

Wappingers Central School District Interscholastic Coaching Handbook

Wappingers Central School District

Dear Colleagues:

The athletic program is an integral part of the Wappingers Central School District (WCSD) educational program and is organized to meet the needs and interests of our students. The program has as its major goal the total development of the individual through wholesome competition.

This handbook has been prepared for use by all coaches in the WCSD Athletic Department. It clearly defines all policies and procedures of the Wappingers Central Schools as well as those of Section I and the *New York State Public High School Athletic Association* (NYSPHSAA) relating to the interscholastic athletic program. It has been written to ensure uniformity in the conduct of all sports and to serve as a basis of periodic re-evaluation of the total program.

By agreeing to coach, you have accepted the responsibility to familiarize yourself with the contents of this manual and to comply with all policies and procedures of the WCSD, the WCSD Athletic Department, as well as the Section I Athletic Council and the New York State Public High School Athletic Association. You are obligated to uphold them, regardless of personal feeling or differences of opinion. In the event that a policy proves undesirable or outmoded, it can be revisited, revised or eliminated through careful review and shared dialogue.

The District Director shall distribute this handbook as well as the New York State Public High School Athletic Association Handbook to all coaches. The coaches, in turn, will be expected to know all of the duties, responsibilities, rules and regulations pertaining to their sport and to conduct their programs accordingly.

It is our desire, as we are sure it is yours, to do the very best job possible for our students, school, and community. Toward this end, your continued input is vital and encouraged. If you have any suggestions as to how we can improve our program, please feel free to discuss your concerns with us at your convenience. We will do everything in our power to make your job as a coach more enjoyable and rewarding.

Thank you for agreeing to become a valued member of the WCSD Athletic Department. I wish you much continued success.

Sincerely,

Kurt Jesman

District Director PE, Health, & Interscholastic Athletics

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

“Some people dream of success... while others wake up and work hard at it.”

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Part I

INTRODUCTION TO THE WAPPINGERS CENTRAL SCHOOL DISTRICT ATHLETIC PROGRAM EXPECTATIONS AND CONDITIONS OF EMPLOYMENT

Philosophy of the Wappingers Central School District Interscholastic Athletic Program

Athletics have had a significant influence on American culture and society and enjoy unique status in the American value system. We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. The Wappingers Central School District affirms the right of every student to participate in the interscholastic athletic program without regard to gender, race or creed. We support the regulations and spirit of Title IX legislation and do not limit one sex in the enjoyment of any right, privilege, advantage or opportunity.

Since interscholastic athletics are philosophical extensions of the physical education program and classified as co-curricular activities, the goals and objectives of athletics should be supportive of and consistent with the goals and objectives of the total educational program. When conducted properly, athletics can positively contribute to intellectual, physical, social and emotional development. Growth is accomplished when an athletic program, conducted by educationally oriented coaches, provides the means to achieving these ends.

Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. Athletes will also be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority.

Middle School

The Middle School interscholastic athletic program addresses the physical, social, and emotional needs of early adolescence. The approach to athletics is less competitive, with opportunities to participate expanded in recognition of the physical, mental, and social changes middle school students are experiencing. Participation is not based on athletic ability; students are encouraged to participate in a program that includes:

- Coaches who value playing all team members in each contest,
- Development of sportsmanship,
- Extended time contests (5 period format) to allow for more individual participation when possible,
- Development of the concept of “team,”
- Voluntary participation in practices during vacation periods, and,
- Development of fundamental skills.
- Development of personal fitness.

High School

Athletic participation at the Varsity level is more competitive than the Middle School program, and the freshman and junior varsity (JV) programs function as a transition between the two. Varsity competition is based on ability and participation in this program requires a significant commitment of time as well as adherence to more stringent team and Athletic Department rules. Parents and athletes are advised to take this into consideration when deciding whether or not to participate at the JV or Varsity level. In order to fully appreciate a family’s commitment to JV/Varsity competition and to avoid miscommunication and unrealistic expectations, parents and students must understand that:

- Practices/contests are often scheduled on Saturdays and during vacation periods. Athletes are required to participate in all practices/contests unless excused by the coach. Excessive unexcused absences will result in disciplinary action, which might include dismissal from the team (Please see Athletic Eligibility & Rules of Participation Handbook).
- Squad selection is based on a coach’s set criteria and “cuts” are made at the discretion of the coach.
- “Playing time” is based on ability and substitutions are made at the discretion of the coach.

- Athletes who fail to complete a season may not be awarded a letter/certificate or receive credit for the season.
- Athletes are required to abide by all rules in the Athletic Eligibility & Rules of Participation Handbook.

Middle School/High School Academic Responsibilities

The Wappingers Central School District recognizes that a student's first priority must be to the academic program. Since participation in the athletic program requires a significant commitment of time, parents are encouraged to monitor their child's academic progress. When required to do so, student athletes must attend after school make-up classes, or extra help sessions, prior to practicing or competing with their team. It is part of a coach's responsibility to ensure their athletes are in compliance with WCSD co-curricular eligibility guidelines.

Principles of Coaching

The coach of an interscholastic athletic team assumes a very responsible position in education. He/She has the unique opportunity to work with the students in an activity that many times has a profound and lasting impact on the lives of the athletes. Coaches are viewed as role models and can directly influence the decisions made by athletes, and personal rapport can be quickly established. Through this close association, coaches, if they choose, can achieve a unique and seldom attained relationship in education – a personal involvement in the lives of students who willingly and eagerly seek guidance, advice and counsel. The sport serves as the vehicle for creating this climate. Therefore, coaches should be ever mindful of this role and conduct themselves accordingly. No other teachers enjoy so rich an opportunity for molding the character of our youth.

Coaches are also official representatives of the Wappingers Central School District. It is their personal and professional obligation to have a thorough knowledge of the policies and procedures of the Athletic Department and to vigorously enforce them.

Appointment to a Coaching Position

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated coaches. All coaching positions are yearly appointments, and there is no tenure as far as these positions are concerned. Each coach will be evaluated annually by the Assistant Director or District Director, and a satisfactory evaluation will be essential for continuation in that position for the next school year.

All Wappingers Central School District coaching positions are posted district-wide before each season. Any WCSD staff member may apply for a coaching position.

Candidates who are not teaching in the Wappingers Central School District must complete a professional employment application. All candidates will be interviewed by the Assistant Director or District Director and appropriate designee. Upon selection, a candidate will be recommended to the Superintendent of Schools of the District Director. In line with the Wappingers Congress of Teachers Collective Bargaining Agreement Article 18.1, "Head coaches in all varsity sports shall have the opportunity to recommend candidates for coaching positions under their jurisdiction."

The following criteria will be used for all interscholastic athletic coaching assignments:

1. First Aid/CPR/AED
2. NYS Coaching Certified or Physical Education Certified
3. Background and coaching experience in sport
4. Wappingers Central School District teacher

Code of Behavior for Coaches

1. Set an example both on and off the playing area. Be a living example of sound personal values and good sportsmanship.
2. Recognize that athletic competition is a means toward an end, not an end in itself. Specifically, athletics should lead to the development of healthy, well-adjusted young men and women.
3. Approach competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any price. It should be fun and enjoyable.
4. Recognize that the participants in individual or team sports are young men and women with human frailties and limitations who are capable of making mistakes.
5. Be modest in victory and gracious in defeat and instruct your players accordingly.
6. Be sensitive to the feelings and needs of your players, and the use of good judgment when addressing them.
7. Be positive.
8. Do not use, or allow the use by others, of profanity, crude or abusive language with players, opponents, officials, or spectators.
9. Respect the judgment of the officials. Although it is reasonable for the coach to question an official's decisions or even disagree with decisions, the official's decision must be accepted graciously, and as final.
10. Instruct the players to respect the officials and not to argue, demonstrate or be abusive. Any questions with officials concerning rules interpretation should be made by the captain or coach.

11. Do not bait or harass officials by work or action. If unhappy with an official, use the rating system to register your dissatisfaction.
12. Avoid behavior in game situations that will incite players, opponents, or spectators.
13. Instruct players in the elements of good sportsmanship and **remove players from competition who demonstrate un-sportsmanlike behavior.**
14. Implement the rule of no cell phone use during practices and games by example.
15. No coach should use **alcohol, tobacco, or other drugs** before, during or immediately after any interscholastic contest until his/her supervisory duties are completed for that contest.

(Excerpted from NYSPHSAA Nassau County Section VIII *Guidelines and Recommendations for Codes of Behavior for Coaches, Participants, Spectators and Administrators in Inter-Scholastic Competition*)

Interscholastic Athletic Coach

Job Description

All interscholastic athletic team coaches are directly responsible to the District Director for athletics and Assistant Director for Athletics. In fulfilling their duties and responsibilities, all coaches are expected to:

1. Assume complete responsibility for the conduct of their team.
2. Establish team rules above and beyond the Athletic Department's rules and ensure that these rules are fully explained to all athletes and that they are distributed to and signed by each athlete's parents and returned to the Athletic Department.
3. Establish positive relationships with coaches, athletes, parents and community members.
4. Supervise the use, issuance, return, inventory, and storage of equipment, uniforms, and supplies.
5. Submit equipment and supply requests to the District Coordinator's office in a timely fashion.
6. Make recommendations for use and improvement of school facilities.
7. Attend meetings called by the District Director, Assistant Director, or Principal. Attend league, section, and coaches' association meetings, and end of the season school and district culminating dinners/banquets when required.

8. Support and conform to the Athletic Department policies and decisions, both in face and spirit.
9. Prior to the start of each season, conduct a mandatory organizational meeting with athletes to explain tryout process, method of selection, cutting procedures, Code of Behavior, and other key matters.
10. Prepare a schedule of scrimmages and non-league contests and submit it to the Assistant Director, prior to the start of the season.
11. Administer first aid as required and report all serious injuries to the Health Office, and Athletic office.
12. Report scores to news media when required (Varsity Only).
13. Report notable achievements to the Assistant Director via email/text ASAP.
14. Update and monitor your sport specific website to improve school district's community communication.
15. **Avoid cell phone usage while conducting practices except in emergency situations. Require and expect the same from you athletes.**
16. Notify the Assistant Director of any canceled games, scrimmages, or practices and any unusual events or incidents immediately.
17. Secure the assistance of student managers to aid in conducting games; for example, statisticians, scorekeepers, ball boys/girls, timers, etc. when not paid for by the District.
18. Schedule and conduct practices on a regularly scheduled basis. Distribute your schedule in advance and make changes known to parents, student-athletes, Assistant Director, and Director ASAP.
19. **Turn off lights, lock and secure all offices, closets, and building exits when leaving.**
20. Complete end of season reports within two weeks of end of season.
21. Conduct themselves in a professional manner during all practices and games.
22. Keep abreast of the latest development, changes, and modifications in their sport.

23. Make decisions regarding his/her particular team, in keeping with established policies and procedures. However, when decisions are of a broader scope and affect other coaches and other teams or when the problem clearly falls within the jurisdiction of the District Coordinator, action should be reserved for the District Coordinator to review and discuss the matter more fully.
 24. Work under the “program philosophy” and actively collaborate with the other coaches and players within your program.
 25. Collaborate with the other coaches in regards to practice time/space.
 26. Inform the Athletic Trainer of any incidents and injuries within 24 hours.
 27. Direct all students who sustain an injury to the school nurse within their building the next school day.
 28. Communicate with parents regarding injuries to their child.
 29. Communicate clear expectations as to the role of the student-athlete and responsibilities to each athlete individually at the start of each season and as they may change throughout the season.
 30. Submit all official’s ratings via Southern Westchester BOCES Website within one week of game.
 31. Submit all tournament, hotel, and emergency supply requests to the District Director’s office immediately.
 32. Update CPR & First Aid every other year.
 33. Inform Building Principal of all notable achievements, potential concerns, and events related to your team.
- Complete all necessary coursework and applications for proper coaching licensing.

Coaches Evaluation System

The sole purpose of the coaches' evaluation system is to improve the quality of our athletic program by recognizing and encouraging the use of successful coaching practices and techniques. A minimum of one evaluation will be written by the FAC and DC during the school year for each coach. Information contained in the evaluation will be based upon observations made at practices and contests during the athletic season, the quality of compliance with WCSD policies and procedures, and personal relations with athletes, professional colleagues, and parents.

Each member of the coaching staff will take part in an end of the season review. At the conclusion of this meeting coaches will receive their evaluation. If the coach has any questions, comments, or concerns they will have an opportunity to set up further dialogues. The original evaluation will be kept on file in the District Coordinator's office and copies will be distributed to each coach, the FAC (if applicable), and the School Principal.

Wappingers Central School District
 Department of Interscholastic Athletics
 99 Myers Corners Road
 Wappingers Falls, NY 12590
 (845) 298-5062

Coaching Evaluation Form

Name: _____ Sport: _____ Level: _____

School: _____ Date: _____

Rating: 3-Outstanding

2-Professionally Competent

1-Unsatisfactory

NA- Not Applicable

Coaching Skills:

1. Knowledge of the sport:
2. Practice Organization:
3. Game Preparation:
4. Has a defined team selection process:
5. Player/Team Conduct:
6. Self Control and Poise:

Comments:

Coaching Responsibilities:

1. Promotes Sportsmanship:
2. Follows NYSPHSAA Handbook and rule book specific to his/her sport:
3. Assists in the development of a complete schedule during the season:
4. Punctuality:
5. Calls in results to Newspapers:
6. Attendance at coaches meetings:
7. Professional Development:
8. Contact with athletes:
9. Promotion of program:
10. Team Handbook and/or written set of rules:
11. Abides by all NYS, NYSPHSAA, Section 1, and WCSD rules and regulations:

Comments:

School Community Relationship:

1. Communication with parents in regards to expectations and scheduling (pre, during, and post-season):
2. Civic Groups/Booster Groups:
3. Upholds School Policies and Regulations
4. Works with the Faculty Athletic Coordinator to promote positive sportsmanship:

Comments:

Working Relationship:

1. Coaching Staff:
2. Relationship with Athletic Trainer:
3. Relationship with Faculty Athletic Coordinator:
4. Administrative Staff:
5. Officials/Referees:
6. Cooperates in Use of Facilities:

Comments:

Relationships with Student-Athletes:

1. Communicates expectations:
2. Communicates student athlete roles and responsibilities:
3. Communicates type of commitment relative to level:
4. Understands needs of individuals:
5. Rapport of Team/Motivation of Team:
6. Attention to academic eligibility:
7. Creates a climate of positive sportsmanship:
8. Informs and assists in recruitment and placement at the college level:

Comments:

Attention to Required Paperwork:

1. Team Roster:
2. Physical Forms:
3. Accident Reports:
4. Academic Eligibility:
5. Officials' Ratings:
6. Budget:
7. End of the Season Report:
8. Team/Individual Awards:
9. Hall of Fame Nominations:
10. Coaching Certification/First Aid/CPR:

Comments:

Exceptional Achievements:

Concerns or Recommendations:

Evaluator : _____ **Title:** _____ **Date:** _____

I have reviewed the evaluation (comments below):

Coach _____ **Date** _____

Comments:

Evaluator Signature: _____ **Date:** _____

List of Sports Offered in the Wappingers Central School District

FALL INTERSCHOLASTIC TEAMS

| SPORT | LEVEL |
|------------------------------|-------------------------------------|
| Cheerleading | Varsity, JV, Modified "B" |
| Cross Country - Boys & Girls | Varsity, Modified "B" |
| Field Hockey | Varsity, JV, Modified "B" |
| Football | Varsity, JV, Freshman, Modified "B" |
| Boys Soccer | Varsity, JV, Modified "B" |
| Girls Soccer | Varsity, JV |
| Girls Swimming | Varsity |
| Girls Tennis | Varsity |
| Girls Volleyball | Varsity, JV, Modified "B" |

WINTER INTERSCHOLASTIC TEAMS

| SPORT | LEVEL |
|-----------------------------|-------------------------------------|
| Boys Basketball | Varsity, JV, Freshman, Modified "B" |
| Girls Basketball | Varsity, JV, Modified "B" |
| Boys Bowling | Varsity |
| Girls Bowling | Varsity |
| Cheerleading | Varsity, JV, Modified "B" |
| Girls Gymnastics | Varsity |
| Boys Swimming | Varsity |
| Indoor Track - Boys & Girls | Varsity |
| Wrestling | Varsity, JV, Modified "B" |

List of Sports Offered in the Wappingers Central School District
(Continued)

SPRING INTERSCHOLASTIC TEAMS

| SPORT | LEVEL |
|-----------------------------|-------------------------------------|
| Baseball | Varsity, JV, Freshman, Modified "B" |
| Boys Lacrosse | Varsity, JV |
| Girls Lacrosse | Varsity, JV |
| Boys Golf | Varsity |
| Girls Golf | Varsity |
| Girls Soccer | Modified "B" |
| Softball | Varsity, JV, Modified "B" |
| Spring Track - Boys & Girls | Varsity, Modified "B" |
| Boys Tennis | Varsity |

Team Size and Grade Level

Players shall be assigned to teams by grade level according to the following schedule:

| Level/Grade | 7 | 8 | 9 | 10 | 11 | 12 |
|--------------------|----------|----------|----------|-----------|-----------|-----------|
| Varsity | (X) | (X) | X | X | X | X |
| JV | (X) | (X) | X | X | (X) | |
| Freshman | (X) | (X) | X | | | |
| Modified "B" | X | X | | | | |

Brackets at certain grade levels in the chart above indicate that participation at that level is by exception only as outlined below:

- Students in grades 7-8 shall be eligible for Varsity, JV or Freshman competition only if maturity, skill and fitness levels indicate such placement as determined by the Selection-Classification program.
- No more than 20% of a JV roster may be juniors without the special approval of the Athletic Directors and the school principal. No more than 20% of high school's team roster may be comprised of 7-8 grade students, without the special approval of an Athletic Director.
- No senior may be retained on a JV roster.
- Change in level:
 - According to current NYSPHSAA policy, a player may return to modified competition after completing the prescribed tryout period (3-5 days) for a JV or Varsity squad (8 days for football; 5 days for lacrosse and wrestling). After this tryout period the may not return to the modified level.
 - A modified player may not be promoted to JV or Varsity competition after the conclusion of fifty percent (50%) of his modified schedule.
 - A JV player may be elevated to the Varsity level only once, and may return to JV only under extenuating circumstances.

Maximum Roster Sizes

| Sport | Modified "B" | Freshman | JV | Varsity |
|---------------------------|---------------------|-----------------|-----------|----------------|
| Baseball | 20 | 20 | 20 | 18 |
| Basketball | 18 | 18 | 16 | 14 |
| Bowling | - | - | - | 15 |
| Cheerleading (FB & BB) | 20 | - | 25 | 25 |
| Cross Country | - | - | - | 40 |
| Field Hockey | 24 | - | 20 | 20 |
| Football | - | 45 | 40 | 40 |
| Golf | - | - | - | 15 |
| Gymnastics | - | - | - | 25 |
| Indoor Track | - | - | - | 50 |
| Lacrosse | - | - | 25 | 25 |
| Soccer | 30 | - | 25 | 25 |
| Softball | 24 | - | 20 | 18 |
| Spring Track | 50 | - | - | 80 |
| Swimming | - | - | - | 25 |
| Tennis | - | - | - | 15 |
| Volleyball | 16 | - | 16 | 16 |
| Wrestling | 40 | - | 24 | 18 |

Part II

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

Athletic Code of Behavior

All Wappingers Central School District student-athletes are expected to behave responsibly while in school and while participating in team practices and contests. During the season, student-athletes must conform to several Athletic Department policies as outlined in the Eligibility & Rules of Participation for Interscholastic Athletics Handbook that the athletes and parents are asked to sign.

Each coach is responsible for the ensuring that the Code of Behavior is fully explained (not just merely distributed) and properly signed by each athlete and his/her parents. Copies of this letter can be obtained from the District Director's office. Athletes must not be allowed to practice with a team unless a signed copy of the Code of Behavior is returned.

Coaches are responsible for distributing the Eligibility & Rules of Participation for Interscholastic Athletics Handbook to all athletes. You are encouraged to add your own comments on team rules that are unique to your sport and as an attachment to the Athletic Department's Eligibility & Rules of Participation Handbook.

If a coach feels a student-athlete has violated the code of behavior, a team rule, or has accumulated an excessive number of unexcused absences that would results in a suspension or dismissal from a team, the coach must contact the District Director and submit his/her recommendation for disciplinary action. The District Coordinator, after consultation with the Principal, and after discussing the circumstances with parents, shall render a decision.

Eligibility Rules

In order to participate on an interscholastic athletic team, a student *must* satisfy the following eligibility rules. These standards are established by the New York State Public High School Athletic Association (NYSPHSAA) and the WCSD.

1. **Bona Fide Student**: An athlete must be a bona fide middle school or senior high school student and must be taking at least four subjects plus physical education as a senior, 5 + 1 as a Freshman – Junior. A student attending an alternative education program may represent only his/her home school. Students who have completed graduation requirements are not permitted in an interscholastic athletic program.
2. **Age**: A student shall be eligible for inter-school competition in grades 9, 10, 11, and 12 until his/her 19th birthday. If the age of 19 years is reached on or after July 1, the student may participate during that school year in all sports.
3. **Health Examination**: A student who engages in interscholastic competition shall receive an adequate health examination and health history update when required. Students may not practice or participate without the approval of the school medical officer.
4. **Duration of Competition**: A pupil shall be eligible for senior high athletic competition in each sport for only four consecutive seasons of each sport after entry into the ninth grade and prior to graduation. An appeal for an extension of athletic eligibility can be made if the Superintendent of Schools can show that a student's failure to enter competition during one or more seasons of a sport was caused by illness, accident, or other circumstances beyond the control of the student.
5. **Transfer Rules**:
 - a. A student who transfers, with a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) shall become eligible after starting regular attendance in the second school.
 - b. Students who return from any school to the public school of their residence shall be exempt from the Transfer Rule. Such a transfer without penalty will only be permitted once in a high school career.

- c. A student who transfers without a corresponding change in residence of his/her parents (or other person with whom the student has resided for at least six months) is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one (1) year if the student participated in that sport during the one (1) year period immediately preceding his/her transfer.

Exemptions to 5:

1. The student reaches the age of majority and establishes residency in a district.
2. If a private or parochial school ceases to operate, a student may transfer to another private or parochial school of his/her choice. Otherwise, a student must enroll in a public school district of his/her parent's residency.
3. A student who is a ward of the court or state and is placed in a district by court order. Guardianship does not fulfill this requirement.
4. A student from divorced or separated parents who moves into a new school district with one of the aforementioned parents. Such a transfer is allowed once every six months.

Note: It is provided, however, that each student shall have the opportunity to petition Section I to transfer without penalty based on an undue hardship of the student.

- d. Transfer students trying out for sports before school opens in the fall shall register and be accepted by the principal of that school before the medical examination and the first practice. This shall continue the start of the regular attendance for fall sports.

Note: After approval by the school medical officer, a student may practice immediately and must satisfy the specific sports standard according to the number of practice sessions required. Practices at the previous school district may be counted toward the minimum number of practices required, provided the principal or athletic director of the previous school submits, in writing, the number and dates of such practices to the principal or athletic director of the new school.

A student who transfers from an out-of-state school to a New York State school for other than residential reasons, and is ineligible to compete in interschool athletic games in the out-of-state school is ineligible to represent a New York State school in interschool athletics.

6. **Practice Sessions**: All required practice sessions shall be organized and planned for a reasonable length of time and shall include activities *specific* to the sport. Depending on the sport and level of play (i.e. modified or JV/Varsity), each team and team member is required to participate in a minimum number of practice sessions prior to the first team scrimmage and/or contest. Practice sessions are sport specific, so that practices in one sport would not apply to another sport in the event an athlete changes teams. Athletes must have an approved medical examination and health update before being allowed to practice.

Participation Rules

All athletes are expected to abide by the following rules and will be subjected to the indicated disciplinary measure if in violation of same:

*(Contest refers to regularly-scheduled athletic competition **not** a scrimmage)*

Level I – Warning (A discussion between Athletic Director and Student Athlete and Parents/Guardian)

Any behavior detrimental to the team or individual, at the coach's discretion

Acts which may exhibit poor sportsmanship *

Unauthorized absence from scrimmage/contest

Verbal abuse at the coach's discretion

Violation of the individual team rules set forth at the onset of the season, at the coach's discretion

Level II – Suspension from one contest:

A school suspension (in-house or out), shall cause the athlete to forfeit the right to participate or observe any contest/practice scheduled that day. If the suspension is 2 or more consecutive days, and no contest was held, the athlete cannot participate in the next scheduled contest.

Any behavior detrimental to the team or individual, at the coach's discretion

Acts which may exhibit poor sportsmanship *

Unauthorized absence from scrimmage/contest

Verbal abuse at the coach's discretion

Bullying *

Harassment, and/or Hazing *

Violation of the individual team rules set forth at the onset of the season, at the coach's discretion

Level III – Suspension up to one week (to include at least one contest):

Vandalism of school property (including school buses or facilities of the host school at away contests) *

Verbal abuse at the coach's discretion

Bullying *

Harassment and Hazing *

Acts which may exhibit poor sportsmanship *

Any behavior detrimental to the team or individual, at the coach's discretion

Unauthorized possession of issued equipment or uniform articles **

Second occurrence of a one-day suspension (in-house or out)

Violation of the individual team rules set forth at the onset of the season, at the coach's discretion

First occurrence - objectionable physical behavior with a teammate, opponent, official, coach, or spectator

Level IV – Suspension up to two weeks (to include at least two contests):

Any behavior detrimental to the team or individual, at the coach's discretion

Violation of the individual team rules set forth at the onset of the season, at the coach's discretion

First occurrence – possession or use of chewing/smoking tobacco *

Verbal abuse at the coach's discretion

Bullying *

Harassment and Hazing *

Level V – Suspension up to the remainder of the season:

Second occurrence – use or possession of chewing/smoking tobacco *

First occurrence – use, possession or distribution of alcoholic beverages The student must present a release from the Student Assistance Counselor before trying out for any team in a subsequent season. *

Second occurrence of vandalism *

Theft (in school or on school-sponsored trip) *

Verbal abuse at the coach's discretion

Bullying *

Harassment and Hazing *

Any athlete suspended for 2 or more consecutive days (in-house or out) on two separate occasions during that season

Third unexcused absence from practice during any season

Second occurrence of unauthorized possession of issued equipment or uniform articles**

Second occurrence – unauthorized absences from scrimmages/contests

Third occurrence of a one-day suspension (in-house or out)

Second occurrence - objectionable physical behavior with a teammate, opponent, official, coach, or spectator

Level VI – Suspended up to one school year from date of violation:

Sale, possession, distribution or use of illegal drugs *

Second occurrence – use, possession or distribution of alcoholic beverages *

(After suspensions regarding either one of these two issues, drugs and alcohol, the student must present a release from the Student Assistance Counselor before trying out for any team in a subsequent school year.)

Physical abuse to teacher or coach *

Second occurrence of theft *

Verbal abuse at the coach's discretion

Bullying *

Harassment and Hazing *

***As reported by any building personnel, the athlete's own parents, or any recognized law enforcement official.**

****Any athlete who fails to return issued equipment or uniform articles at the end of the season shall forfeit the right to participate in any athletic team the following season.**

Individual Team Rules

Individual teams may elect to have additional rules. These rules must be cleared and approved by the Faculty Athletic Coordinator, District Coordinator for Interscholastic Athletics, and the Building Principal, and must be adhered to by the athletes.

Right to Appeal

An athlete, who has been suspended under Level I – IV above, or for violations of any approved team rules, may appeal the suspension within two school days from the date of the action, to the Building Athletic Coordinator or to the Building Principal. The Coordinator or Principal must then convene a meeting of an Appeals Board, within two school days, which will consist of the following:

- Principal's designee or Athletic Director
- Building Staff Member
- Parent, as selected by the Principal

Tryouts and Team Selection

When facilities warrant the limiting of team size or when an unusually large number of students try out for a team, coaches must establish a plan for selecting those students who will make the greatest contribution to the team. Such plans are discussed with the District Director and include:

- Equal opportunity for all eligible candidates
- Methods of Selection

- Procedure for notifying students

Each coach shall be responsible for justifying “selection and cuts” and demonstrating that tryouts were conducted fairly, when requested to do so by the District Director or Assistant Director.

Athletic Placement Process

The Athletic Placement Process is a New York State Education process and program by which student-athletes at the seventh and eighth grade may be screened to safely participate at an appropriate level of competition, based on the readiness rather than age and grade. This program is not intended for all students. All steps and guidelines must be followed in order for the student to be eligible for high school competition. Completion of this process only ensures the student an opportunity to try-out for the team, not an automatic selection on the team.

Academically, the student must be in a good standing with an overall average of seventy percent with no failures. Additionally, a student may not leave school early or try to alter their academic schedule for practice purposes. The student may be dismissed early for away games only. **Finally, transportation to practices and home games are the responsibility of the student’s family.** District transportation will be provided for all away contests. It is important for the student and the parents to understand that once the requirements are met and the student is accepted as a member of the team, the student cannot return to a lower level (modified) in that sport.

Below is a formal checklist to be used by the parents to ensure all required steps are taken on behalf of the student-athlete. Each of these steps must be successfully completed to qualify the student to participate in the high school athletic program. This process should be started as early as possible so that all deadlines can be met in a timely manner.

Athletic Placement Process Checklist

| What Steps | When | To or With Whom |
|-------------------|---|--|
| A written request | Immediately upon deciding to move to the next level | **Mr. Kurt Jesman – JJ Athletic Office ** Mr. Joseph Luzzi- RCK Athletic Office |

| | | |
|---------------------------------------|---|--|
| Parent nomination/Prior approval form | After the written request is made | **Mr. Kurt Jesman – JJ Athletic Office ** Mr. Joseph Luzzi- RCK Athletic Office |
| Academic Profile | Submitted with the Prior Approval Form | **Mr. Kurt Jesman – JJ Athletic Office ** Mr. Joseph Luzzi- RCK Athletic Office |
| Sports Physical | As soon as available through the building, with the maturity component | **The school nurse of the building the student is currently attending |
| Athletic Performance Fitness Test | Schedule 3 times a year – August for Fall Sports, November for Winter Sports, and March for Spring Sports | Mr. Kurt Jesman, District Director – given at JJ gymnasium and track Mr. Joseph Luzzi, Assistant Director- given at RCK gymnasium and track |

****All must be submitted to Athletic Offices prior to Athletic Performance Test**

- A written request from the parents to the Athletic Department requesting that the student be considered for the Athletic Placement Process. This letter should include details as to why the parent/coach feels that is more appropriate for the student to participate at the high school level as opposed to staying at the modified level.
- Parent nomination/Prior approval form completed and forwarded to the District Director of Interscholastic Athletics.
- An academic profile of the student submitted with the prior approval form. This should be the last available report card.
- A sports physical by the **school's physician/private physician with proper paperwork** with the maturation component completed should be scheduled and the results forwarded to the District Coordinator's office.
- The Athletic Performance Fitness Test is taken. This test is **only given after a district committee has reviewed all of the previous information and determines that the athlete has the potential to successfully participate at a higher level of athletic competition.** This is a fitness test, developed and mandated by the State, which is administered by the District Director or designee. All required tests and benchmarks must be taken and passed in order for the student-athlete to be passed onto try-outs. **This is the last step to be taken. All other requirements must be met to take this test.** The test is given three times a year; August, November, and March. Dates will be provided to you by the District Director.

Upon completion of all of the above tasks, the coach at the corresponding high school will be notified of the student's eligibility to participate in the try-out process for the team.

Any questions on any of the above steps can be addressed to the District Director at (845) 897-6700 ext. 30096 or 31096.

Changing Sports

Whenever students enlist in the athletic program by joining or "trying-out" for a specific team, they assume a responsibility and commitment to that team and coach. Dropping out of a sport is discouraged. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. The dropping of a sport and subsequently transferring to another sport shall be in accordance with the following guidelines:

1. An athlete who is dismissed from a squad for disciplinary reasons (e.g. violation of the Code of Conduct, insubordination, excessive unexcused absences, social suspension, etc.) shall not be allowed to participate in another sport for the remainder of that sports season or until the period of social suspension expires.
2. An athlete who wishes to leave a team and transfer to another may do so provided he/she leaves while in good standing and only after discussing with the coach the reason for leaving and after returning all issued uniforms and equipment.
3. Changing teams will not be permitted after the second week of the season or after the final "cut" has been made on either the team being dropped or the team being joined.

Health Insurance Coverage

All bona fide students of the Wappingers Central School District are insured through a supplemental insurance company. The policy is intended to provide supplemental health insurance when accidental bodily injury is sustained by a student while participating in a school-sponsored activity. The school insurance is a supplemental policy designed to assist families by reimbursing them for out of pocket expenses only after claims have been processed by the family's primary health insurance.

In order for coverage to be in effect, it shall be the responsibility of the student to report any injury to the Health Office within 30 days of the date of the injury.

Claims must first be filed with the family's private health insurance carrier. After Settlement of that claim, you may file a claim with the District's carrier, which will

reimburse a family for a portion of the unpaid balance. Information and forms regarding claims can be obtained from the Health Office.

Re-admittance to Athletic Activity Following an Injury or Illness

1. In the event an athlete sustains an injury (sprain, concussion, laceration, bruise), serious enough to require a physician's examination and treatment, the athlete must obtain written permission from a physician and his/her parent/guardian before being allowed to resume practice/competition. **All such injuries must be reported to the Health Office by the athlete or coach as soon after the injury as possible.**
2. All doctors' note regarding an athlete's fitness to resume athletic competition must be submitted to the Health Office to be noted and kept on file on the student's health record. In the event a question arises regarding an injury/illness, the Health Office should be contacted immediately.
3. In cases where an athlete is absent from school for more than five consecutive days due to illness, the fitness of the athlete to resume athletic activity must be established. Written permission from the attending physician or approval of the school nurse and written permission from the parent/guardian must be obtained before the athlete is allowed to return to athletic competition.
4. In the event an athlete sustains a broken bone or injury which requires the application of a cast or splint, the athlete will be automatically excluded from participation in athletic competition as well as in the physical education program. Once the injury has healed and cast/splint has been removed, the athlete may be readmitted to athletic competition only when the attending physician and parent/guardian provide written permission to do so. NYSPHSAA has new guidelines, which may allow participation under certain conditions and when proper padding is used.
5. In all cases when a question regarding the health, fitness or ability of an athlete to return to athletic participation is raised, the decision of the School Physician will be final.

Health Alert

1. During the early fall and late spring, hot and humid weather could create a condition that would subject athletes to heat stress problems. Most times serious

problems can be prevented by following simple precautions. Heat related illness includes:

- a. **Heat Cramps** – cramps or spasms of active muscles caused by intense, prolonged exercise in heat and depletion of water and electrolytes due to sweating.
- b. **Heat Fatigue** – feelings of weakness and tiredness caused by depletion of water and electrolytes due to sweating.
- c. **Heat Exhaustion** – extreme weakness, exhaustion, headache, dizziness, profuse sweating, and, sometimes, unconsciousness. This medical emergency is caused by extreme depletion of water and electrolytes.
- d. **Heat Stroke** – an acute medical emergency caused by a breakdown of the body's temperature regulatory mechanism that blocks one's ability to perspire. If left untreated, this results in a dangerously high body temperature, disorientation, seizures, possible unconsciousness or coma.

2. Practices and precautions should:

- a. Provide for the gradual acclimatization to heat through a graduate conditioning program, which can produce 80-90 percent acclimatization after 7-10 days.
- b. Provide water breaks, scheduled for a minimum of 10 minutes for every half hour of strenuous exercise in heat, during which water, preferable iced water, is available in unlimited quantities. **Water should never be withheld from athletes.**
- c. Provide for water breaks and rest periods taken in shaded areas. Coaches should reduce the amount of required clothing and equipment during hot and humid weather since cooling by the evaporation of perspiration is directly related to the amount of exposed skin.
- d. Schedule practices during the cooler time of day.
- e. Be on the alert for signs of trouble and obvious weight loss.
- f. Encourage athletes to eat a well-balanced diet to ensure that the electrolytes lost through perspiration are replaced.

3. When a heat alert goes into effect, coaches will be advised of the conditions.



HEAT INDEX PROCEDURES

Administration of Heat Index Procedures:

- Feels Like Temperature (Heat index) will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 80 degrees (Fahrenheit) or higher.
- Download WeatherBug app to your phone or log into weatherbug.com.
- Enter zip code or city and state in the location section of the app or on-line.
- If the Feels Like temperature (heat index) is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature (heat index) at halftime or midway point of the contest. If the Feels Like temperature (heat index) temperature is 96 degrees (Fahrenheit) or more, the contest will be suspended.

Please refer to the following chart to take the appropriate actions:

| | | |
|-------------|--|---|
| | Feels Like Temp (Heat Index) under 79 degrees | Full activity. No restrictions |
| RECOMMENDED | Heat Index Caution: Feels Like Temp (Heat Index) 80 degrees to 85 degrees | Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session. |
| | Heat Index Watch: Feels Like Temp (Heat Index) 86 degrees to 90 degrees | Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). |
| | Heat Index Warning: Feels Like Temp (Heat Index) 91 degrees to 95 degrees | Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn. |
| REQUIRED | Heat Index Alert: Feels Like Temp (Heat Index) 96 degrees or greater | No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned. |

Approved May 1, 2010
Updated July 27, 2016

HEAD INJURY MANAGEMENT
(Board of Education Policy, 5290, 9/10/2012)

It is the Board of Education's position that the well-being of its students is of paramount concern, including during any school-sponsored extracurricular activity. Therefore, District employees, including, but not limited to counselors, teachers, officials, coaches and administrators shall use their best judgment in observing signs, symptoms and behaviors of a head injury, (including, but not limited to loss of consciousness, headache, nausea, dizziness, confusion or poor coordination), and shall immediately escort a student exhibiting any such symptoms to the School Nurse or other District designated healthcare professional. The common signs, symptoms and behaviors of students afflicted with a head injury may be found in Appendix "A" of this policy. Physical education teachers, coaches, nurses and athletic trainers will receive training every two years to recognize the signs, symptoms and behaviors consistent with a concussion.

The school nurse, district athletic trainers, school physician and contracted Emergency Medical Technician(s) shall contact each other in the event they are apprised of any incident during which a student may have sustained a head injury or of any students who presents symptoms of a head injury. All contact must be documented in writing.

Any parental consent forms required for participation in athletics will include information on head injuries.

Evaluation and diagnosis of a student shall be conducted in accordance with the District's regulation on head injury management. The District shall periodically review this policy to ensure its continued compliance with state regulations and guidance.

Any counselor, teacher, official, coach, administrator or any other District employee who suspects that a student has sustained a head injury shall immediately notify the School Nurse. The School Nurse shall, in turn, contact the student's parent/legal guardian who may either take the student to his/her own physician or, if agreed to by the parent/legal guardian, permit the student to be evaluated by the District's designated healthcare professional trained in head injury diagnosis and management practices (Certified Athletic Trainer).

If a head injury is sustained or if a student exhibits symptoms of a head injury during a District-sponsored athletic contest or practice, the student must be evaluated by the District's designated healthcare professional who will provide a written report to the District's Certified Athletic Trainer and School Nurse.. If a head injury is sustained or if a student exhibits symptoms of a head injury away from the home school, the student should be evaluated by the opposing district's designated healthcare professional who will be required to provide a written report to the District's Certified Athletic Trainer and School Nurse. If there is no district designated healthcare professional on site, either at the District or at another school, the student will not be allowed to continue in their athletic practice or game, and will not be able to compete until evaluated by the

District's designated healthcare professional. It shall be the responsibility of the District personnel present at the District-sponsored athletic contest or practice to report any injury to the Certified Athletic Trainer and School Nurse.

If the School Nurse and/or District's designated healthcare professional are unavailable to evaluate a student, 9-1-1 emergency services must be called.

Return to School/Return to Play Protocol

Students who, after diagnosis, are determined to have a Grade 1, 2 or 3 head injury, must follow a return-to-school (and/or return-to-play, if applicable) protocol as recommended by New York State Public High School Athletic Association (NYSPHSAA) guidelines and/or the student's healthcare provider. Students shall not be permitted to participate in school athletics until cleared by the District's designated healthcare professional.

Return to Play Protocol

Once symptom free for 24 hours and cleared by School Medical Director:

Day 1: Low impact, non-strenuous, light aerobic activity.

Day 2: Higher impact, higher exertion, moderate aerobic activity.

No resistance training.

Day 3: Sport specific non-contact activity. Low resistance weight training with a spotter.

Day 4: Sport specific activity, non-contact drills. Higher resistance weight training with a spotter.

Day 5: Full contact training drills and intense aerobic activity.

Day 6: Return to full activities with clearance from School Medical Director

Automatic Epinephrine Injector Guidelines For Coaches

Coaches should have a list of any students who may be carrying epi-pens. At the start of the season the coach should re-enforce the need for them to have the epi-pens always available for use. Students who have been prescribed pens for prevention of severe allergic reactions must have their pen in its pharmacy-labeled container and authorization for its use must be on file in the health office.

The coach should familiarize him/herself with the correct procedure for use. (See illustrated package insert).

In case of a bee/hornet/wasp sting, something eaten, contact allergen, ect. with an *allergic student*:

- If the physician has ordered oral Benadryl, administer this if possible...*if student is conscious and able to swallow*, If Benadryl is not readily available, just give the epinephrine;
- Ask if any symptoms are occurring and follow physician instructions as to give the epinephrine immediately or not;
- Supervise the self-administration of the pen or assist as needed;
- If given, store in its original container, and note time of administration on it if possible;
- Call 9-1-1 or have the adult or other responsible individual do this;
- Have the student rest under responsible observation;
- Contact the parent.

If a student is stung but has *no known allergy*:

- Check for symptoms;
- If none, have the student remain on the sidelines under observation for at least 20 minutes;
- If symptoms occur, call 9-1-1 or have the adult or other responsible individual do this;
- Contact parents.

Typical signs and symptoms of anaphylaxis include any of the following:

- Itchiness or obvious hives that are spreading over the body;
- Cough, wheeze or difficult or noisy breathing;
- Anxiety, feeling of impending doom, apprehension, weakness;
- Swelling or tingling of the mouth, hands or feet.

**ANY TIME AN EPINEPHRINE AUTO INJECTOR IS USED,
9-1-1 MUST BE CALLED!!!!**

Emergency Contact Information

IN CASE OF AN EMERGENCY CALL 9 1 1

For Reference Only:

Ambulances:

Sloper-Willen Ambulance Service
Middlebush Road
Wappingers Falls
(845) 297-3777

East Fishkill Rescue Squad
Hopewell Junction
(845)471-2525 or (845)471-1414

Doctors:

Health Quest
1530 Route 9
Wappingers Falls
(845) 297-1511

Hospitals:

MidHudson Regional Hospital
North Road
Poughkeepsie
(845) 483-5000

Vassar Brothers Hospital
Reade Place
Poughkeepsie
(845) 454-8500

Fire Companies:

CALL 9 1 1

Transportation:

Main Transportation Number
Joseph Luzzi (RCK/WJHS Assistant Director)

(845) 298-5225
Office (845) 298-5100 x31096
Cell (914) 980-8237

Maureen Myers (JJ/VW Assistant Director)

Office (845) 897-6700 x30097
Cell (845)452-0722

Kurt Jesman, District Director

Office (845) 897-6700 x30096
Cell (607) 222-6160

Physical Education Department – Ambulance Policy

The following First Aid, emergency, medical policy was adopted at a meeting of our secondary school Principals and the Director of Athletics on October 24, 1968 and was approved by the Superintendent of Schools.

1. If, in the judgment of a coach or athletic trainer, a child must be taken to the emergency room, the coach or trainer should call 911 for an ambulance to transport the injured child.
2. If an ambulance is called, every effort must be made to contact the parents immediately and tell them of the decision that was made.
3. If, in the judgment of a coach or athletic trainer, this child does not need hospitalization, the parents should be called and asked to come to the school to pick up the child with their own transportation. If the parents cannot come to the school to pick up the child, then the coach should immediately contact the Assistant Director, Director, or Building Principal.

Accident Reporting

VERY IMPORTANT – PLEASE READ CAREFULLY

No student should be allowed to tryout/participate in any manner until you have in your possession a completed INTERSCHOLASTIC ATHLETIC CONSENT FORM for that student. The form should indicate the date of the physical exam and the doctor who conducted it over the nurse's signature. It should further include emergency medical information over the parent's signature. THEREFORE:

1. Please review all forms for the approvals indicated above and to become aware of any special health information indicated.
2. Keep the forms with you at all times, especially on team trips.
3. Within two days after the selection of your team, please submit a copy of your roster to the AD office and to the school nurse (A roster form is included in the coach's beginning of the season folder).
4. File accident reports with the school nurse on the next school morning after each occurrence. Keep a copy for you own records (The 3-Part Emergency Incident Report AND the 3-Part Accident Report can be obtained from the nurse's office).
5. Remember that an athlete must be re-qualified by the school physician if he/she is absent (or has an accident which restricts participation) for more than five school days.

Scheduling Practice, Scrimmages, and Games

1. Each coach shall be responsible for planning and conducting practice on a regularly scheduled basis. Practices should be limited to a reasonable amount of time each day (generally 1 ½ to 2 hours at the Varsity and JV level and 1 to 1 ½ hours at the Freshman and Middle School levels). Athletes must be excused from practice with no penalty for religious reasons or for “extra help” sessions with classroom teachers. Coaches have the discretion on whether or not to excuse athletes from practices/games for all other reasons.
2. Sunday Practice – As a general rule, there will be no team practices on Sundays, however, in instances when a practice can be justified, it can be scheduled with the Athletic Director’s prior approval. When a Sunday practice is held, another team practice must be canceled so that athletes are not practicing on more than six consecutive days (NYSPHSAA Seven Day Rule).
3. On days when ACT, SAT, or PSAT tests are administered, consideration should be given to scheduling practices and scrimmages so that conflicts do not arise with the test times.
4. The Athletic Director will be responsible for the scheduling of all interscholastic athletic contests. All league contests will be scheduled by the League and BOCES, and all non-league contests and scrimmages may be scheduled by each individual coach (with approval from an Athletic Administrator) or the Athletic Director.
5. All contests rescheduled for weather or other reasons will be done by the Athletic Office after consultation with the coach.
6. Whenever regularly scheduled contests conflict with school or community activities (e.g. class trips, testing dates, religious education, etc.), the Athletic Director will attempt to resolve these conflicts by changing the contest date. Since changes in the schedule affect other schools, officials, and transportation, requests to change a scheduled contest cannot always be fulfilled.
7. The number of required practices and contests in any given sport shall be within the limits established by Section I and the NYSPHSAA. Scrimmages and non-league contests should be scheduled so that the minimum of team and individual practice sessions can be held prior to the first scrimmage or contest.

Observance of Religious Holidays

The Wappingers Central School District recognizes the rights of all students to practice their religion, observe religious holidays, and attend religious services and education programs. All requests to be excused from practice and/or games for religious purposes will be honored without penalty. Coaches are expected to establish a climate of mutual respect, tolerance, and appreciation among team members and be sensitive to a student's religious beliefs. Under no circumstances will a student be discouraged from practicing their religion.

It is the student's responsibility to inform the coach when they will miss practice for religious reasons.

The scheduling of scrimmages or games shall be prohibited on the following religious holidays.

- Rosh Hashanah (two days beginning at sunset of previous day)
- Yom Kippur (beginning at sunset of previous day)
- Christmas Day (beginning at sunset of the previous day)
- Passover (first and second day beginning at sunset of previous day)
- Good Friday
- Easter Sunday

Cancellations

1. All cancellations due to weather or any other unforeseen circumstances will be made by the Athletic Director after consultation with the coach. When the Athletic Director is not available, the coach, in consultation with the Assistant Director, will be responsible for cancellations.
2. After consultation with the coach, the Athletic Director will reschedule all cancelled contests.
3. The coach will be responsible for notifying athletes of any changes in the schedule.
4. Cancellation of contests is usually made by the home team when activities are outdoors and involve the conditions of the playing field. Cancellations made for hazardous road conditions are usually made by the visiting team.

5. Cancellations on school days for whatever reason will be made between 12:00 – 1:00PM. There may be exceptions to this timeframe especially during playoffs.
6. When school is closed early due to inclement weather or other emergencies, scheduled contests and practices on that day will be canceled.

Conflicts with Extracurricular Activities

The Wappingers Central School District provides numerous opportunities for its students to participate in extracurricular activities. These activities are conducted according to an overriding philosophy that is consistent with the academic program. Students are encouraged to take advantage of these opportunities; however, students should not be allowed to sacrifice the quality of their academic program to participate in athletics.

The Athletic Department recognizes that students should have the opportunity to engage in a broad range of learning experiences. However, a student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of conflicting responsibilities. Students are cautioned not to overextend themselves. Participation on athletic teams requires a demanding commitment of time to a rigorous schedule of practice and competition that in addition to weekdays includes, at the JV and Varsity levels, weekend, holiday, and vacation days. Generally, middle school practices and contests are limited to weekdays when school is in session.

Parents and student-athletes have a responsibility to notify a coach immediately whenever a conflict arises, and they should attempt to resolve the conflict. Parents and student-athlete's must be made aware from the onset that participation in school teams takes priority over any outside athletic team. If it becomes apparent that conflicts will continue on a regular basis and a student cannot fulfill his/her obligation, he/she should withdraw from one of those activities.

Parent Participation

It will be the responsibility of each coach to maintain positive relations with parents, community, organizations and the media. When representing Wappingers Central School District, coaches should use good judgment, refrain from using profanity or abusive language, and should not lose their temper. Parents are entitled to answers to legitimate questions, regarding their child's performance or concerns about other aspects of their child's life during an appropriate time and place. Coaches are not

required to speak to parents about coaching or game strategy or playing time. However, coaches should not be subjected to verbal abuse. In the event that hostile feelings or arguments ensue, the meeting should be immediately terminated and another meeting scheduled with the Athletic Director and Assistant Director.

Transportation

1. All requests for transportation must be made by the coach to the Athletic Director at the beginning of each season. Each request should indicate exact trip location and time of departure.
2. It is the coach's responsibility to confirm their transportation weekly with the Assistant Director.
3. Special transportation requests can be arranged provided they are made at least two days in advance.
4. Coaches must inform their athletes of these rules for bus trips, and strictly enforce them.
5. It is the coach's responsibility to ensure that his/her athletes behave responsibly while on the bus. Athletes should be reminded that as team member, they are representing the Wappingers Central School District, and any misconduct will negatively reflect on their team, coach, and school.
6. A coach must accompany his/her team on a bus. Only in special situations with permission from the District Coordinator will a team be allowed to travel on a bus without a coach being present.
7. In district trip JJ-RCK & VW-WJH only provide ONE WAY transportation.
8. The following rules apply to all bus trips:
 - a. No food or beverages on the bus.
 - b. Athletes shall clean off their cleats before boarding.
 - c. All refuse (paper, tape, wrapping, bandages, etc.) shall be picked up before getting off of the bus.
 - d. Heads, arms, and hands shall remain inside the bus.

- e. Athletes shall remain seated, refrain from throwing objects, and keep their hands to themselves.
 - f. Emergency doors shall *not* be used as an exit, except in an emergency.
 - g. All equipment (ball bags, hurdles, water coolers, etc.) are to be placed so that all emergency exits are kept clear.
 - h. All team members shall return to the school of origin – no drop-off will be allowed en-route.
9. Students are not permitted to drive their automobiles to away contest, however, under unusual circumstances parents may be permitted to drive their children to or from contests once proper paperwork is completed.

Overnight Trips

When organized properly, overnight athletic trips can be a most worthwhile and memorable experience for athletes and coaches. However, such trips require a great deal of advance planning and preparation to ensure success. Coaches who embark upon such experiences are to be congratulated for their willingness to extend themselves and provide a valuable learning experience to their athletes.

Overnight trips should be planned so that the following guidelines are satisfied:

1. Permission for a proposed trip should be sought well in advance of the event, and an overnight fieldtrip request form must be completed and submitted at least five months prior. A written itinerary should be discussed with the Assistant Director who will, in turn, seek the approval from the District Director. In the event these games are to be played out-of-state, the Athletic Director will request approval from Section I and the NYSPHSAA.
2. Unless unusual circumstances exist, trips shall not be planned for days on which school is in session.
3. A team meeting shall be held to explain the trip itinerary to athletes and parents, and to discuss the rules of conduct that will guide student behavior while representing the Wappingers Central School District. A coach must decide which disciplinary action will be taken in the event that a rule of behavior is violated and discuss this with all team members and parents prior to the trip. It is recommended that this meeting be scheduled in the evening to include parents.

4. Signed parental consent must be obtained for each athlete. In addition, coaches must prepare a team roster that includes home phone numbers, emergency phone numbers, and a record of any unusual medical conditions (e.g. allergies, medication, prescriptions, diabetes, and so on). This information will be required in the event of an accident or illness, which requires medical attention while away from home.
5. Trip itineraries should be planned so as to keep the cost within reasonable limits. A detailed accounting should be presented to the athletic director. If approved by the Athletic Director, a fund-raising plan should be developed, such plans for fund raising must conform to school policy. The fund-raising plan in addition to any other financial obligations of athletes must be clearly explained to them and their parents. In the event that the cost of the trip would impose financial hardship on one or more athletes, the athlete and parents should be encouraged to contact the Athletic Director directly. The Athletic Director may then pursue alternative funding.
6. Since the goal and objectives of athletics should be supportive of and consistent with those of total educational program, coaches should attempt to include activities in the itinerary of an educational value (e.g. visits to college campuses, museums, historical sights, and so on).
7. All overnight trips must also conform to the Board of Education policy.
8. It is the coach's responsibility to select prudent individuals to chaperone overnight trips. Prudent individuals include responsible assistant coaches, parents, or other faculty members within the Wappingers Central School District. It is the responsibility of the coach and chaperones to supervise the student-athletes at ALL times while on an overnight trip. Under NO circumstance is alcohol permitted to be purchased or consumed on a school trip.

Awards System

The Varsity Letter

A certificate for each activity and one chenille 8 inch block letter, with a pin depicting each activity (or position held) in which an award was earned, is to be given once to Varsity interscholastic athletes, managers and statisticians (4" block letter) who have fulfilled the following requirements:

- Must have completed the season in good standing. Incompletion of a season due to injury and/or illness shall be decided on an individual basis by the coach concerned and the Faculty Coordinator of Athletics.
- Must have returned all equipment in reasonably good condition.

Academic Eligibility

High School/Junior High School Participants:

- One of the main goals of the Wappingers Central School District is to continue to strengthen academic student achievement. With this in mind, we have instituted standards requiring students to maintain a defined acceptable level of academic achievement. To be eligible for co-curricular activities a student must have an overall average of at least 70% with no more than one failing grade, and must be a full-time student.
- A student is expected to carry a minimum number of courses (6 for grades 9 through 11, 5 for grade 12, and junior high school students must be FULL TIME students). See a guidance counselor and Student Handbook for further information.

Pre-High School participants (JHS students trying out for HS sports):

- Pre-high school students participating in extra-curricular activities at the high school level must be taking a minimum of five courses in addition to physical education at their grade level and have an overall of at least 70% with **NO** failing grades, using the most recent quarter's grades available.

Athletes Attendance Policy

- All athletes must be in attendance for the entire school day in order to participate in a practice/contest that day.
- Student-athletes who are sent home by the school nurse during the school shall NOT participate in a practice or game that day (unless cleared by a physician to indicate otherwise).

Fundraising

The Wappingers Central School District makes available interscholastic athletics at no charge to the District's students. Although participation in Booster club events is always welcome, parents should be aware that their child's participation in and selection for interscholastic teams will not be based on whether they financially participate in such activities and that all such activities are voluntary.

Fundraising (Non-booster club):

Any coach wishing to embark upon a fund-raising program must coordinate these activities with the School Principal, Athletic Director, and/or Assistant AD, and have the activity placed on a central calendar. Monies raised from the fund-raising program must be accounted for by the Athletic Director in accordance with Policy 1510.

Fundraising Booster Clubs

Booster organizations provide important support to the District and can stimulate the community's interest in the aims and activities of the District. Coaches may serve in an advisory role to a booster club. Coaches may not require their students or the parents/guardian of students to participate in a booster club fundraising activity.

All Booster Clubs must act in accordance with District Policy 1222 (Relationship with Booster Organizations) and Policy 1800 (Donations, Gifts and Grants to the District).

THOMAS D. MACRINI SPORTS HALL OF FAME

PURPOSE: To honor and perpetuate the memory of outstanding sports contributions and accomplishments by an individual athlete or coach during their athletic history in the Wappingers Central School District.

CRITERIA FOR SELECTION: To be nominated and considered for induction, a candidate shall have been:

1. An athlete or coach in the interscholastic athletic program of any Wappingers Central School District secondary school.
2. Separated from the school for at least ten (10) years, if an athlete. A coach must have been retired from coaching for at least 5 years, or have retired from teaching.

3. Recognized during his/her tenure in the program for some outstanding contribution(s) and accomplishment(s) in the sport(s) in which he/she participated.
4. Of acceptable moral character throughout their playing/coaching career.

SELECTION COMMITTEE:

1. Shall consist of members to be selected from among school personnel and from the school community.
2. Shall be selected by the Coordinator - Physical Education from among volunteers.
3. Shall establish a rotating schedule or change of membership.
4. Shall be chaired by the Coordinator - Physical Education.

SELECTION AND INDUCTION PROCESS:

1. Nominations will be accepted from:
 - a) Any resident of the Wappingers Central School District.
 - b) Any alumni of a Wappingers high school.
 - c) Any employee or former employee of the Wappingers Central School District.
 - d) Any relative (or spouse) of a former W.C.S.D. athlete or coach.
2. Nominations will be sought through January of each year.
3. The committee will convene in January of each year to receive and consider nominations. Decisions will be made on the basis of majority vote. (Chairman will be a non-voting member.) Once nominated, an individual will continue to be considered for the next (3) inductions.
4. Inductees will be honored at an appropriate function to be scheduled during late March or early April.

AWARDS:

1. Each inductee will be given a plaque commemorating the occasion.

2. The name of each inductee will be inscribed on two large Hall of Fame plaques which will be prominently displayed in the gymnasium lobbies of both John Jay High School and R.C. Ketcham high School.

Part III

Supporting Healthy Athletes

ALCOHOL, TOBACCO, DRUGS, AND STEROIDS

As a coach, you are an important influence in your team member's lives. You can be an important defense against underage and illegal use of alcohol, tobacco, and other drugs. Coaches should learn about drugs and alcohol and take a position against their illegal use by young people and regularly share with their athletes both their information and their feelings about drug abuse.

Substance Use Prevention

As part of our effort to educate and inform our students and parents about the affect of alcohol tobacco and other drugs on athletic performance and their body systems, we are including some information in this handbook that we hope is useful.

Signs & Symptoms of Teen Drinking and Drug Use

How can you tell if a child is using drugs or alcohol? It is difficult because changes in mood or attitudes, unusual temper outburst, changes in sleeping habits and changes in hobbies or other interests are common in teens. What should you look for?

You can look for a signs of depression, withdrawal, carelessness with grooming or hostility. Also, ask yourself, is the child doing well in school, getting along with friends, taking part in sports or other activities?

Here are signs to look for related to the use of specific drugs:

Inhalants: (air freshener, butane, correction fluid, aerosols, glue, gasoline, marking pens)

- Unusual eye watering, nasal secretion
- Bad breath
- Drowsiness (to unconsciousness)
- Poor muscular control
- Odor of substance on body/clothes
- Paraphernalia: plastic or paper bags or rags, dry plastic cement or other solvents

Stimulants: (amphetamines, Ritalin, cocaine/crack, tobacco/nicotine)

- Excessive activity, irritability, anxiety (user has difficulty sitting still)
- May go for long periods without eating or sleeping
- Excessive dryness of mouth and nose (this may also be caused by tension)
- Dilated pupils (with large doses)
- Chronically raw nasal membrane
- Paraphernalia: razor blades, straws, mirrors, glassy, surfaces, lighters, matches.

Narcotics: (heroin, oxycontin)

- Injection scars (usually on arms)
- Constricted pupils that do not respond to light
- Traces of white powder around nostrils
- Frequent drowsiness, lethargy
- Paraphernalia: syringe, bent spoons, eyedroppers, rubber rubbing, bottle caps

Cannabis: (marijuana, hash)

- Sweet burnt odor
- Redness of eyes, pupils may be dilated
- Using slang or “secret” terms for getting high like 4:20 (pronounced four-twenty)
- Increased appetite
- Animated, loud talking with inappropriate laughter (early intoxication stage)
- Stuporous, slow reactions (late intoxication stage)
- Paraphernalia: remnants of “joint,” seeds in pocket linings, clips or clamps, cigarette papers, small zip lock baggies, pipes

Hallucinogens: (PCP, mescaline, LSD)

- Erratic and exaggerated expressions of fear, terror
- Distorted perception of time, image, sound, touch
- Extremely unpredictable, irrational, uncontrolled mood and behavior changes
- Paraphernalia: tin foil, blotter papers, thin squares of gelatin, dried mushroom brewed as tea

Drug Effects on Athletic Performance

Alcohol:

Alcohol has no performance-enhancing potential. Studies have shown that alcohol impairs performance in a number of ways:

- Reduced ability to focus attention on a task, make high-speed decisions, and assess dangers.
- Decreased memory function and slower reaction time.

- Poorer balance, steadiness, and movement skills.
- Increased boisterousness, lack of judgment
- Hangover effects, including reduced eye-hand coordination and slower reaction time. For example, it has been shown that the ability of air pilots can be impaired by alcohol even after their Blood Alcohol Concentration has returned to “zero.”

Tobacco:

Tobacco has no performance-enhancing potential and has the potential to reduce performance:

- Smoking has an effect on carrying out complex physical and intellectual tasks.
- Smokers say that smoking helps them to think and concentrate, but this may be because smoking offsets the impairment caused by withdrawal.
- Smokers experiencing withdrawal have been shown to have more problems with concentrating, particularly on more complex tasks.
- Over the long term, smoking significantly reduces cardio-vascular performance.

Cannabis:

Cannabis has no performance-enhancing potential and has the potential to reduce performance:

- Impairs eye-hand coordination and reaction time.
- Reduces motor coordination, tracking ability and perception.
- Impairs concentration, and distorts perception of time.
- Skill impairment may last up to 24 to 36 hours after use.
- Users get tired more quickly.
- Hangover effects: impaired performance 24 hours after consuming.
- Short-term adverse health effects can include: memory and learning problems; difficulty concentrating; distorted perceptions involving vision; sound, touch; and time; thinking and problem-solving difficulties; for some, sudden feelings of anxiety, including panic attacks and paranoia.

Cocaine:

Cocaine has very limited performance-enhancing potential and has a greater potential to reduce performance:

- There have been findings that users do not tire as quickly, and have improved attention and speed of response, but it has also been suggested that these findings are mostly with sleep-deprived individuals.
- Can distort the user's sense of reality; for example, an athlete may think they are performing better and are not as tired even though their actual performance has declined.
- Impaired ability with more complex tasks (i.e. judgment and decision-making).
- An increase in body heat combined with a decreased ability to sweat impairs the body's ability to regulate its temperature during physical activity.
- Strenuous activity increases the stress on the heart caused by cocaine and may result in life-threatening abnormal heart rhythms and heart attacks, particularly in cigarette smokers.
- Hangover or withdrawal; effects on mood, attention and psychomotor skills may have even more impact on performance than intoxication.

Amphetamines:

Amphetamines have performance-enhancing potential, but also have the potential to reduce performance:

- The stimulant effects of amphetamines last considerably longer than those of cocaine.
- They cause wakefulness, alertness, mood elevation, increased self-confidence, and decreased appetite; they give a sense of reduced fatigue, but do not create extra physical or mental energy.
- They distort the user's perception of reality and impair judgment, and this may cause an athlete to participate while injured, possibly leading to worse injuries and putting others at risk.
- Adverse short-term effects of amphetamines include increased heart rate and blood pressure, reduced appetite and weight loss, insomnia, headaches, convulsions, and hallucinations and paranoia. Death may also occur due to ruptured blood vessels in the brain, heart attacks, heart rhythm abnormalities and heatstroke.
- The use of amphetamines to enhance athletic performance is a form of cheating and is illegal.

Inhalants:

Inhalants have no performance-enhancing potential and have the potential to reduce performance:

- With initial intoxication: fatigue, muscle weakness, memory impairment, poor concentration, and problem solving ability.
- Following euphoria: confusion, disorientation, blurred vision, lack of coordination, diminished reflexes.
- Initially, the user is stimulated and loses inhibitions, but with more inhalations, speech becomes slurred, walking becomes staggered, hallucinations may appear.
- Drowsiness follows, breathing is slowed and the user may lose consciousness.
- Can cause death due to suffocation and dangerous behaviors.

Opiates:

Opiates have no performance-enhancing potential and have the potential to reduce performance:

- Weaker opiates such as codeine or propoxyphene (Darvon) reduce performance less than stronger opiates such as heroin, Demerol, or morphine.
- Stronger opiates cause impairment to perception, learning, memory, and reasoning.

Steroid – Why Some Athletes Use Steroids

Studies indicate that a variety of factors can contribute to the use of performance enhancing drugs by teenagers today. Uninformed or misguided athletes, sometimes encouraged by coaches or parents, are tempted to use these drugs to build lean muscle mass, increase speed and stamina, promote aggressiveness, and increase body weight. What they do not know, or choose to ignore, is the damage anabolic steroids can cause.

Congress banned anabolic steroids – compounds that mimic the action of the male sex hormone testosterone – under the Anabolic Steroid Control Act of 1990 due to their harmful side effects. In 2004, the law was updated to include a list of banned anabolic steroids called prohormones, prosteroids, or steroid precursors.

According to the Partners for Substance Abuse and prevention, steroid use among high school students has increased by 50 percent in the last 25 years. And, there is ample evidence to suggest that examples set by professional athletes significantly impact usage by young people. One study printed in USA Today noted that steroid disapproval among high school seniors dropped from 91 percent in 1997 to 86 percent in 2001, according to the Monitoring the Future Survey conducted by the University of Michigan's Institute for Social research and sponsored by the National Institute on Drug Abuse.

Recent national surveys estimate that steroid use by high school boys is anywhere from 6 percent to 12 percent and roughly 2 percent for girls. Most significantly, the numbers are growing. Experts in exercise and sport science agree: steroid use is at an all time high.

Because anabolic steroids are derived from testosterone, they can have profound effects on the hormone levels of both male and female users especially teens as their bodies are still growing. These effects can cause any or all of the following problems in men:

- Temporary infertility or sterility (reversible)
- Altered sex drive
- Prostate enlargement, and increased prostate cancer risk
- Breast enlargement
- Painful erections
- Shrinkage of the testicles
- Reduced levels of testosterone
- Abnormal sperm production, appearance, and mobility

Doctors have reported the following problems in female abusers:

- Temporary infertility or sterility (reversible)
- Altered sex drive
- Birth defects in future children
- Changes in fat distribution
- Growth of facial and body hair

- Male pattern baldness
- Deepening of the voice
- Shrinkage of the breasts and uterus
- Clitoral enlargement
- Menstrual irregularity

Changes in the male reproductive system are often reversible, if anabolic steroids have not been used for a long period of time. Unfortunately, some of the changes in women are not reversible.

The psychological and emotional changes that can occur are: tension, irritability, increased moodiness, and aggressive, even violent behavior, alternation bouts of depression and euphoria, and psychotic episodes.

Philosophical Foundation of the NYSPHSAA Female Athlete Triad Awareness and Prevention Program

Promoting health and preventing health problems are important and valuable services because they enhance individual and team performance and improve the total health of each person.

Total conditioning for athletes includes emotional, social and spiritual growth together with nutrition, physical strength, flexibility and endurance.

Sports organizations must acknowledge the reality that some athletes will experience health-behavior problems that interfere with normal development, impair performance and decrease total health. Therefore, it is essential that sports organizations develop and implement comprehensive and practical systems to resolve those problems.

The NYSPHSAA promotes the proceeding tenets of health at every size:

- There is no ideal body size, shape, or weight that every individual should strive to achieve.
- Self-esteem and body image are strongly linked. Helping people feel good about their bodies and about who they are can help motivate and maintain healthy behaviors.
- Appearance stereotyping is inherently unfair to the individual because it is based on superficial factors over which the individual has little or no control.
- We respect the bodies of others even though they might be quite different from our own.
- Each person is responsible for taking care of his/her body.
- Good health is not defined by body size; it is a state of physical, mental and social well being.
- People of all sizes and shapes can reduce their risk of poor health by adopting a healthy life-style.
- Health promotion programs should celebrate the benefits of a healthy life-style. Programs should be accepting of and sensitive to size diversity. They should promote body satisfaction, and the achievement of realistic and attainable health goals without regard to weight change.

Developed by Joanne P. Ikeda, MA, RD, Nutrition Education Specialist, Department of Nutritional Sciences, University of California, Berkeley, CA 94720-3104

(Adapted by the NYSPHSAA Committee on the Female Athlete Triad)

Part IV

APPENDIX

The following pages include sample copies of:

- Appendix A – NCAA Clearinghouse Information
- Appendix B– Section I Sportsmanship Pregame Announcement

APPENDIX A

NCAA Clearinghouse Information

What is the NCAA Clearinghouse?

The NCAA was setup for students who plan to play Division I or Division II sports during their freshman year of college. All students who plan to play collegiately at the Division I or Division II level must register with the NCAA during their senior year of high school. This registration process certifies that the student has met certain academic and other standards, as required under NCAA guidelines in order to compete and receive athletic-based financial aid.

Why are the NCAA Clearinghouse Eligibility Requirements Important?

Prior to competing at the Division or Division II level all students must be approved by the NCAA Clearinghouse. In order to be approved by the NCAA Clearinghouse and deemed eligible for athletic competition, all students must have completed all of the required coursework at the high school level. Requirements for eligibility will vary depending upon whether a student plans to compete at the Division

I or the Division II level. The NCAA Clearinghouse Eligibility requirements are very important in a student's class scheduling process. All students who play high school sports, AAU, or are a member of any type of travel team should inform his/her guidance counselor during their freshman year in order to ensure they are placed on the appropriate scheduling track.

What are the NCAA Clearinghouse Eligibility Requirements for the Division I and Division II levels?

Division I Initial Eligibility

For students to be eligible to compete in NCAA sports during their first year at a Division I school, they must meet standards for their core courses, core-course grade-point average (GPA) and test scores.

Students must graduate high school and meet ALL the following requirements:

1. Complete 16 core courses:
 - 4 years of English
 - 3 years of math (Algebra 1 or higher)
 - 2 years of natural/physical science (including 1 year of lab science if your high school offers it)
 - 1 additional year of English, math or natural/physical science
 - 2 years of social science
 - 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
2. Complete 10 core courses, including seven in English, math or natural/physical science, before the start of their seventh semester. Once students begin their seventh semester, they may not repeat or replace any of those 10 courses to improve their core-course GPA.
3. Earn at least a 2.3 GPA in their core courses.
4. Earn an SAT combined score or ACT sum score matching their core-course GPA on the Division I sliding scale, which balances test scores and core-course GPA. If students have a low test score, they need a higher core-course GPA to be eligible. If they have a low core-course GPA, they need a higher test score to be eligible.

*Please see www.eligibilitycenter.org for more detailed information.

Division II Initial Eligibility

For students to be eligible to compete in NCAA sports during their first year at a Division II school, they must meet standards for their core courses, core-course grade-point average (GPA) and test scores.

Students must graduate high school and meet ALL the following requirements:

1. Complete 16 core courses:
 - 3 years of English
 - 2 years of math (Algebra 1 or higher)
 - 2 years of natural/physical science (including 1 year of lab science if your high school offers it)
 - 3 years additional of English, math or natural/physical science
 - 2 years of social science
 - 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
2. Earn at least a 2.0 GPA in core courses.
3. Earn an SAT combined score or ACT sum score matching their core-course GPA on the Division II

partial qualifier sliding scale.

*Please see www.eligibilitycenter.org for more detailed information.

Initial Eligibility

Initial-eligibility standards help ensure you are prepared to succeed in the first year of college. The eligibility process also protects the fairness and integrity of college sports by ensuring student-athletes are amateurs.

If you want to practice, compete and receive an athletics scholarship during your first year at a Division I or II school, the NCAA Eligibility Center must certify you as eligible. Throughout the process, NCAA Eligibility Center staff members partner with students and their families, as well as high school administrators and coaches.

As a college-bound student-athlete, you are responsible for your eligibility – that means planning ahead, taking high school classes seriously and protecting your amateur status. It can be a difficult first step, but the benefits of being a student-athlete are worth the effort.

Get Ready. Get Set. Go!

Grade 9

- Start planning now: take the right courses and earn the best grades possible.
- Ask your counselor for a list of your high school's NCAA-approved core courses to make sure you take the right classes. Find your high school's list of NCAA-approved courses at NCAA.org/courselist.

Grade 10

- Register with the NCAA Eligibility Center at eligibilitycenter.org.
- If you fall behind, ask your counselor for help with finding approved courses you can take.

Grade 11

- Check with your counselor to make sure you are on track to complete the required number of NCAA-approved courses.
- Take the ACT or SAT and submit your scores to the NCAA Eligibility Center using code 9999.
- At the end of the year, ask your counselor to send or upload your official transcript to the NCAA Eligibility Center. If you took classes at more than one high school or program, submit an official transcript for each school.
- Make sure you are on track to graduate on time with your class.

Grade 12

- Complete your final NCAA core courses as you prepare for graduation.
- Take the ACT or SAT again, if necessary, and submit your scores to the NCAA Eligibility Center using code 9999.
- Request your final amateurism certification beginning April 1 (fall enrollees) or Oct. 1 (spring enrollees) in your NCAA Eligibility Center account at eligibilitycenter.org.
- After you graduate, ask your counselor to send or upload your final official transcript with proof of graduation to the NCAA Eligibility Center.

- Only students on an NCAA Division I or II school's certification request list will receive a certification.

*Information obtained from the NCAA Initial Eligibility Clearinghouse
www.eligibilitycenter.org*

2 years of Mathematics (Algebra I or higher).

2 years of Natural/Physical Science (1 year of lab if offered by high school).

2 years of additional English, mathematics or natural/physical science.

2 years of Social Science.

3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

PLEASE NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

OTHER IMPORTANT INFORMATION:

- Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
- 14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.
- 16 core courses are required for Division I.
- The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
- SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.
- Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.
- For more information regarding the rules, please go to www.ncaa.org. Click on "Academics and Athletes" then "Eligibility and Recruiting." Or visit the Eligibility Center Web site at www.ncaaclearinghouse.net.

**Please call the NCAA Eligibility Center if you have questions:
Toll-free number: 877/262-1492.**

**NCAA Division I
Core Grade-Point Average/Test-Score
New Core GPA/Test Score Index**

| Core GPA | SAT | ACT |
|--------------|-----|-----|
| 3.55 & above | 400 | 37 |
| 3.525 | 410 | 38 |
| 3.500 | 420 | 39 |
| 3.475 | 430 | 40 |
| 3.450 | 440 | 41 |
| 3.425 | 450 | 41 |
| 3.400 | 460 | 42 |
| 3.375 | 470 | 42 |
| 3.350 | 480 | 43 |
| 3.325 | 490 | 44 |
| 3.300 | 500 | 44 |
| 3.275 | 510 | 45 |
| 3.250 | 520 | 46 |

| | | |
|-------|---------|----|
| 3.225 | 530 | 46 |
| 3.200 | 540 | 47 |
| 3.175 | 550 | 47 |
| 3.150 | 560 | 48 |
| 3.125 | 570 | 49 |
| 3.100 | 580 | 49 |
| 3.075 | 590 | 50 |
| 3.050 | 600 | 50 |
| 3.025 | 610 | 51 |
| 3.000 | 620 | 52 |
| 2.975 | 630 | 52 |
| 2.950 | 640 | 53 |
| 2.925 | 650 | 53 |
| 2.900 | 660 | 54 |
| 2.875 | 670 | 55 |
| 2.850 | 680 | 56 |
| 2.825 | 690 | 56 |
| 2.800 | 700 | 57 |
| 2.775 | 710 | 58 |
| 2.750 | 720 | 59 |
| 2.725 | 730 | 59 |
| 2.700 | 730 | 60 |
| 2.675 | 740-750 | 61 |
| 2.650 | 760 | 62 |
| 2.625 | 770 | 63 |
| 2.600 | 780 | 64 |
| 2.575 | 790 | 65 |
| 2.550 | 800 | 66 |
| 2.525 | 810 | 67 |
| 2.500 | 820 | 68 |
| 2.475 | 830 | 69 |
| 2.450 | 840-850 | 70 |
| 2.425 | 860 | 70 |
| 2.400 | 860 | 71 |
| 2.375 | 870 | 72 |
| 2.350 | 880 | 73 |
| 2.325 | 890 | 74 |
| 2.300 | 900 | 75 |
| 2.275 | 910 | 76 |
| 2.250 | 920 | 77 |
| 2.225 | 930 | 78 |
| 2.200 | 940 | 79 |

NCAA Division I

Core Grade-Point Average/Test-Score

New Core GPA/Test Score Index

(Continued)

| | | |
|-------|------|----|
| 2.175 | 950 | 80 |
| 2.150 | 960 | 80 |
| 2.125 | 960 | 81 |
| 2.100 | 970 | 82 |
| 2.075 | 980 | 83 |
| 2.050 | 990 | 84 |
| 2.025 | 1000 | 85 |
| 2.000 | 1010 | 86 |

APPENDIX B

APPENDIX E**Section 1****Sportsmanship pre-game announcement**

It is the objective of _____, Section One, and the New York State Public High School Athletic Association to have today's / tonight's game contested in the most sportsmanlike atmosphere possible. The officials have been instructed to tolerate absolutely no un-sportsmanlike conduct from the players. We ask you the fans to help us reach our objective by conducting yourselves in a sportsmanlike and respectful manner. Thank you very much for your cooperation and enjoy the game.