

New Hartford Central School District

Coaches' Handbook



As a coach in the New Hartford Central School District, it is your responsibility to familiarize yourself with all of the information contained in this handbook. Handbooks are the property of the New Hartford Central School District and coaches will be required to return them to the office of the Director of Athletics at the conclusion of each sports season. This handbook will be updated every year.

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MISSION STATEMENT

The mission of New York State interscholastic athletic programs is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

EDUCATIONAL GOALS OF A QUALITY INTERSCHOLASTIC ATHLETIC PROGRAM

Competence

A student athlete in a quality program is competent in terms of:

- Skill Development
- Knowledge of the game and strategies
- Fitness, conditioning, healthy behavior

Character

A student athlete in a quality program demonstrates:

- Responsibility
- Accountability
- Dedication
- Trustworthiness and fair play
- Self control

Civility

A student athlete in a quality program demonstrates civility toward others, showing:

- Respect
- Fairness
- Caring

Citizenship

A student athlete in a quality program demonstrates citizenship through actions showing evidence of:

- Loyalty and commitment
- Teamwork
- Role modeling

UNIFYING IDEAS AND PERSPECTIVES

The following ideas and perspectives guide the creation of a quality interscholastic athletic program:

Adults are major stakeholders in the sport experience. As coaches, parents, and officials, they provide structure for sports.

An ongoing partnership should be maintained among schools, athletic programs, and parents to ensure the realization of educational goals in sports. Coaches and parents are central to the enterprise and must have the necessary knowledge to convey values and goals to student athletes.

Consensus is necessary but not always easy to achieve. If we cannot reach consensus regarding “the right action” on the playing field, our chances of promoting positive behaviors and values are significantly diminished.

Quality coaching is important.

- Good coaches can and should be good character educators.
- Coaches can, through their actions and non-actions, have an effect – either positive or negative.
- Coaches who make a difference are those who guide with principle.
- Coaches must be effective and efficient in teaching skills and habits.
- Coaches must evaluate program objectives as well as student athletes’ performances with compassion, justice, and honesty.

Successful coaches possess the following core traits:

- Purpose – They have a vision of how a quality program can best be achieved.
- Skill – They demonstrate competence in knowledge, teaching ability, communication, prioritizing, goal setting, and orchestrating the overall atmosphere of the program.
- Empathy/Relationship – They genuinely care about, respect, show concern for, and have the ability to motivate their players.
- Character Habits – They have a solid work ethic, exhibiting responsibility, honesty, integrity, and dedication. These habits foster virtue in athlete.

The quality of sport is improved when competition and collaboration are appropriately balanced. The members of a winning team in a vigorously contested game should, in an appropriate manner, congratulate their opponents for bringing out the best in them. All players should be aware that it takes two teams to play the game; that is, collaboration and competition go hand in hand. Teammates, opposing team members and staff, athletics directors, parents, and other spectators are important collaborators in achieving a positive athletic experience at all levels of competition.

- I) Instruction for young people in athletic skills has been an accepted part of the New Hartford curriculum for many years. The most important of these skills are:
- A) The development and care of the physical body;
 - B) The development of a proper mental attitude;
 - C) Learning the rules of the particular game;
 - D) Discovering the essence of team play;
 - E) Learning the physical techniques required for successful performance;
 - F) Experiencing competition.
- II) As young people grow, their evaluation of themselves as persons will be governed by, in part, their success or failure in the multitude of tests and experiences to which they are subjected.

A school system should prepare the student for these tests and experiences by presenting programs geared to develop skills in a sequential manner, providing quality instruction, enforcing rules openly and equitably, and by insisting that those situations ,which degrade and denude human spirit are avoided.

- III) Athletics at New Hartford should be one of the programs to aid the student in developing a positive appraisal of his/her self worth.

To achieve that end it shall be the athletic policy of the New Hartford Central School District to:

- A) Emphasize that mental, moral and physical development for each student is the goal of this public school system;
- B) Encourage as broad a participation in its intramural and interscholastic athletic programs as possible;
- C) Require of its coaches effective instruction for, and detailed analysis of performance by the student-participant;
- D) Afford to each student participant a fair opportunity to demonstrate proficiency and to gain a positive learning experience;
- E) Urge the development of friendly and healthy relationships among all schools in the area through interscholastic competition.

ATHLETIC CODE OF CONDUCT

The Athletic Code of Conduct must be read in its entirety to all team members on the first day of practice.

The card accompanying the code must be signed by a parent and the athlete and returned to the head coach.

Keep the signed cards in a plastic bag in your medicine kit as it contains important medical information on each athlete.

ATHLETIC CODE OF CONDUCT

- I) The purpose of this athletic code is to reinforce the expectations the New Hartford Central School District has for the students participating in interscholastic athletics. Athletics teach students about many important qualities that they will need following their graduation from New Hartford Central School. These qualities include discipline, responsibility, honesty, self-control, dedication, sportsmanship and respect toward others. Our student athletes have voluntarily chosen to make an additional commitment in their educational experience and in doing so have agreed to follow the expectations set forth by the New Hartford Central School community.
 - A) Due to the fact that many teams and individuals are training year-round for their athletics teams, it is expected that all athletes will adhere to the athletic code year round.
 - 1) Student athletes will refrain from using or possessing any tobacco product.
 - 2) Student athletes will refrain from using or possessing alcoholic beverages.
 - 3) Student athletes will refrain from using or possessing any mind or performance altering drugs or substances.
 - 4) Student athletes will fulfill their commitment to their team unless the coach and Athletic Director agree that it is in the best interest of the team and the individual to not fulfill that commitment.
 - 5) Student athletes will attend all scheduled practices and games, unless the student is absent from school or has prior permission from the coach.
 - 6) Student athletes will refrain from any activities that result in an out-of-school suspension.
 - 7) Student athletes will attend school and classes each day school is in session unless legally excused by a parent.
 - 8) Student athletes will conduct themselves in a manner that avoids being insubordinate or disorderly and endangers the health, safety or morals of others while in school.
 - 9) Student athletes will avoid any violations of any state or local law, off school grounds as it relates to another student of the school, school property or employees of the school or conduct which endangers the health, safety or morals of others, students of the school, school property or employees of the school.
 - B) Student athletes are expected to maintain a high level of academic achievement. To that end, a student athlete will never be penalized by the Athletic Department for missing a practice or a game due to an academic responsibility.
- II) The expectations for all of our student athletes will be posted in the schools and in particular, in the locker rooms. A copy shall be in the student handbook. Coaches are required to read aloud the entire athletic code of conduct prior to the first practice and a copy of the written code of conduct will be sent home to the parents. By participating in the sport, the student athlete is demonstrating his/her willingness to comply with all the expectations of a student athlete at New Hartford Central School.

III) In case of alleged violations of the rules:

- A) Alleged violations shall be reported to the Director of Athletics or the building principal. The building principal or Athletic Director shall conduct an investigation regarding the alleged violation within three (3) school days of the reported incident. If the investigation indicates that a violation of the Athletic Eligibility Rules may have occurred, then the Athletic Committee shall conduct an informal hearing within three (3) school days of the principal's (or Athletic Director's) determination. The investigating official will present the information to the Athletic Committee. Penalties for violation shall be determined by the Athletic Committee consisting of: athletic director or principal (the one who did not conduct the investigation), the coach of the student's sport, and a teacher or coach appointed by the building principal and athletic director. The athletic director or principal will serve as Committee chair. It is the intent to have the same teacher at each school serve on the Athletic Committee. Therefore, an alternate may be designated for the Athletic Committee by the Building Principal or Athletic Director.
- B) The consequences for a violation of the set forth expectations shall be determined by the Athletic Committee. Violations of expectations 1-4 and 9 will carry a minimum penalty of ineligibility for 25 percent of the contests according to policy. Violations of expectations 5-8 will carry a minimum penalty of ineligibility for 10 percent of the contests according to policy. The committee will also have the authority to recommend counseling in any appropriate situation. The number of ineligible contests will be determined by using the number of regularly scheduled games. However, in order to fulfill the penalty, play-off games will be counted. If a student is not participating in athletics at the time of the hearing, the penalty will carry over to the next season in which the student will participate. The maximum penalty shall be ineligibility for interscholastic sports for one full year from the day of violation. If the committee's ruling involves a decision by a court of law, the committee may adjourn until corresponding court action takes place.
- C) The sports seasons are:
- FALL - Legal starting date for football practice – to last scheduled contest
WINTER - Legal starting date for winter sports practices – to last scheduled contest
SPRING & SUMMER – Legal starting date for spring sports practices – to legal starting date for football practice
- D) The Athletic Committee's decision shall be sent in writing to the Superintendent, who shall send it to the student and the parent or guardian and the Board of Education. The Physical Education Department Chairman shall report all cases of ineligibility to the Superintendent, coaches and Building Principal.
- E) The student and/or parent or guardian may appeal the decision of the Athletic Committee in writing to a Review Board consisting of the Superintendent, School Board President and the Vice-President of the School Board. Any appeal must be within ten (10) school days following receipt of the Athletic Committee's decision. The Review Board shall review the decision of the

Player/Coaches

Responsibilities

GENERAL BEHAVIOR

1. When traveling, all players should be well groomed.
2. When traveling, players should remember that they are representatives of their school.
3. Respect officials of the game.
4. Always be a gentleman/lady.
5. Be loyal to teammates.
6. Be a part of the team, physically and mentally.
7. Remain under control.
8. Hair should be restrained so not to interfere with athletic competition.
9. Be a good citizen at all times.

USE OF EQUIPMENT

Any equipment donated by an outside (non school related) group, must be accepted by the Board of Education before the equipment is used by students and staff.

The Athletic Code of Conduct contains a section entitled "Absenteeism". This section of the code states that students must be in attendance "during the afternoon session of a school day" in order to participate in practices and games on any given day. In order to achieve consistency between the junior and senior high schools on what constitutes the afternoon session, we will establish 11:30 A.M. as the time by which a student-athlete must be in attendance in order to participate in practice/games. This time coincides with the end of lunch at the high school and the end of 9th grade lunch at the junior high.

ATHLETIC ATTENDANCE COMMUNICATION TO COACHES

According to the Code of Conduct for athletes:

"A student who is absent because of personal illness during the afternoon session of a school day, may not practice or participate in any games scheduled for that day or night. A Friday absence because of illness may exclude a student from playing on Saturday. However, there remains the possibility that the student may sufficiently recover. A parent's permission in this instance is required for the student to play on Saturday."

In order to enhance communication regarding daily attendance, the following system will be used to make coaches aware of athletic absences on a daily basis.

At approximately 1:30 PM during regular attendance days, the Athletic Director will receive from the attendance offices at the junior and senior high schools a list of student athletes who have a full/part-day absence. If a student is not eligible to practice/play on that particular day, the athletic office will email/phone his/her coach by 2:00 PM.

If the coach has any questions regarding any absence, he/she is advised to call the Athletic Office.

The coach assumes a very important and responsible position in the education and guidance of youth. He/she directs and instructs young people in activities in which they are extremely interested, emotionally involved and highly motivated. The results of his/her influence are immediately apparent. His/her personal conduct should reflect the dignity, integrity and high principles of the profession. Be aware of this influence you wield in the lives of the young men/women who look to you for example. To be successful and to win is highly desirable, but high ideals and the safety and welfare of our players are not to be sacrificed for winning.

- A. The coach must abide by all rules and regulations established for the conduct of interscholastic sports by the Commissioner of Education, the Board of Education and Leagues which we are affiliated with. Your loyalty and support of these rules and regulations is expected.
- B. The head varsity coach in any sport will also have a leadership role in coordinating a 7 through 12 program and acting as an advisor to the coaches involved in the sport.
- C. Scouting is a responsibility of all coaches when requested by the head coach.
- D. To be responsible for accurate and alphabetized list of your squad for eligibility purposes. The list will include the players' name, date of birth, year in school, years of experience and date of physical.
- E. The coach is to supervise his/her team from the time they report (to practice, matches, etc.) until they have left the building. This responsibility cannot be delegated to non-teaching personnel. Likewise, coaches are responsible for their athletes' behavior on busses to and from competition. Coaches should insure the bus is in good order/clean when the team arrives at school.
- F. The coach is responsible for his/her team at all games. Coaches must never permit or condone unsportsmanship-like play or behavior. His/her attitude toward opponents, other coaches and officials should be friendly, helpful and sportsmanlike.
- G. Coaches must concern themselves with how our athletes care for their equipment. There is to be no misuse of or player exchange of equipment. The coach is responsible with the issuing and collecting of equipment and uniforms assigned to his/her team.
- H. At the first team meeting the coach should advise all candidates about the rules and regulations pertaining to the sport and point out all of the obligations which they assume as team members.
- I. Make sure that you have your mandated parents meeting. This is a great opportunity to meet parents, familiarize them with practice/games schedules, go over their roles, and let them know how to contact you. If you have any concerns about having a parent meeting, talk to your varsity coach, or myself. We would be glad to attend to show support.

- J. The coach will show the visiting team and officials to their dressing quarters and see to it that their needs are cared for.
- K. The coach will have the officials sign the school voucher for payment of their services and varsity coaches must have each official complete a Tri-Valley League Sportsmanship form. The signed vouchers and sportsmanship forms should be returned by the coach to the office of the Director of Athletics.
- L. The Varsity coach must call in all game results to the local newspapers and local television stations. There should be nothing negative in the news.
Observer Dispatch: 792-5021
WKTV Television: 793-3477 ext. 261
- M. At the end of the season, the coach should complete the "End of Season Report" and "Year End Questionnaire" and return these reports to the Director of Athletics.
- N. Transactions pertaining to the following situations should be processed through the Director of Athletics:
- a. Schedules
 - b. Scrimmage Games
 - c. Cancellations and rescheduling of games
 - d. Early dismissal from school
 - e. Transportation requests
 - f. Facility use:
 1. Scrimmage games
 2. Holiday practices
- O. No student may participate in sports or cheerleading without the proper completion of the parents' statements on the "Athletic Eligibility Rules" (which requires the student's and parent's signatures), **nor may any student participate on a team prior to the completion of the required physical examination.** The coach is ultimately responsible to ensure that parental permission is granted and that the physical examination is completed. Should there be any question in the coach's mind about any student, he/she should check immediately with the school nurse.
- Note: The parent(s)' signed statement on the "Athletic Eligibility Rules Form" should be kept in the custody of the coach.
- P. If you have an away athletics event on the week-end and for some reason it is cancelled, please call Kathy Schrader at 732-1234 to cancel the buses.
- Q. If you have any difficulties, i.e., behavior problems, etc. with athletes or parents during the season, please let us know immediately. Your job is to coach. We will work with you concerning all other matters.
- R. You are responsible for all uniforms. Keep a master list of articles/numbers/sizes, of what you gave to team members. Bring a garbage bag to the last home and away contests (if you have two sets of uniforms) and do not let any of your

Dan Pope.

- S. Our insurance carrier recommends that all jewelry be removed prior to any practice and/or contests in order to enhance a safe environment for our athletes. Section III issued the following statement regarding jewelry in 2001:

“No jewelry, which includes visible body piercing objects, shall be worn in any sport. Any piece of jewelry, that is visible at the start of or during a contest, is in violation of the NYSPHSAA Jewelry Rule. Religious medals must be taped to the body and under the uniform. Medical medals must be taped to the body so they are visible. Soft, pliable barrettes are permissible, body gems are not.”

Emphasize to your athletes that this is a safety issue.

- T. Information for the Athletic Director:
1. Bus forms must be completed by each coach and returned to the Athletic Director's office before the season begins.
 2. Student Information forms must be turned into the Athletic Office as soon as the team is selected. Please denote Captains and selection/classification athletes.
- U. Health History Forms (yellow) must be completed each season and given to the school nurse.
- V. All coaches who are employed as teachers in New Hartford Central School District must attend all faculty meetings, department meetings and any other obligations as assigned by the building principal/dean of students. In such cases when a job obligation interferes with coaching, your assistant coach may fulfill the coaching obligation or the practice/game may be delayed. Please see your building principal with any questions.

According to State regulations we may permit students to travel home from away contests with persons other than their parents as long as the coach receives written permission from the parents.

The attached sign-out sheet (copy as needed) should be used to keep a record of sign-outs for your protection as well at the Athletic Department's.

Questions regarding this matter may be made by contacting the Director of Athletics.

1. List of students/parents numbers (Student Information Sheet)
(2 copies to each site/ 1 office / 1 home)
 - a. Building Principals' Office
 - b. Bus Garage
 - c. Athletic Coordinator's Office

2. If there is an accident that demands medical attention, the following procedure will be used.
 - a. Bus driver/coach call:

Peter Gagliano	797-2327/cell 368-4796
Scott Gaffney	264-4274/733-1536

 - b. Peter/Scott calls Principal of building involved, the Athletic Director and Superintendent:

Jennifer Spring	797-5730/368-8526
Tim Crowe	607-661-6451
Keith Levatino	768-1520
Liz Vondell	794-9298
John Banek	790-0445
Robert Nole	624-1218
Mary Mandel	404-4126
Allen Hyde	525-2132

 - c. Principal would then begin a phone tree notifying parents of the problem.

3. Cellular phones will be used only in emergency situations by bus driver or coach. The phones will be under the direction of the Transportation Supervisor to determine which bus/trip the phones would be used.

Snow Emergency Weekend Procedure:

In the event of a snow emergency on the weekend, building principals are responsible for contacting Peter Gagliano regarding field trips/athletic trips on weekends where emergency cancellation may be appropriate due to weather conditions. Principals should coordinate cancellation of athletic trips with Athletic Director.

PROCEDURES REGARDING TRANSPORTATION TO AWAY CONTESTS

Each coach will complete a "Request for Special Bus Use" form for every away contest. These completed forms will be returned to the Athletic Director **before the first scheduled contest of the season**. If a change must be made to a departure time after the first contest, call Scott Gaffney at the Bus Garage (624-1239).

If a contest is cancelled on a week-end, please call Scott Gaffney 264-4274/733-1536

NEW HARTFORD CENTRAL SCHOOL

DATE TRIP TO BE MADE _____

DESTINATION OF TRIP _____

TIME OF DEPARTURE _____

ESTIMATED TIME OF RETURN _____

NUMBER TO MAKE TRIP _____ OVERNIGHT YES ___ NO ___

NUMBER OF BUSES _____ BUS SIZE _____

ROUND TRIP DISTANCE _____

NAME OF GROUP OR CLASS TO MAKE TRIP _____

PURPOSE OF TRIP _____

LOAD BUS WHERE _____

NAME(S) OF PERSON(S) RESPONSIBLE _____

PHONE NUMBER(S) OF RESPONSIBLE PERSON(S) _____

DATE REQUEST MADE _____

_____ **PROPER AUTHORIZATION SIGNATURE**

NOTE: PERSON RESPONSIBLE FOR TRIP SHOULD CALL THE BUS GARAGE 24 TO 48 HOURS PRIOR TO DEPARTURE TO CONFIRM TRIP.

DRIVER ASSIGNED _____ BUS # ASSIGNED _____

DRIVER'S REPORT ON TRIP

BUS # _____ BEGINNING ODOMETER READING _____

ENDING ODOMETER READING _____

TOTAL MILES TRAVELED ON TRIP _____

SIGNATURE OF BUS DRIVER _____

In order to accommodate the many requests that the school district receives to use gym/classroom & field space after school hours, the following groups will be accommodated on a priority basis. These priorities are based on Board Policy # 1011 Community Use of School Facilities.

1. School Activities, i.e. Athletics, Drama/Music, Adult Education, College Admissions Testing, etc.
2. Affiliated School Organizations, i.e. Parent-Teacher Associations, Booster Groups, Town of New Hartford Recreation Programs, etc.
3. Organizations that are not affiliated with the school district, i.e. Civic Groups, Youth Sports, Music Clubs, Dramatic Organizations, etc.

Scheduling for building and gym use will be administered by each building principal in conjunction with the athletic department, music department, and adult education.

The Board of Education has adopted a policy regarding student residency. It is expected that if any coach has information that raises a question about whether a student is a resident of the New Hartford Central School District, the coach must report the matter to the appropriate building principal or the athletic director.

The Tri-Valley League does not recognize junior varsity or modified championships nor maintain team records.

Therefore, it is not appropriate to publicize junior varsity or modified team records, “championships” and/or “undefeated” status. The TVL Executive Committee has advised the Utica Observer-Dispatch of this policy.

Please inform parents of this policy at your initial parent meeting.

It is imperative that all coaches and athletes represent New Hartford in a positive way on and off the field of competition.

To this end, we advise all coaches to dress appropriately when coaching their athletes. We discourage jeans and attire that makes the coach look “dressed down”.

Players should dress neatly for away contests. Remember, first impressions are important and a well dressed athlete makes a positive impression.

Beginning in the fall of 2006, no athletic events involving 10th and 11th graders may be scheduled on the morning of the third Saturday in October due to the administration of the PSAT. The PSAT is an important test in the college admissions process.

Schools may choose to give the PSAT on either the third Saturday in October or on the Wednesday immediately preceding. New Hartford traditionally administers the test on the third Saturday in October so students do not lose valuable instructional time, especially in our semestered schedule.

Similar to the Board policy which prohibits contests or games during exam and Regents weeks, the Athletic Department will not schedule contests or games during the administration of the PSAT on the morning of the third Saturday each October.

We believe that many of the schools we compete with on the athletic field also give the PSAT on the third Saturday in October. Therefore, this directive should not be difficult to follow.

If you have any questions, please contact the Athletic Director.

Tryouts

Sports Physicals

1. All bona-fide students of the New Hartford Central School District who meet the eligibility requirements according to the New York State Public High School Athletic Association are welcome to try out for New Hartford Central School District athletics teams.
2. Tryouts are offered with the understanding that cuts may be made by the coach according to the pre-season criteria, the ability level of the athlete and the nature of the sport or the facility. When a cut is made, it should be done in a manner consistent with Policy #6020. Interscholastic athletics is both an extra curricular and an elective activity.
3. It is our belief that teams below the varsity level are for the purpose of preparing underclass athletes for competition at the varsity level.
4. Seventh and eighth grade students who try out for a junior varsity or varsity team must have a recommendation from a district coach or a physical education staff member in order to participate in the New York State Selective Classification Program.
5. A coach who must cut players is required to establish criteria for making the team. These criteria must be in writing and must contain measurable objectives and will be given to all athletes. A copy of the criteria must be submitted to the Athletic Director before cuts are made.
6. When making cuts, do not post lists. Meet individually with all who tried out. Praise those who made it and talk about what the others have to do to improve. For modified cuts, the varsity coach is encouraged to help out.
7. Before making cuts, each coach must call/meet with the Athletic Director to review the process so that consistent procedures are followed.

Regulations

1. The junior varsity and varsity squads will consist of students in grades 7 through 12 based on ability.
2. Cheerleaders must ride to and from all games on the school bus. If the parents are present at a game and personally request in writing that their child return with them, permission will be given.
3. All cheerleaders and substitutes must attend all games unless they have a legal excuse which has been accepted by the advisor. Legal excuses include sickness, religious observances or death in the family and others at the discretion of the advisor. Any violations will equal one cut.
4. All cheerleaders must adhere to calendar arrival times for all home and away games.
5. Cheerleaders must arrive dressed in uniform/warm-up suits.
6. Duties of the captains:
 - a. Teach the cheers
 - b. Organize pep rallies and practices with the advisor
 - c. Decide cheers and chants to be used, subject to the advisor's approval
7. No jewelry should be worn and hair must be pulled back.
8. Cheerleaders should realize that they are representing the school and act accordingly.

TRYOUTS AND CRITERIA FOR JUDGMENT

1. Ability test: Cheerleading candidates will be selected for the cheerleading squads on the basis of their ability in the following categories:
 - a. Jumps (required jumps to be performed in cheers: 2 consecutive touches, herky, double nine, tuck)
 - b. Cheers (projection of voice and expression, spirit, motion/technique)
 - c. Gymnastic ability (tumbling, split held for 5 seconds)
 - d. Partner stunts
 - e. Appearance
 - f. Overall execution/appeal
 - g. Attitude
2. Squad size: In accordance with Tri-Valley Regulations, both JV and Varsity squads must not exceed 14 girls.

STUDENT INFORMATION

A physical exam must be completed and passed prior to tryouts of the first sports season that the student enters.

Medical exams may be scheduled at any time during the school year. The passing of the physical examination shall be valid for qualifying a student's participation for a period of 12 continuous months through the last day of the month in which the physical was completed except for the following reasons:

1. A student whose safe participation is in question as a result of the sports questionnaire.
2. Any injury that may have taken place. We request medical release for injuries and surgery.

If the 12-month period for the physical expires during a sports season, participants may complete the season as long as a health history was conducted prior to the season. For example, a physical conducted on August 1 would be valid through August 31. If a student plays beyond August (ex., football), the student may complete that sports season as long as an interval health history was conducted before the start of the season. Immediately following the last sanctioned tournament competition for that season, a new physical is required if the student is going to play another sport. Please remember that the sports season includes tryouts.

If a physical is necessary, this procedure will be followed:

1. Announcements will be made at least three weeks before tryouts so that students will have ample time to sign up for a physical with the school nurse. These announcements will be made everyday. Posters are also hung throughout the buildings as reminders for students to schedule a physical.
2. It is the student's responsibility to:
 - a. Sign up for the necessary physical in the nurse's office. The student will receive an appointment card from the nurse.
 - b. Show up for his/her physical at the specified date and time.
 - c. Bring health history form signed by parent.
3. If a student is sick or has a legal excuse for being absent on the day of the scheduled physical, an alternate date and time will be arranged by the school nurse.
4. Each coach will receive a list of all athletes who signed up to try out for their team. Each student, upon completion of a physical, will present to the coach, a card received from the school nurse stating that he/she is qualified to play a sport. If the student does not have a physical, he/she cannot try out until he/she receives a card from the nurse. The student **will not** be allowed to try out or participate unless this is done.
5. Should any student neglect to sign up or to show up for a scheduled physical for any reason other than illness or legal absence, it will become the responsibility of

doctor at parental expense. This must be done prior to tryouts for students to be eligible to participate.

6. All students shall complete the Interim Health History for Athletes questionnaire at the beginning of each sport season. It must be completed, signed by a parent and returned to the coach of the particular sport within a two week period.

COACHES INFORMATION

A physical examination must be completed and passed prior to tryouts for the first sports season that the student enters.

- A. To verify the physical exam, the nurse may **ONLY** accept the New Hartford Sports Physical form.
1. Other forms may not have the actual date of the physical. "Okay to play" is not a physical.
 2. A NYS required health history must be included on other forms.
 3. It will be easier to find information if it is in the same place on each form.
 4. Note Exception: Students who have proof of current physical (i.e., is written on a different form) and is done by a New York State licensed physician may participate if the health history is complete. If New Hartford's Sports Physical forms are not used, the athlete will be told that the approval is conditional and the New Hartford Sports Physical form must be completed by the physician within (1) week of receipt of the non New Hartford form. **IT IS THE COACH'S RESPONSIBILITY TO OBTAIN THE CORRECTED FORM FROM THE ATHLETE.**
 5. A health history **is required** by law. If not received, the student **cannot** participate until it is completed. Physicians commonly used for local physical will be sent copies of New Hartford's Sports Physical Forms.
- B. The school nurse will check for the following:
1. The date of the physical **MUST** be within a 12 month period, to the day. If the physical is expired, the student cannot practice, tryout or play. The date of the physical is in the lower right corner of the form. If the physical date is in the month that the sport begins, the student may finish that season but will need a new physical for the next season.
 2. The space "full participation" must be checked; any other must have written medical clearance.
 3. The form **MUST** be signed by the MD, N.P. or P.A. practicing in NYS.
 4. The form **MUST** be signed by both the parent and the student.
- C. A health history is required for every season even if the student does not need a physical. These forms are yellow in color. Please return them to the appropriate school nurse when completed.
- D. If a student had an injury, illness or surgery that has been treated by a doctor since the last physical or season, they need written clearance to participate. This information is provided by the parent on the health history (yellow form). **DO**

They are making you aware of them; therefore, you are liable if there is no clearance on file.

- E. A completed Student Information Sheet must be provided to the Athletic Director prior to the first game for approval and signature.
- F. All coaches who receive physical forms, medical clearances and health histories, must submit those forms to the school nurse in the building the athlete is a student. Grades 7 through 9 are in the junior high; grades 10 through 12 are in the senior high.
- G. Sports physicals are given before every season and toward the end of the school year for the fall season.
- H. During the summer months, sports physical forms are available in the main office of both the high school and junior high.
- I. The nurses will provide the lists of students and the sports physical dates at the end of June. These will be up to date as of the last day of school. The coaches must review these lists. If there is a note about medical clearance, the student cannot try out until they have written clearance.
- J. If a coach knows some of the students that will be trying out for fall sports, a partial list can be submitted for verification in June. This would help the coach notify his athletes who need to have a physical.

*PUT PHYSICAL EXAM RECORD
SHEET HERE*

*PUT SPORTS PARTICIPATION
HEALTH HISTORY HERE*

*PUT INTERIM HEALTH HISTORY
FOR ATHLETES HERE*

*PUT STUDENT INFORMATION
SHEET HERE*

Injury Reports

Safety Tips

If during a game or contest an athlete is injured and he/she requires medical attention, the coach must fill out an Accident Report and submit that report to the school nurse in the building in which the athlete attends school. The athlete must not return to practice or contests without a doctor's clearance.

In order to resume practice/competition, the athlete must submit to his/her school nurse a written note from his/her doctor stating that the athlete is cleared to play. The nurse will then issue a card notifying the coach that the athlete may resume participation.

Do not allow the athlete to participate in practices/contests until you receive notification from the school nurse.

PUT ACCIDENT REPORT HERE

You can lose a lawsuit if any of the following six items are not followed:

1. Failure to warn
2. Failure to condition
3. Failure to instruct
4. Failure to supervise
5. Failure to offer proper equipment
6. Failure to offer proper post accident care

FIRST-AID PROCEDURE

1. Care for the athlete – immediate first aid
2. Send someone for help or use a cell phone to call 911
3. Notify parents - let them decide what should be done

Always complete an accident report.

The potential danger from lightning to our student-athletes can never be underestimated. All precautions must be taken to insure their safety and well-being at all times.

- 1) Thunder and lightning necessitates that contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion – thunder is thunder, lightning is lightning.
 - a) With your site administrator, set up a plan for shelter prior to the start of any contest.
- 2) When thunder is heard and/or lightning is seen, the following procedures should be adhered to:
 - a) Suspend play and direct participants to go to shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
 - b) Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers, and underground watering systems.
 - c) After thunder and/or lightning have left the area, wait approximately 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

This section must be read to athletes during the first team meeting.

Infections that can be transmitted by blood are called blood borne diseases. Two serious diseases caused by blood borne pathogens are Hepatitis B and AIDS. Hepatitis B is caused by a virus that can severely damage the liver. AIDS is caused by the HIV virus. It is impossible to identify every person who may be a potential carrier of infectious disease. Many people who are carrying the hepatitis or AIDS virus do not look or feel ill. They probably do not even know themselves. Therefore, we must consider every person, all blood and body fluids to be a potential carrier of blood borne virus.

There are a few simple principles we can follow to greatly reduce or eliminate the possibility of contracting any infections:

1. Coaches have been trained in blood borne pathogen safety. All injuries should immediately be reported to a coach and treated only by him/her. Athletes should report any blood or body fluid exposure, i.e., if blood should get on an athlete's skin, in your eyes, nose or mouth. When a teammate or opponent has been injured, only the coach should perform first-aid.
2. Athletes must Inform his/her coach prior to all practices and games of any cuts, nicks, abrasions or skin problems. Students will not be allowed to participate in close physical contact sports unless open skin areas are dry, scabbed or covered with a bandage or gauze.
3. Hand washing is the single most important procedure for preventing disease transmission.

Follow these simple rules and athletes will enjoy all of the healthy benefits of athletic participation.

A letter to your athletes is enclosed in your packet. Please make sure each athlete receives a copy.

Staff should always direct or help an individual involved with a blood/body fluid incident to care for him/herself with minimal contact to the staff member. However, there are situations when a staff person will need to intervene and provide assistance that requires contact. Therefore, staff should always implement a barrier between him/herself and the individual in need of assistance, using clean materials of latex/vinyl gloves. In most instances the staff member should not be expected to clean up the blood/body fluid spill or the environment. Appropriate custodial staff should be called for cleanup.

When a staff member needs to intervene and implement “universal precautions” they do so from an informed, voluntary response under the “Good Samaritan Act” and using prudent public health protective procedures.

1. All school personnel should have dispenser soap, water, paper towels and access to disposable latex/vinyl gloves.
2. If an accident involving a blood spill occurs, the individual should be encouraged to tend to his/her own injury. For example, if a student had a bloody nose, hand him/her the tissues and instruct him/her to pinch the nose. If a student has a bleeding injury (cut, abrasion), hand him/her clean paper towels to hold over the injury. If this is not possible, provide assistance using a barrier between yourself and the individual.
 - a. Wear disposable gloves and use disposable towels/tissues for each injury.
 - b. Any blood stained materials should be placed in a sealable plastic bag
 - c. Remove gloves following proper procedure
 - d. Wash hands thoroughly with soap and water using proper hand washing procedures
3. Keep students away from area of blood/body fluid spill, cover with paper towels until the area is cleaned and disinfected. Call appropriate personnel for cleanup.
4. Use of proper protective equipment and adherence to safety procedures in all athletic activities are appropriate prevention strategies for reducing the risk of blood/body fluid spills.
5. Students with open lesions (i.e., cuts, acne with draining lesions) should not participate in close physical contact sports unless the lesions are dry, scabbed over or can be effectively and securely dressed with a bandage or gauze.

*PUT ONEIDA COUNTY HEALTH
DEPARTMENT LETTER HERE (5
PAGES)*

*PUT PLAN TO PREVENT HEAL
ILLNESS" HERE*

End of Season Reports

Coaches Evaluation

*PUT YEAR END SUMMARY REPORT
HERE*

CONTINUED

CONTINUED

At the end of each season, each coach, the Supervisor of Building and Grounds, and the Athletic Director will evaluate the playing field on the evaluation form shown on the next page.

Field evaluations will be shared with the Building and Grounds Committee of the Board of Education on an annual basis.

*PUT FIELD EVALUATION SURVEY
HERE*

*PUT COACHING EVALUATION FORM
HERE*

New York State

Section III

Tri-Valley

Policies

*PUT HIGH SCHOOL SPORTS
STANDARDS CHART HERE (11 PAGES)*

PURPOSE

In order to help provide a safe environment and successful experience for boys and girls who participate on interschool athletic teams, Section 135.4 (c) (7) (i) (c) of the Commissioner of Education pertaining to physical education include certain minimum requirements for a person to be employed as a coach of an interschool athletic team . This includes all head coaches and assistants for varsity, junior varsity, freshman and junior high (modified) teams of public schools.

Many times a person who would like to coach an interschool athletic team has little or no preparation to teach sport skills and techniques. The only qualification is often the person's participation on a college or university team, coach of a community youth team or perhaps experience as a professional player. While such experience is valuable, it does not constitute an adequate preparation for coaching an interschool team as an integral part of the school physical education program. Courses in techniques of coaching specific sports are necessary for persons not trained and certified as physical education teachers.

The coach needs to possess an understanding of the social, moral and physical values in secondary school athletics. The coach needs to be aware of the basic philosophy and principals of athletics as integral parts of physical education and the total educational program for children. The coach needs to know the various regulations and rules governing athletics so that the decisions a coach makes will not adversely affect the eligibility of the students or penalize students unfairly.

A man or woman who coaches an interschool team must be capable of protecting the health and well-being of the students by having knowledge of the structure and function of the human body. A coach must have a working understanding of how to properly condition athletes and prevent injuries as well as recognize, evaluate and follow the proper course of action when injuries do occur.

The course requirements in the Regulations of the Commissioner of Education are intended to provide a person with an understanding of the basic philosophy and principles of athletics in education, the health related aspects of athletics and the techniques used to coach a specific sport.

WHO SHALL MEET THE REQUIREMENTS

Regardless of the experience or teaching certificates a person may have, State Education Law, Article (6), Section 3001b, requires that a person employed as a coach of an interschool athletic team must hold valid first aid skills and knowledge certification (minimum of 12 hours initial training, valid for 3 years); and adult CPR certification (minimum of 4 hours training, valid for 1 year). Training courses are conducted by the American Red Cross, American Heart Association, National Safety Council, and New York State Education Department approved agencies. First Aid and CPR certification must be approved prior to the first day of practice. The equivalent requirements such as sports medicine and athletic training courses are discussed

interschool teams must meet part or all of the course requirements in a pre-service and/or in-service program. Which requirements apply to the individual coach depend upon the nature of the sport to be coached and the coach's previous experience, training and basic teaching certificate. Potential secondary school coaches may possess three different backgrounds: (1) a certified physical education teacher; (2) a teacher certified in an area other than physical education, e.g. English, mathematics; or (3) holds no teaching certificate and must qualify for a Temporary Coaching License.

The following should be noted for each type of background:

1. Certified Physical Education Teachers. A person who holds a valid certificate to teach physical education in New York State may coach any sport in any school, but must meet the first aid requirement prior to starting to coach.
2. Other Certified Teachers. Coaching a secondary school athletic team is considered teaching physical education. However, a person who holds a valid teaching certificate in an area other than physical education may also be employed to coach. The person may either complete appropriate courses or meet the provisions of the "grandfather" clause, as noted below. The "grandfather" clause qualifies a teacher under Section 80.2(c) of the Regulations of the Commissioner of Education to do incidental teaching (coaching) in an area other than the one for which the person holds a certificate. In addition to the first aid requirement prior to starting to coach, the certified teacher must (a) complete an approved course in philosophy, principles and organization of athletics in education within two years from the date of employment as a coach; (b) complete a course on health sciences applied to coaching within three years of employment as a coach; and (c) also, within that same three years, complete a course on theory and techniques of coaching the sport or sports for which he/she is employed. A coach of a non-strenuous/non-contact sport is not required to take the last two courses on health sciences or theory and techniques courses

An extension of up to two additional years to complete the last two courses may be obtained if there is sufficient reason given for an extension.

A certified teacher in New York State, appointed by a board of education as a coach at a New York State secondary public school prior to September 1, 1974, qualified for a "grandfather clause". A teacher may be appointed to coach any sport in the school district where he or she is under contract as a classroom teacher and only needs to meet the first aid requirement in order to continue coaching in that school district. A teacher who qualifies for the "grandfather clause" may continue to coach any sport in the district from which he or she retired as a classroom teacher. A certified teacher does not need to apply for a Temporary Coaching License. It is the responsibility of the school administration to monitor and require certified teachers to meet all requirements to coach.

3. Non-teacher Coaches. A person who does not hold a current New York State teaching certificate (e.g. physical education, English, mathematics) may be employed as a temporary coach only if there are no certified teachers available with experience and qualifications to coach the team. The non-teacher coach must obtain a Temporary Coaching license from their school district's BOCES

requirements for coaching as does the certified classroom teacher. However, the non-teacher coach must have completed or be enrolled in an approved course in philosophy, principles and organization of athletics if they apply for a renewal. There is no provision for an extension of time for non-teachers to meet course requirements. In order to obtain the initial Temporary Coaching License, evidence of appropriate first aid certification within the past three years must be included with the application. The appropriate fee must be submitted with each application (see Appendix D - Application for a Temporary Coaching License). A license to coach more than one sport can be requested on one application for a single fee. Applications for subsequent annual renewal of a Temporary Coaching License must be accompanied by evidence of satisfactory progress towards completion of the remaining coaching courses.

WHO IS RESPONSIBLE FOR COMPLIANCE AND RECORDS?

It is the responsibility of the board of education to employ only coaches who meet the requirements as outlined in the Regulations of the Commissioner of Education. The chief school officer has the responsibility to see to it that all coaches once employed by the board of education complete the necessary courses and to determine that the coaches are keeping their first aid skill and knowledge current. Each school district must keep permanent records on persons who have been and are currently coaching in the district. It is recommended that the director of physical education and athletics maintain these records. Information on the current coaching staff should be listed in the School District Plan for Physical Education.

WAYS OF MEETING THE EDUCATIONAL COURSE REQUIREMENTS FOR COACHING

The courses required to be completed will depend upon the nature of the sport being coached. In addition to the first aid requirement, a person coaching a non-contact/non-strenuous sport need only complete the philosophy, principles and organization course. This is normally a 3-credit college course or a 45-clock hour non-credit course. Persons coaching contact/strenuous sports must complete additional courses, including a 3 credit or 45 clock hour course dealing with the health related aspects of coaching and a 2 credit or 30 clock hour courses on techniques of coaching for each sport.

Ways in which the educational requirements for coaches can be met are:

1. Complete a State Education Department-approved course for coaches offered by approved agencies: schools, leagues, BOCES, colleges, universities or other like agencies;
OR
2. Obtain approval for equivalent experience in lieu of attending one or more of the courses. Applications for equivalent experience must be made to the Office of Curriculum and Instruction. Approval for equivalent experience applied to the philosophy, principles and organization courses is seldom given because few

regulations and interpretations which govern athletics in New York State schools.

The State Education Department does not issue course credit. Credit for courses is only given by approved agencies who offer the coaching courses. Partial or full credit towards fulfillment of required courses may be given for participation in appropriate conferences, clinics, coaching schools, other courses or experiences that provide knowledge of a comparable nature. Persons who believe they can qualify for such credit should contact a local approved agency for an evaluation of their course experiences. The local agency may exempt persons from class sessions covering topics in which the person's experience is judged to be sufficient.

All coaches must be current in first aid prior to the first day of practice for the assigned sport. First aid for coaches can be completed through various options. Options available include the following (valid for three years for the purpose of coaching):

1. American Red Cross Responding to Emergencies; OR
2. A State Education Department-approved course on Health Sciences Applied to Coaching; OR
3. A State Education Department-approved college or university course on athletic training or sports medicine; OR
4. A State Education Department-approved In-service first aid course; OR
5. A State Education Department-approved college first aid course; OR
6. Equivalent experience attending clinics, workshops, courses or special programs approved by the Commissioner of Education.

A list of State Education Department approved in-service first aid courses is available from the Office of Curriculum and Instruction. Insuring that all coaches continue to meet requirements for first aid after five years from the date of employment to coach an interschool team is the responsibility of the chief school officer. Every five years the chief school officer must require valid evidence that each coach has kept current with skill and knowledge of first aid.

Athletic Department
33 Oxford Road
New Hartford, New York 13413
Telephone: 315-624-1283
Fax: 315-624-1334

Dear _____,

My files show that you must complete the following certification items prior to the date indicated:

- _____ Finger Printing
- _____ First Aid – Responding to Emergencies Course _____
- _____ CPR Course _____
- _____ Child Abuse and Recognition Workshop _____
- _____ Violence Prevention Workshop _____
- _____ Philosophy, Principals, and Organization Course _____
- _____ Theory and Techniques Course _____
- _____ Health Sciences Relating to Coaching Course _____
- _____ Lifeguard Certification _____

Please stop by the office or call if my records are in error.

New Hartford Central School will pay for all courses. First Aid and CPR courses will be given prior to each coaching season.

I will expect to receive a copy of the above certificates prior to the dates indicated or the start of your next coaching assignment after that date.

Thanks for your commitment to coaching in New Hartford.

**SELECTION/
CLASSIFICATION
IMPLEMENTATION
PROCEDURES**

*Insert Section 5 Sportsmanship Policy here
(3 pages)*

Section 5 disqualification policy
Insert here

Board of Education Policies

**Fundraising Policy
Request Form
4030.3**

**Interscholastic Athletic Regulations
6100.2**

**Concussion Management Protocol
Explanation
6104**

Volunteer Coaches

Hazing Policy

Parent Meeting Support