% of the quarters or halves.
<u>WRESTLING</u>
Attend all practices <u>and contests</u> unless excused by coach (an injury which is not season-ending is not an acceptable reason to miss practice) and participate in 50% of dual matches.
<u>BOYS' & GIRLS' SPRING TRACK</u>, <u>BOYS' & GIRLS' CROSS COUNTRY</u>
Attend all practices <u>and contests</u> unless excused by coach (an injury which is not season-ending is not an acceptable reason to miss practice), participate in 100% of all dual meets & earn 10 points in Spring Track or place in the top 5 of all Hamburg Area runners in 75% of all Cross-Country meets.
<u>BASEBALL - SOFTBALL</u>
Attend all practices <u>and contests</u> unless excused by coach (an injury which is not season-ending is not an acceptable reason to miss practice) and play in 40% of the innings.
<u>BOYS' & GIRLS' GOLF</u>
Attend all practices <u>and contests</u> unless excused by coach (an injury which is not season-ending is not an acceptable reason to miss practice) and participate in 50% of dual matches. Female golfers earn varsity letters at the head coach's discretion, because there are no actual girls' matches other than BCIAA, District III, and PIAA tournaments.
<u>BOYS' & GIRLS' TENNIS</u>
Attend all practices <u>and contests</u> unless excused by coach (an injury which is not season-ending is not an acceptable reason to miss practice) and participate in 50% of dual matches for the season.
<u>BOYS' & GIRLS' BOWLING</u>
Attend all practices <u>and contests</u> unless excused by coach (an injury which is not season-ending is not an acceptable reason to miss practice) and participate in 50% of dual matches for the season.
<u>WINTER TRACK</u>
Attend all practices <u>and contests</u> unless excused by coach (an injury which is not season-ending is not

an acceptable reason to miss practice).

CHEERLEADING

Attend all practices and contests, unless excused by coach (an injury which is not season-ending is not an acceptable reason to miss practice).

DUAL SPORT PARTICIPATION

Student athletes may participate in two sports during the same PIAA season. However, student athletes must recognize their absence from one sport diminishes their development in that sport and reduces their chemistry with teammates in sports where group repetition is a critical component of team success. Nonetheless, dual sport participation is permitted, provided the following criteria are met:

1. Both head coaches agree with the dual sport participation.
2. The student-athlete identifies one of the sports as "Primary". Participation in the primary sport requires the student-athlete to make this sport their top athletic priority.
3. **The period of absence from a primary sport is determined by the head coach of each program, not by the student or the student's family.** Both head coaches must agree to the period of absence.
4. Requirements to earn a varsity letter in the primary or secondary sport cannot be adjusted for dual sport participants.

Dual sport participation is not possible in all sports, especially when both sports occur at the same time of day.

AWARDS DISTRIBUTED AT ANNUAL ALL SPORTS AWARDS ASSEMBLY

1. Senior Male & Female Sportsmanship Award
   Must be a participant in two (2) or more sports~~,~~ (managers and cheerleaders are eligible). Dedication, service, attitude and loyalty should be considered. Any athlete who quits a team prior to the end of that team's season is not eligible for this award.
2. Senior Male & Female Scholar-Athlete Award
   Must letter in two (2) or more sports and be the highest weighted GPA ranking student for male and female. Any athlete who quits a team prior to the end of that team's season is not eligible for this award.
3. Senior Male & Female Outstanding Athlete Award
   Must letter in one (1) or more sports. Any athlete who quits a team prior to the end of that team's season is not eligible for this award.
4. Boys' & Girls' Coaches of The Year Award
   This award is open to all head coaches of varsity sports and is selected by those eligible to receive the award. One award is given to a coach of a girls' sport, and one award is given to a coach of a boys' sport.
5. E. Jerry Brooks Academic All-Star Medallion (when available)
   This award is given to seniors who possess good citizenship & sportsmanship, have competed in a minimum of 2 varsity sports, earned at least 3 varsity letters, and maintained a GPA of 3.8 or higher.
6. District III Sportsmanship Medallion (when available)
   This award is given to senior student athletes who have demonstrated the most sportsmanlike qualities throughout the year. One male and one female will be chosen from each District III member school
7. Berks Sports Hall of Fame Scholar Athlete Award (when available)
   This award is given to 2 senior student-athletes who possess both outstanding scholarship & sportsmanship & have competed in a minimum of 2 varsity sports. One male and one female will be chosen from each Berks County school.
8. COKE Hawk Pride Award (when available)
   This award is given to 2 student-athletes (one male, one female) who have participated in 2 sports and

best represent what the varsity head coaches believe it means to be a Hawk.

9. Lehigh Valley Health Network Award (when available)

   This LVHN award recipients are one senior male and one female who have: Earned a minimum of 95.0 weighted GPA, earned a minimum of 2 varsity letters, demonstrated dedication to each program in which they participated, demonstrated sportsmanship during competition, achieved athletically at the League level or higher, and are committed to attend a post-secondary school.

HAMBURG AREA SCHOOL DISTRICT
JOB DESCRIPTION

ATHLETIC DIRECTOR

Position Summary

The Director of Athletics (AD) provides district-wide leadership, vision, and management of all interscholastic athletic programs in compliance with Pennsylvania Department of Education (PDE) regulations, Title IX, the Pennsylvania Interscholastic Athletic Association (PIAA), and local board policies. The AD is responsible for program development, operations, budgeting, transportation coordination, regulatory compliance, coaching staff oversight, and the promotion of safe, inclusive, and educationally aligned athletic experiences for all students.

Minimum Qualifications

1. Bachelor's degree in education, sports management, athletic administration, or related field.
2. Prior experience in coaching, athletics administration, or school leadership within a K–12 or interscholastic setting.
3. Strong knowledge of PIAA rules, Title IX, PDE regulations, student eligibility requirements, and safety standards.
4. Excellent organizational, communication, and interpersonal skills.
5. Demonstrated ability to lead staff, manage complex schedules, and oversee large-scale programs.
6. Ability to work evenings, weekends, and variable hours as required for athletic events.

Preferred Qualifications

1. Master's degree in athletic administration, educational leadership, or a related field.
2. Experience with budgeting, facility management, and event operations.
3. Certified Athletic Administrator (CAA) or Certified Master Athletic Administrator (CMAA) credential.

Knowledge, Skills and Abilities

1. Ability to work collaboratively with key stakeholders to implement and monitor district-wide athletics programs.
2. Ability to work in a supportive, collaborative role with staff in all departments and offices.
3. Ability to interface with other departments to coordinate reciprocal services for achieving athletic department goals.
4. Handle confidential information discreetly and professionally.
5. Use discretion and exercise sound judgment.
6. Exceptional public relations/interpersonal skills to respond to parents and to serve as the District's lead representative/contact person for athletic programs.
7. Effective management, supervisory, team building, and problem-solving skills.
8. Possess physical and mental stamina commensurate with responsibilities of the position.

Performance Responsibilities (Essential Functions)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Leadership & Program Administration

   a. Provide strategic leadership and oversight for all 7–12 interscholastic athletic programs.
   b. Develop and implement short- and long-range plans to support program growth, equity of access, and student success.
   c. Ensure all athletic programs align with district mission, board goals, academic expectations, and PIAA regulations.
   d. Collaborate with building principals, coaches, and district administrators to support student-athlete academic eligibility, behavior expectations, and wellness.

e. Oversee Title IX compliance within athletic programming and equitable allocation of resources.

2. **Personnel Management**
    a. Recruit, recommend, supervise, and evaluate all coaching staff in accordance with district procedures.
    b. Provide coaching staff with ongoing training, certification guidance, and professional development (e.g., sportsmanship, safety, mandated reporting, first aid/CPR).
    c. Ensure coaching clearances, contracts, stipends, and eligibility requirements are up to date and compliant with state and district standards.
    d. Conduct performance evaluations, address performance issues, and facilitate mentorship and improvement plans when needed.

3. **Operations & Event Management**
    a. Schedule all athletic contests, tournaments, practice sessions, and facility use, ensuring minimal conflict with academic programming and community activities.
    b. Coordinate transportation for athletic events in accordance with district policy, safety standards, and budget limits.
    c. Oversee game-day operations, including event staffing, security, crowd management, supervision, and emergency response preparedness.
    d. Ensure safe and effective operation of all athletic facilities, equipment, and fields; coordinate maintenance needs with facilities personnel.

4. **Compliance, Risk Management & Student Safety**
    a. Maintain full compliance with PIAA eligibility rules, PDE requirements, state laws, and district policies.
    b. Coordinate pre-participation physicals, medical clearance, concussion protocols, and injury guidelines in collaboration with certified athletic trainers and school nurses.
    c. Develop and implement emergency action plans for all athletic venues and events.
    d. Manage accident reporting, safety concerns, and risk mitigation procedures.

5. **Budgeting & Resource Management**
    a. Prepare, manage, and monitor annual athletic budgets, including equipment purchasing, supplies, uniforms, and event staffing.
    b. Oversee gate receipts, ticketing processes, fundraising activities, and booster club relationships in alignment with board policy and auditing requirements.
    c. Explore grant opportunities and community partnerships to enhance athletic programming.

6. **Communication & Community Relations**
    a. Serve as the primary district spokesperson for athletics, maintaining regular communication with students, families, staff, media, and the wider community.
    b. Maintain athletic handbooks, website content, schedules, and public communications.
    c. Promote sportsmanship, school spirit, and a positive athletic culture across the district.
    d. Collaborate with booster organizations while upholding district policies regarding fundraising, donations, and facilities use.

7. **Perform related duties consistent with job description and assignment as determined by the Superintendent of Schools.**

Essential Requirements

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand, walk and/or sit and talk or hear. The employee must occasionally lift and/or move up to 40 pounds independently. Specific vision abilities required by this job include close vision and distance vision. Exposure to self to bruises and cuts due to typical physical environment.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to outdoor conditions. The employee may be required to travel between District facilities using personal transportation. The employee may be required to work non-traditional hours based on District needs. In extreme cases, the workday may extend beyond normal working hours and may include some weekends.

Mental Functions: While performing the duties of this job, the employee is frequently required to communicate and use interpersonal skills, compare, copy, coordinate, instruct and negotiate. The employee is occasionally required to evaluate, analyze, compute, compile and synthesize.

Cognitive Ability: While performing the duties of this job, the employee must be able to communicate effectively with all stakeholders (administration, teachers, parents, students, community, etc.). The employee must be able to organize and prioritize multiple tasks, exercise good judgment and make decisions.

Evaluation

Performance on this job will be evaluated in accordance with School Board policy.

Documents Required At Time of Application

1. Employment Application
2. Applicable degree & certification from an accredited college or university.
3. Specific documented evidence of training and experience to satisfy qualifications.

Equal Opportunity Employer

Hamburg Area School District employees and job applicants are protected from discrimination based on race, color, religion, sex, parental status, national origin, age, disability, genetic information, political affiliation, military service, or other non-merit-based factors. These protections apply to all employment decisions, including recruitment, hiring, performance evaluations, promotions, training, and career development.

Additionally, the Hamburg Area School District provides to employees and applicants reasonable accommodation for disabilities; for pregnancy, childbirth, or related medical conditions; and for religious beliefs, observances, and practices.

HAMBURG AREA SCHOOL DISTRICT
STUDENT ATHLETE CODE OF RESPONSIBILITIES

PREFACE

The athletic program is an integral part of the total school program and is open to participation by all students residing in the Hamburg Area School District. Through voluntary participation, athletes give time, energy, and loyalty to the program. They also accept the training rules, regulations and responsibilities which are unique to an athletic program. To contribute to the welfare of the group, athletes must willingly assume obligations and sacrifices not required of others. Being in close contact, the coaches have an opportunity to observe, question, and assist the athletes. The Hamburg Area School District supports education and awareness/intervention in drug, alcohol and tobacco use. Parents of the athletes must support the positive aspects of participation in the Hamburg Area School District but also must accept the responsibility of any adverse actions by their child when participating in athletic activities.

ACADEMIC REQUIREMENTS

Academic performance of participants will be monitored on a weekly basis according to PIAA By-Laws Article X and HASD guidelines. **To be eligible for interscholastic athletic competition, a pupil must be passing at least four (4) full-credit subjects & failing less than two (2) aggregate credits, or the equivalent.** Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Principal's office. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for, said pupil shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the previously identified standards. A pupil who has passed subjects which in the aggregate total at least four (4) credits has passed the equivalent of four (4) full-credit subjects. In cases where a student's work at the conclusion of a grading period does not meet the standards previously stated, said student shall be ineligible to participate in interscholastic athletics for fifteen (15) school days of the next grading period. An ineligible student is permitted to practice, provided their daily remediation is satisfied. Therefore, if the period of ineligibility occurs during an evaluation period ("try-out"), the student may try-out for the team. The ineligible student will be eligible to participate in scrimmages or competitions only if, at the conclusion of the fifteen (15) day ineligibility period, the student is passing four (4) full-credit subjects & failing less than two (2) aggregate credits. Any pupil not passing at least four (4) full-credit subjects, or the equivalent, or failing two (2) or more aggregate credits at the end of the academic year, including summer school, will be ineligible to participate in interscholastic scrimmages or competitions for the first fifteen (15) school days of the new year. Athletes ineligible for the first fifteen (15) days of a new school year will not be permitted to compete in interscholastic scrimmages or competitions during this fifteen (15) day ineligibility period. A pupil who attends summer school and corrects his deficiencies shall be eligible. Ineligible students may not wear a uniform for contests; however, ineligible students may sit in the team bench area and travel to away competitions.

CONDUCT REQUIREMENTS

A student is considered a student-athlete beginning with the 1st PIAA practice date and ending with the last PIAA contest date for the season in which the student-athlete is participating. A Hamburg Area School District student-athlete will be subjected to disciplinary action if he/she commits any of the following violations ON OR OFF SCHOOL PROPERTY. **A coach may establish additional rules for their particular sport. Such rules must be approved by the Athletic Director prior to the season.**

1. An athlete found to be in violation of the following will not be permitted to participate in the athletic program for one (1) calendar year:
   A. Selling or aiding in the procurement of steroids, alcoholic and/or malt beverages, narcotics or restricted drugs, including marijuana or other controlled substance.

2. An athlete found to be in violation of the following will be suspended from athletic participation one (1) week for the 1st offense, and suspended from the athletic program one (1) calendar year for a subsequent violation:
   A. Being under the influence of, or in possession of steroids, alcoholic and/or malt beverages, narcotics or restricted drugs, including marijuana or other controlled substances.
      a. **VOLUNTARY ADMISSION CLAUSE:** The suspension in 2A would not be enforced if the guilty student athlete voluntarily reports their violation to a District Coach or Administrator. The student-athlete must also agree to fully participate in a H.E.A.T. assessment and abide by the recommendations from this assessment. In such a case, the student athlete will be referred to H.E.A.T. by the high school principal. A student-athlete would be able to use this clause 1 time during a school year.
   B. Falsification of a signature on any form that requires a parent's signature.

3. An athlete found to be in violation of the following will be suspended from the athletic program for one (1) week for the 1st offense, four (4) weeks for the 2nd offense, & one (1) calendar year for a subsequent violation:
   A. Selling, aiding in the procurement of, using or possessing tobacco or tobacco related products.

4. Athletes have the responsibility of being in control of themselves at all times. An athlete who commits a Level III Offense (as described in the HAHS Student Agenda) or another behavior which a coach or administrator deems unacceptable and detrimental to the athletic program may be suspended from athletic participation for a period of up to seven (7) days or the 1st offense, a period of four (4) weeks for the 2nd offense, and a period of one (1) calendar year for a subsequent violation.

5. An athlete who commits a Level IV Offense as described in the HAHS Student Agenda will be dismissed from their team and suspended indefinitely from the athletic program.

6. Athletes must travel to & from contests, away from Hamburg Area School District, in transportation provided by HASD. Athletes must obey HASD bus rules (available in District office). Under ordinary circumstances, the only exceptions will be arrangements made in writing, on an official transportation form provided by the coach/principal/athletic director, between the athlete's parent/guardian and the coach/A.D./principal for the athlete to ride with parent/guardian. If an emergency exists, the coach may waive this requirement. The athlete will be suspended from athletic participation for a period of up to one (1) week for the 1st offense, two (2) weeks for the 2nd offense, and one (1) calendar for a subsequent violation. Athletes may not drive their automobiles to athletic contests/practices, except to practices for school-related events such as events which require students to leave the school premises in order to obtain the use of athletic facilities or other facilities not available at Hamburg Area. These sports include golf, bowling, & sometimes tennis. While traveling from the school to the training site or activity site, students shall be accountable to the school for their conduct whether traveling on school transportation or transportation provided by the student or his/her parents or guardian.

7. An athlete must be in school by 10:00 A.M. to participate in an athletic contest or practice that day. Exceptions must be approved by the principal.

8. A member of an athletic team has an obligation for issued athletic equipment; he/she may not participate during the next sport season or any future season until all athletic obligations have been cleared.

9. Hamburg Area athletes are encouraged to support all athletic teams, treating Hamburg Area athletes as one team, not a group of individual teams.

10. After the PIAA first legal day of practice, no student is permitted to become a member of an interscholastic team unless the student was cut following a tryout with another team during the same season. After the PIAA first legal day of practice, no student is permitted to try out for an interscholastic team. Any student transferring into the School District will be given an opportunity to participate on a team only with the approval of the Athletic Director and High School Principal. In a situation of illness, injury, or other extenuating circumstances, the athletic director, with principal approval, may grant a student permission to try out, join, or become a member of an interscholastic team after the PIAA first legal day of practice.

11. Before any suspension or dismissal provided for under these rules take effect, the athlete shall be verbally advised by either the Head Coach, Athletic Director, or Principal of the alleged violation and the athlete will have an opportunity to explain or justify the action. If after such conference, the administration is satisfied that a suspension from the team is justified, the athlete and athlete's parents / guardians shall be notified by the Athletic Director. In cases of suspension or dismissal, all appropriate administrators and coaches will be notified.

12. If a suspension cannot be completed by the end of a current sports season, the remainder of the suspension will be imposed at the beginning of the next sport season in which the student-athlete wishes to participate. Only suspensions of 1 calendar year will carry over from one school year to the next.

13. All suspensions from athletics will begin when the high school principal determines suspension is appropriate. Reinstatement following a suspension will only occur with approval of the high school principal.