

Athletics



Policies and Regulations Handbook for Coaches

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WEST SENECA CENTRAL SCHOOL DISTRICT

JOB DESCRIPTION

INTERSCHOLASTIC ATHLETIC COACH

Attend all meetings – ECIC, Section VI, All-WNY, ECIC All-Star, West Seneca Staff, etc.

Turn in all paperwork in a timely fashion:

- ✓ Emergency Cards – to be filled out complete and kept with you at all times
- ✓ Updated Rosters – due 1 week prior to start of season (make sure they are accurate in PowerSchool)
- ✓ Season Contest Summary & End of Season Report – due at end of season
- ✓ Official Vouchers – due the next school day
- ✓ Building Permits – complete when deemed necessary (weekends, holidays, etc.)
- ✓ Accident Reports - complete immediately and turn them into the school nurse
- ✓ Health Updates – all to nurse prior to start of season

Responsible for all equipment and uniforms – collected at end of season and turned into the faculty manager.

Maintain a safe and clean environment

Keep accurate records of attendance, equipment, etc.

Will keep open lines of communication with school administration, community, staff and parents.

- * conduct pre-season parent meeting
- * check athletic mailbox daily

Will adhere to all policies and regulations of the West Seneca School District, ECIC, Section, NYSPHSAA.

Supervise student-athletes at all times (first to arrive – last to leave)

Maintain on file in A.D.'s office current coaching certification (i.e. CPR/AED, First Aid, Lifeguard, SAVE, Child Abuse Mandated Certificate; NYSED Approved Concussion Management Training Course, NYS Coaching Certification)

Athletics should always be conducted so that emphasis is placed on the value as an educational tool in the training of citizens. The following is a list of items you shall know and for which you are held responsible. Be sure your team members are informed of items pertaining to them.

**** IMPORTANT – Information, Handbooks and forms are available on the district website – www.wscschools.org click on athletics, click on coaches corner ****

N.Y.S.P.H.S.A.A. HANDBOOKS

1. Updated copies can be found at <http://www.nysphsaa.org/NYSPHSAAHandbook>. Please become familiar with it. If you do not understand any particular item completely, see Director for clarification.
2. Make sure your team is meeting all the State minimum standards as found in the Handbook, particularly eligibility standards and sports standards.
3. Practice the day of a contest shall not count toward the required number of practice sessions needed before the first scrimmage or contest.

SECTION HANDBOOKS - Varsity Coaches

1. Available on-line at www.section6.e1b.org

E.C.I.C. POLICIES

1. E.C.I.C. Policy Books are available and should be viewed by each coach. They include general policies and individual sports standards.
2. Please familiarize yourself with the E.C.I.C. Standards of Conduct policy.
3. If you have an athlete that is red carded or ejected from a game, you must complete the Section VI "Disqualification Form" and forward it to the Director of Athletics immediately.

ELIGIBILITY

1. Discuss New York State and School Athletic Eligibility Rules at least once a month with your team.
2. Have all paperwork accounted for prior to the beginning of the season including an updated roster.
- ** 3. No one is to practice with your team except bona fide West Seneca Central School students who have passed a physical exam (on file with the nurse's office), and submitted all required paperwork.

ACADEMIC ELIGIBILITY – see appendix

FOREIGN EXCHANGE STUDENTS

Our students going abroad: May **not** participate in any intramural or sport program while a foreign exchange student. **CONTACT ATHLETIC DIRECTOR'S OFFICE IMMEDIATELY.**

Incoming students from other countries: Must be in a program approved by the principal and meet requirements of NYSPHSAA. As of August 19, 1996, any foreign exchange student who has graduated from his/her home school is not eligible for interscholastic competition in New York State. **CONTACT ATHLETIC DIRECTOR/GUIDANCE COUNSELOR IMMEDIATELY.**

TRANSFER STUDENT

Grades 9-12

See NYSPHSAA State Handbook

Contact Athletic Director/Guidance Counselor immediately

PARENT'S MEETING - MANDATORY

1. In an attempt to inform the parents of our athletes what your sport is all about and hopefully have more of them take an active role at athletic contests, it is mandatory that each of you conduct a **PARENT'S MEETING** sometime before the determination of your team or after your first contest (if no cuts will be made).
2. **Suggested general Items to Cover**

- Training Rules	- N.Y.S.P.H.S.A.A Handbook
- The importance of rest and proper diet	- Introduce assistants
- Sports schedule	- Video to show specifics about your sport
- Introduce team members	- Scoring
- Types of offense and defense	- School Records
- Officials and Duties	- Daily Practice/Transportation
- Substitution	- Academic Eligibility
- Selection Process/Playing time, etc.	- Drug/Alcohol/Tobacco Policy
- Concussion Management Policy/Protocols	
3. Be sure to get building permit for room or cafeteria.

ATTENDANCE

1. Daily attendance is to be kept for each team member.
2. Absence from school without qualified excuse makes an athlete ineligible to participate in practice and/or contest on that day.

JEWELRY

NYSPPHSAA rule states "Any piece of jewelry that is visible, at the start of or **during** a contest, is in violation of the NYSPPHSAA Jewelry Rule." This interpretation applies to any and all body piercing objects, including tongue studs.

COURTESY PASSES

To be used only by coach whose name appears on pass. * See Athletic Director or Faculty Manager for Section VI Pass.

PHYSICAL EXAMINATIONS

1. Every athlete must pass a physical examination before starting practice.
*In accordance with New York State Education law, any student participating on an organized athletic team must have an annual physical to participate. Physicals are good for a period of one year from the date of the physical. If the physical is more than 30 days prior to the start of the season, a health update must be completed by the parent/guardian. The form is then submitted to the School Nurse to be completed. Students must have a physical and/or update in order to participate. Although the West Seneca School District is committed to the belief that all children need an annual exam by their own physician, the district offers sport physicals by the district physicians. **Physicals will only be offered by the Athletic Department during the summer. No physical dates will be set up during the school year.***
 - a. Obtain a physical at the school. **By appointment only**
 - b. May get a sport physical by their private physician.
 - c. Health Works (712-0670) at own cost.
2. Attention is called to Eligibility Standard #6, which states "a student may not practice or participate prior to the approval of medical personnel." Should a student compete prior to the exam he/she would be declared an ineligible player and appropriate penalties would be imposed. Furthermore, any practices a student participates in prior to medical approval do not count towards the required number of practices.
3. If an athlete is absent from school for five (5) or more consecutive days or has received an injury which requires medical attention, written approval by a school or family physician is required before returning to competition. Family Physician approval notes to be filed by school nurse and approved by school medical personnel.
4. Forward all Physical Examination to Director or School Nurse IMMEDIATELY.
5. Physical examinations are good for a period on one year.

HEALTH QUESTIONNAIRE UPDATE

A student who had a physical for the school year but is more than 30 days prior to going out for a team must have parents/guardian fill out Health Questionnaire Update, which may be obtained from Nurse/Athletic Office. Forms are to be completed and returned to coach. **Coach will give them to the nurse to be approved** and put into athletic health file. No athlete can practice without a physical within 30 days or a Health Questionnaire update signed and approved by the school nurse. It is suggested that you hand out the update forms early enough that you have enough time to submit them to the nurse and have them returned to you after approval.

EMERGENCY MEDICAL CARD

Have athlete and parents fill out all information on card and then sign on appropriate line. These cards are to be kept in first aid kit at all times. In case of a serious accident where athlete must be transported, attach the card to the athlete.

SELECTION OF TEAM

- When you find it necessary to "cut" candidates from your team, do this by meeting with them and telling them verbally that they have not made the team, giving a few reasons and allowing them to ask questions. Do not post a list of who has made the team. Also, when you do "cut", encourage them to try-out for one of the other sports presently in session or act as a manager or statistician and invite them to try-out for your sport the following year.
- Varsity participation & movement between levels
 1. Any 7/8th grader who passes the approved Athletic Placement Process (APP) for varsity level competition may move up and down between JV and Varsity as long as both coaches, parents & Director agree.
 2. Any 9th or 10th grader can move up and down.
 3. Juniors who have not reached their 16th birthday by July 1 shall be eligible for JV competition.
 4. No seniors can move up and down.
- Junior Varsity Eligibility
 1. Seniors are **not** eligible for J.V. competition.
 - 1.1 Juniors who have not reached their 16th birthday by July 1 shall be eligible for JV competition.
 - 1.2 ECIC Competition: JV players may move up/down to varsity during the season; however they may not participate in two contests in one day and cannot exceed the specific number of contact granted by NYSPHSAA.
- Modified Team - May not move to JV or Varsity sports after completion of half of their modified season.
- E.C.I.C. Policy on selecting modified football team - For approximately two (2) weeks the coaches shall carefully check the maturity (age, weight, height, etc.), individual skills, team skills and desire as listed in the N.Y.S.P.H.S.A.A. Handbook. Candidates lacking maturity shall be encouraged to try out for a different fall sport after all reasons have been explained to him by their coach.
- Selecting a Manager - Athletic team managers should be students in grades 7-12.
- Leaving the team - After an athlete's first day of practice, they must report to the coach to be released from the team.
- Illegal Drop-out - All violations of the N.Y.S.P.H.S.A.A. rules will be considered an illegal drop-out.
- Dismissal from team - Policies governing dismissal from an athletic team:
 1. When an athlete is dismissed or quits a team, (smoking, drinking, drugs, quits without notifying coach) the district policy should be followed.
 2. Within two (2) school days following illegal drop-out, coach shall inform the parents by telephone.
 3. Within two (2) school days following illegal drop-out, coach shall inform the Director and Principal in writing, so that parents can be informed in writing of the specifics.
 4. A committee shall review all cases of students or parents requesting a review. (due process)

RULES FOR YOUR SPORT

Be thoroughly acquainted with the rules for your sport. You are responsible for teaching and interpreting rules for your players. Have and be familiar with:

- | | |
|-----------------------------------|-----------------------------------|
| -Current rule book for your sport | -NYSPHSAA Inc. Handbook |
| -ECIC League Handbook | -District Policies and Procedures |

ACCIDENTS

1. Stress the importance of informing the coach of all injuries and of filing an accident report as soon as possible.
2. Review with the team the policy for return to active participation following an injury.
3. An adequate First Aid Kit, Mess Kit (Blood Spill Kit), AED, and Emergency Cards shall be present at all practices and games.
4. Be with your team and keep your team intact at all times until the last athlete has left the building. You - THE COACH - will not leave the building until all team members have left the building.
5. When an accident occurs:
 - 5.1 Complete Accident Report Form and forward to the Nurse immediately - make one (1) copy for the Athletic Trainer and one (1) for your records (to be kept 1 year). Make sure all information is filled out correctly and completely.
6. When a serious accident occurs, try to contact the parents and have them come for their child. If they cannot, get their permission to have child transported to the hospital or doctor. If you cannot contact parents take child to hospital.
EMERGENCY TELEPHONE NUMBER-----911
7. Prevention and immediate First Aid may be given by the coach, but not treatment.
- ** 8. No information or statements to anyone concerning accidents (except school authorities) until approved by Superintendent of Schools.
9. Report serious injuries to the Director, Trainer and Principal immediately.
10. Contact parents for follow up and concern.
11. The coach will always be aware of conditions on practice and game areas and report hazardous conditions to Director immediately.

MEDICAL ATTENTION

1. Whenever possible the athletic trainer will do an assessment of the injured athlete. Medical attention should be prompt and competent. Caution should be observed with all injuries. If the injury is serious or undetermined **DO NOT** move the individual.
2. **CALL THE EMERGENCY MEDICAL TEAM (FIREMAN) TO TRANSPORT IN ALL CASES OF SERIOUS OR UNDETERMINED INJURY.**
3. Make sure the emergency information card accompanies the injured athlete.
FIRST AID: 675-1333 POLICE: 674-2280

"A student absent from school for five consecutive days, or who has received an injury must have an examination by the school athletic trainer and physician before returning to competition."

EMERGENCY INFORMATION

1. Know where all phones are located for use in emergencies - all phones in the P.E. office and pool can be used for local calls.
2. If a serious accident occurs:
 - A. Determine action necessary-call the parent, the rescue squad or both.
 - B. If the rescue squad is called, post someone to direct the EMT crew to the injured person.
 - C. You are limited in the kinds of care that you can give-first aid only.

EMERGENCY CARE PLAN

Each coach should explain procedures to athletes in case an emergency arises. Each coach should go through a simulation of an emergency with his or her team.

When a serious injury occurs whether at a home/away contest which requires that one of our athletes be transported to the hospital (preferably by ambulance) the following procedures are to be followed:

1. When two or more coaches (head coach and assistant(s) or Varsity and JV) are present at the site, the athletic trainer or assistant coach shall be responsible to make arrangements for and accompany student to medical facility. Parents are to be notified immediately. When practices/contests are held at Centennial, Potter Rd, one coach should bring car to park in order to make a quick trip to where telephone is available for emergencies. At away contest, the Varsity or Head Coach will be responsible to load team on bus at conclusion of contest and go to the hospital to pick up athletic trainer or assistant coach and check out student's condition in order to make out accident report on return to West Seneca.
2. When only one coach is at the site of a serious injury:
 - A. Take team off field or court until ambulance is secured and student is on route. Parents are to be notified immediately. Give emergency medical card to ambulance attendant. Resume and complete game. At conclusion of game, if home, secure locker rooms and go to hospital to check on student's condition, etc. for accident report: if away, load team on bus and go to hospital to check on student's condition and transport him home if hospital releases student.
 - B. An ambulance service may demand that someone go with the student to the hospital. If the student's parent is in attendance, they would be the logical choice. However, if parent is not available, team is to be removed from the contest and arrangements made to follow ambulance with team/coach on bus or coach to ride ambulance with team to follow on bus. Time spent will determine feasibility to return and complete contest if opposing team agrees.
3. Accident reports are to be initiated by the coach and reviewed by the Athletic Trainer. Accident reports are to be forwarded to the Nurse immediately.

COACHES SUSPENSION

1. In the event a coach is ejected from an Interscholastic Athletic contest by an official, the contest shall be terminated immediately.
2. The only exception will be if the assistant coach is present and can accept the direct supervision of the participants.
3. The coach shall report (in writing) the incident to the Principal and Director immediately following the incident.

FUND RAISING (see appendix)

As a member of the West Seneca Central School District Coaching staff, you should be fully aware of the following procedures in any fund raising activity that your team may pursue.

1. An activity account must be opened through the Business Office.
2. Once the account has been approved, you must complete the "Intent to Fund Raise Application" for every fund raising activity. (see copy of form in appendix)
3. The application must have written approval from the building principal.
4. All district policies and procedures regarding student activity accounts must be followed.
5. At no time will funds be held by anyone but the district treasurer. Collections will be deposited into your activity account.

SUPERVISION

Coaches have the responsibility of ACTIVELY supervising all of their team members at all times.

If you are coaching athletes of the opposite sex inform them that when they are in locker room you will be immediately outside locker room and if one of their teammates is injured for them to contact you. After practice inspect locker room to be sure no damage was done and that everyone has left. Be sure all athletes are accounted for everyday and leave for home at the conclusion of activities on the bus or with their parent.

OFFICIALS

1. Upon receiving official assignments, check date, times, etc. Inform Director immediately of any errors.
2. If an official does not show, official is late, or an opposing school is late, **FORM X** (see appendix) must be completed and forwarded to the Director the following day. It is important that all information is completely filled out on this form.
3. Officials are paid only for regular scheduled contests; NOT scrimmages. Fee schedule on website.
3. Make sure official(s) fill out claim form in detail and send to the Athletic Director the next school day!

TEAM ROSTER

1. All coaches are required to ensure his/her roster is updated in real time in PowerSchool on a weekly basis. The final rosters must be updated in PowerSchool at least 1 week prior to your first contest/scrimmage.
- *** 2. Varsity Football and Basketball Coaches and others as required by ECIC and/or Section shall prepare and send team roster with names, numbers and other vital statistics to all opponents and Athletic Director.

HEAD COACH RESPONSIBILITIES

1. Head coach has the main responsibility for his/her sport. He/she may delegate responsibilities to his assistants, but the final accounting will be his/hers.
2. The head coach is responsible for developing and presenting a proposed budget for his/her program.

HOST RESPONSIBILITIES

1. At HOME contests (at school and/or off campus sites i.e. bowling alley, BNCC, Golf Course, Soccer Complex, etc), the coach shall see that the visiting team is met and assigned quarters.
2. Before visiting team enters and after they leave locker room, the coach shall survey the area with visiting coach, to guarantee the condition at that time, so that responsibility for damage can be clearly placed.
3. Instruct visiting coach to keep his team confined to areas for specific sport and NOT to be wandering into other portions of building.
EXAMPLE: Swimmers confined to pool and locker room, not balcony and hallways, etc.
4. Review contest needs with support staff and officials (timer, supervisors, etc.)

ROAD RUNNING

No Road Running. The only exception is at West Senior for Cross Country meets only.

THUNDER & LIGHTNING (Section VI Policy) (adopted January 1999, revised 3/03, 11/04)

Thunder and lightning necessitates that all contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion – thunder is thunder, lightning is lightning. If lightning and/or thunder is observed, all outdoor activities will be suspended immediately. Players and spectators shall be directed to report to a shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car). The officials and responsible authorities shall make every reasonable effort to resume and complete the contest, with full consideration of the weather and site conditions (as they affect safety and playing conditions). The official/coaches shall wait 30 minutes from the time the last boom is heard and/or the last strike is seen before starting or resuming play.

Clarifications:

PRIOR TO CONTEST: If thunder/lightning is observed at the site of an outdoor contest by the officials/coaches 30 or fewer minutes prior to the scheduled start of that contest, the official/coaches and the responsible school authorities shall not permit the contest to begin. Before the contest can begin a 30-minute period void of any strike or boom must be observed.

DURING THE CONTEST: If thunder/lightning is observed at the site of an outdoor contest by the officials during the playing of the contest, the official/coaches shall immediately cease play for 30 minutes. Play may not resume until there has been a period of at least 30 minutes in which a boom or strike has not been observed. The rules of the particular sport shall determine whether the contest is “official” or must be resumed at a later date.

TRANSPORTATION

The Athletic Department will input requests for all trips (contests, scrimmages, off-site practice, tournaments and invitationals) with input from the coach. **A list of busses scheduled for your sport will be sent to you prior the start of the season.**

For trips other than scheduled contests, the coach will provide the athletic department with the following information: date of trip, location, time of departure, #of students, #of adults, #of busses needed, return time and any special instructions. These requests should be in at least 2 weeks prior to date of trip.

- You - The COACH - must ride the bus to and from AWAY contests/practices.
- Each team member is to travel on the bus to and from an away contest. The coach may release a student to his/her parent with proper release form.
- No student/adult spectators may ride the team bus(es).
- Some trips may have to be split – due to the length of time away from district.
- Transportation within district for evening contest (after 5:00 pm) and Saturday contests (exception football) will not be provided.
- **Do not** transport pupils in your car without Director's approval.
 - Insurance Coverage While Traveling on School Business
Should it be necessary to use your private vehicle to conduct school business transporting students, each staff member is fully protected by district insurance for liability claims arising out of a possible accident. You are probably aware that in the event of an accident involving your vehicle, your insurance carrier is primarily responsible but district insurance would cover any excess losses of personal liability claims as long as you are acting within the scope of your employment.
- Eating on school bus is NOT permitted.
- Competitive shoes (soccer, baseball, track, golf) shall NOT be worn on the bus. As much dirt as possible shall be removed from uniform prior to entering bus.
- Transportation problems-during school hours, contact A.D. office 677-3141 or see card.
- Be sure you know where you are going – directions available on website.
- Weekly transportation schedule will be sent weekly (via e-mail). **Check for accuracy.**
- On away trips, the coach will require good conduct of team members at all times.
- Inspect bus with driver for existing damage prior to team boarding and upon arrival back in district.

STUDENT CONDUCT ON BUSES TO INTERSCHOLASTIC EVENTS

For the broad picture it can be substantiated that the conduct of our athletes is of a positive nature when riding district buses to interscholastic events; particularly when one considers that in the course of a given year we schedule something in excess of 500 away contests.

Despite our acknowledged superior record of student conduct, there have been an increasing number of reports of unacceptable behavior on the part of our district athletes.

PROPOSED ACTION

Unquestionably it is always desirous to seek the cooperation of our athletic groups in adhering to prescribed rules of conduct. The alternate solution is to invoke sanctions on those who fail to live up to the standards. Based on both premises, the following is proposed:

All members of the district's interscholastic squads will be notified to the effect that on all interscholastic bus trips students are expected to abide by these established rules of conduct.

- | | |
|---|---|
| 1. No smoking/smokeless tobacco on buses. | 4. No drinking or carrying of alcoholic beverages on buses. |
| 2. No acts of vandalism. | 5. No unauthorized passengers on buses. |
| 3. No profane or abusive language on buses. | 6. No possession or use of controlled substances. |

RESPONSIBILITY FOR ENFORCEMENT

The head coach of each team is responsible for the total conduct of each member of the team. In the event of an infraction of a bus rule, it is the responsibility of the head coach to communicate with the respective building administrator to determine a course of action.

As bus drivers are required to report all incidents occurring on their buses in written form to the Director of Transportation, I will direct that in the event the coach is on the bus and is unaware of a situation, the driver will notify the coach for deposition of the problem.

Should an incident occur at which time the coach is not present, the bus driver will write up the incident with copies of the report to be forwarded to the building administrator and the head coach of the team in question.

SUPPLIES/UNIFORMS

1. Inventory all equipment before issuing.
 2. Keep record of all equipment to team members and inform them they are responsible and will be charged for any loss or damage.
 - 2.1 Obtain cost of lost item from Director. Cost of lost athletic uniforms will be that of what it costs the District to replace them.
 - 2.2 Complete Lost Property Report (in back of this book) and forward to the Director's Office.
 - 2.3 Collect money or check (payable to West Seneca Athletics) and give student a receipt.
 - 2.4 Forward money/check and school copy of receipt to the Director's office for deposit.
 - 2.5 Retain yellow deposit slip for your records.
 3. Instruct team members they are not to use uniforms other than for practice and contests.
 4. **DO NOT THROW AWAY ANY EQUIPMENT.** At the end of the season, we will decide it's future.
 5. When counting and handing out equipment examine it carefully; if it was not repaired and/or cleaned properly, show it to the Faculty Manager.
 6. Report unsafe equipment to Director and do not use it until it is repaired or replaced.
 7. The coach should give special attention to proper fitting of equipment. **BE SURE ALL PROTECTIVE EQUIPMENT IS WORN BY PLAYERS.**
 8. Suggestion: At completion of last contest, collect all uniforms so you need not chase after team members weeks after season terminates.
 9. Coach shall obtain supplies from and return to Faculty Manager.
 10. You will not receive compensation until ALL equipment and supplies have been turned into the faculty manager.
 11. Coaches will not be compensated until Faculty Manager approves all storage facilities.
- Contact Lenses
 1. Students wearing contact lenses shall do one of two things when participating in athletics:
 - 1.1 Remove lenses.
 - 1.2 Coach shall have on file a note from parent giving permission for lenses to be worn.
 - Eye Glasses
 1. Students wearing glasses must do one of three things when participating in athletics:
 - 1.1 Remove glasses.
 - 1.2 Wear glasses if they are shatterproof. (The coach should have a note on file from parent stating the glasses are shatterproof and may be worn for interscholastic practice/games.)
 - 1.3 Wear glasses with glass guard over them.
 - Protective Equipment

The coach must emphasize that all protective equipment must be worn during all practices/games. This includes personal protection.
 - Mouth Protectors - If mouth protectors are mandated during a game, then they must be mandated during practice

PUBLICITY

1. In order to keep the student body and faculty members well informed during your sports season, turn in to the Principal the day before and the day after each contest a written announcement about the upcoming contest and the results of past contest.
2. Statistics about your sport should be posted so your team members, student body and faculty may view it.
3. Host Head Coach shall notify the news with results of varsity contest:

BUFFALO NEWS	849-4461	WGR-TV	856-1418
WIVB-TV	876-7333	WNED-TV	881-5000
WKBW-TV	845-6208	(Super 7 Athlete of the week)	

PRACTICE

1. Team members are to bring books, coats, etc. to practice with them, and leave the building after practice and/or contest.
2. Sunday practice may be requested, but not required.
3. If ill, notify Director prior to 10:00 am if you cannot make practice, so arrangements for a substitute to cover your practice and/or contest can be made. If Director is not informed, coach shall have practice or will have announcement made that practice is canceled.
4. Request building permit through building Principal immediately for use of the building for practice on non-school days. Coaches are to strictly adhere to the times on the building permit. All areas used to be "picked-up" so building is ready for use the next school day. Coach is to actively supervise team members entering and leaving to be sure no one gets into main part of building.
4. If your practice does not start immediately after school, encourage your athletes to use the time to good advantage -- help from teachers, library, homework -- inform them particularly that they are not to wander through the building. They are to be to the assigned area for athletes. (We prefer for them to go home and return for specific practice time.)

FACILITIES

• PHYSICAL EDUCATION OFFICE

Because of the very crowded conditions in the Physical Education offices and so you will not disturb the P.E. teacher's belongings, please see to it that:

1. All your clothes are hung in closet - use cage room if possible.
2. Your small items (folders, papers, etc) can be kept on closet shelf or floor.
3. Officials for your contest are to place their clothes in closet.
4. Supplies (Paper, pencils, etc.) in office are not to be used.
5. Before leaving practice and/or contest, "straighten up" so office is left in an orderly manner.
6. Be sure office is always locked.

• PRACTICE AREAS

- Outdoor - So that the turf in a given area is not destroyed, be sure to practice on different areas every few days.
- Indoor - All movable equipment removed when not in use & bleachers closed during activities.
- Football Field - Use the football field only when absolutely necessary.
- Locker Room - See that your team maintains a neat locker room -- garbage and excess mud picked up.
- Off-Site Facilities (BNCC, Sahlens, etc) -- practice/contests will be arranged through the Athletic Office.

• POOL – Swim Coaches Shall:

1. Review safety procedures to follow with team & lifeguard (see pool plan).
2. Know location of safety equipment.
3. Enforce strict safety rules and regulations found in District Pool and District Safety Plan.
4. Require soap shower prior to entering pool.
5. Not permit home or visiting swimmers in the balcony.
6. Not permit anyone on pool deck with street shoes.
7. Be in pool when team is in pool.
8. At end of each class, walk around pool to be sure no student is in water and then check each pool exit door (girls, boys, balcony, etc.) to be sure they are locked prior to leaving pool.

- BURGLAR ALARM - Burglar alarm is in operation when custodians leave building. If you have a practice and/or contest on a non-school day, inform the principal so a custodian will be on duty and the alarm turned off.

- KEYS - Secure necessary keys from building principal or faculty manager. Coaches shall not issue keys to any student.

• TELEPHONES

1. Telephones in the Physical Education offices are not to be used by students and only for school business by faculty members.
2. Swimming pool telephones are for emergency use only.

NON-SCHOOL SPONSORED ATHLETIC ACTIVITIES

1. Do not post or announce activities that do not have the approval and/or meet N.Y.S.P.H.S.A.A. requirements.

WRESTLING WEIGHT PERMIT

Coach shall notify the Director's office of dates that weight certification is to be conducted. Coach shall make arrangements with athletic trainer.

PARTICIPATION RECORDS

1. Keep participation records for recommendation for athletic awards for each team member. Submit new school records to Director.

ATHLETIC AWARDS

Coaches should make arrangements with Faculty Managers/GAA representatives to obtain pins/letters for athletes.

Awards will be presented to **female** athletes at the award banquets, and/or award nights. Awards will be presented to **male** athletes immediately after season at individual sports dinners or at after season team meeting.

- Varsity Requirements:

Participate in 50% or more of the varsity contests plus the coach's recommendation. **OR** Senior in good standing and three (3) years of participation in that sport. **OR** Athlete permanently injured for the remainder of the season at practice or contest.

First varsity sport = Varsity letter with insert representing specific sport and certificate.

Subsequent varsity sports = certificate, sport specific pin (1st year of sport) or service bar (2nd + year for each sport)

- JV Requirements:

Successfully complete season plus coaches recommendations. **OR** Athlete permanently injured for the remainder of the season at practice or contest. *Athletes will receive certificate for each season at JV level.*

- Modified Requirements:

Successfully complete season plus coaches recommendations. **OR** Athlete permanently injured for the remainder of the season at practice or contest. *Athletes will receive certificate for each season at Modified level.*

- Varsity Club Awards

1. Based on ability.
2. Each boy's varsity coach shall turn into the Faculty Manager, in writing, his 1st, 2nd and 3rd recommendations for this award at completion of his sport season. These names will then be used at a coaches' meeting to determine the actual recipients.

ATHLETIC SCHOLARSHIPS - COLLEGE

Discuss with Guidance Department any details involving possible Athletic Scholarships. If you have any athlete with possible scholarship potential make sure you inform parents and athlete to contact guidance counselor regarding NCAA Clearinghouse responsibility. Also, make sure you have made all attempts with videos, letters, and parent meetings to have these students prepared.

RELEASE FROM CLASS

It is the policy of the West Seneca Central School System to keep to the very minimum, the number of times a student-athlete and/or coach is given permission to leave class for extra-curriculum activities. The time that student-athletes and/or coaches are to be dismissed for athletic activities will be decided by the building principal. The names of the student-athletes and/or coach to be released early should be submitted to the principal well in advance for his/her consideration.

BANQUETS

Any team having an awards banquet at the end of the season must have approval of coach. Parents may organize the banquet; however, students are not to be in charge or handle any finances. Please notify Director of date of banquet.

GIRLS ON BOY'S TEAMS

We do not encourage girls on boys' athletic teams for either practice and/or contests. We have good girls' intramural and interscholastic programs that you should direct interested girls to participate. If a girl is persistent, instruct her to write a letter to her principal, requesting to be on a boys' team. This letter is to be into the principal (copy to Athletic Director) one month prior to the starting date of that sport season.

Girls' teams cannot practice and/or scrimmage against boys teams. Please see NYSPHSAA Handbook for mixed competition.

BOWLING POLICY

Practice sessions (when paid by school): Shall consist of not more than two (2) or three (3) games. Home contests, including visiting teams, may consist of Varsity A, Varsity B and Varsity C, which will be paid by the school.

SCHEDULING OF EVENTS

The Director will forward proposed schedules to respective varsity coaches for suggestions and/or approval. Requests for additional contest will be made to Director who will make final arrangements with opposing Director. Competition (scrimmage or contest) with non-public schools is permitted only if approved by Athletic Director.

Copies of sport schedules are available in the Director's office, middle school and high school offices.

POSTPONEMENTS

1. Director will notify coaches of postponements and re-scheduled date.
2. Coach shall have announcement made to team members and student body relative to postponement and practice for that day.
3. If a coach feels that a contest should be postponed, he/she should inform Director as soon as possible
4. If coach is informed by opposing coach that contest must be postponed refer all information to Director so officials, bus dispatcher, etc. will be informed.

E.C.I.C. PROTEST PROCEDURE

GENERAL:

It must be emphasized to all coaches that "Protests" **will not** be given consideration by the Activity Committee in any situation that involves a **JUDGEMENT** call/decision on the part of an official.

Only those matters involving a **RULES INTERPRETATION** of a problem with the **PHYSICAL CONDITION OF A PLAYING AREA** (including markings) will be reviewed by the Activity Board and in those cases, only when the following procedure has been followed:

1. Immediately following the contested rules interpretation, the coach is to request an official time-out. In the case of a concern for the physical condition of the playing area, steps 2-5 should occur prior to the start of the contest.
2. The coach is to then notify the head official that he is filing a "Protest" and all officials as well as the opposing coach should be called together for the purpose of explaining the reason(s) for the "protest".
3. The official timekeeper (or official scorer) should record in the protesting team's scorebook the following information:
 1. time remaining in contest
 2. score
 3. field positions of teams (if appropriate)
 4. article number and section number of rule in question

The officials, both coaches and the timekeeper (or scorer) should validate the information with their signatures.

4. If the situation cannot be expeditiously resolved through discussion with the officials, the contest continues "under protest".
5. Following completion of the contest, the protesting coach shall inform the Director of his/her request to file a written protest.
Protest shall be made in writing, approved and signed by building principal, Athletic Director and coach, clearly stating the case to proper authorities no later than the 2nd school day following the protested contest.

ATHLETIC PLACEMENT PROCESS (APP)

The NYS Education Department has approved the new Athletic Placement Process (APP) to be implemented beginning with the Fall 2015 season. This will replace the former Selection Classification Assessment.

The APP is a program for evaluating students who want to participate in sports at a higher level as approved by the Board of Regents as a part of the school eligibility rules in 1980, and as aligned with Learning Standards 1 and 2. These standards state that students will have the necessary knowledge and skills to establish and maintain physical fitness, participate in physical activity, maintain personal health, and acquire both the knowledge and ability to create and maintain a safe and healthy environment.

The APP represents the shared belief of the NYSAAA, the NYSPHSAA, medical directors, directors of physical education/athletics, and the NYSED that physical education and interscholastic athletics competition are important to the development of the whole child, and that students benefit when they can participate in such activities at a pace that is consistent with their physical and emotional maturity, size, fitness level, and athletic skill.

The APP is NOT to be used to fill positions on teams, provide additional experience, provide an opportunity for middle school or junior high students when no modified program is offered, or to reward a student. Instead, it is aimed at the few, select students who can benefit from such placement because of their level of readiness.

The APP is to be used only when an individual athlete's athletic skills warrant moving to the higher level of competition and therefore, ideally, it should be initiated by the district's physical education director and/or athletic director and physical education staff, who recognize the student's skill.

Normally, a student is eligible for senior high athletic competition in a sport during each of four consecutive seasons, beginning with entry into the ninth grade. However, by satisfying the requirements of the APP, a student may receive extended eligibility that permits:

- a) participation during five consecutive season in the approved sport, after entry into the eighth grade; or
- b) participation during six consecutive seasons in the approved sport, after entry into the seventh grade.

The President's Physical Fitness Test has been selected as the test for this process. The components of the fitness test include the following:

Curl Ups for one minute (measure strength and endurance). Partner holds the feet, arms are crossed, elbows touch knees, then scapulas (shoulder blades) touch floor for one curl up. Bouncing not permitted.

Shuttle Run (measures speed and agility). Two parallel lines marked 30 feet apart, student picks up 2 blocks or similar, cross starting line.

One Mile Run/Walk (measures heart/lung endurance). Times are recorded in minutes and seconds. Note: For swimming - may alternate 500 yard swim for this component.

Upper Body Strength & Endurance Testing (2 options)

1. Pull-ups - Can use either overhand grasp (palms facing away from the body) or underhand grasp (palm facing toward the body). Chin must clear the bar to count as a pull up.

2. Right Angle Push-ups - Keeping knees and back straight, lower body until 90-degree angle.

Sit and Reach Testing (2 options - measures flexibility of the lower back and hamstrings) - legs must remain straight; fingertips of both hands should reach evenly along the measuring line.

1. V-Sit & Reach in inches

2. Sit & Reach in centimeters

13. PROMOTION: A contestant in grades 7, 8 and 9 who practices or competes with or against a freshman, junior varsity or varsity performer shall not return to the modified athletic program in that same season in that same sport. Contestants shall not be promoted to a higher classification within the modified program or to a junior varsity or varsity team after completion of fifty percent of their modified schedule.

NOTE: EXCEPTIONS:

- a) General Eligibility Rule #17 "TRYOUTS".
- b) In school where no junior varsity program is provided in a specific sport, a ninth grade modified contestant may be promoted to the varsity team at any point in the season if he/ she displays the skills and maturity to compete at the varsity level. A promoted 9th grade contestant is eligible to participate immediately upon promotion providing that he/she has completed the necessary number of required practices for that specific sport. The contestant may not exceed the total number of contests as outlined in the HS Sport Standards Chart.
- c) In a section whose "early winter" season ends in mid-winter, followed by the "late winter" season, the modified ninth grader could not be elevated to the varsity for post schedule contests in a sport played in the "early winter" modified season.
- d) Promotion Regulation shall be waived for Boys' and Girls' Swimming & Diving and Boys' and Girls' Outdoor Track and Field permitting schools with section approval the option of running combined modified and varsity swimming and diving meets, alternating events.
- e) The NYSPHSAA Executive Director may grant a waiver of the promotion rule if a High School team is dropped by the school district.

17. TRYOUTS:

- a) A section may establish tryout periods to allow EXCEPTIONAL ATHLETES who have completed and passed the NYS Education Department Athletic Placement Process (APP) the opportunity to be selected for a high school team.
- b) Seventh and eighth grade students must pass the APP qualifications prior to the tryout period.
- c) Ninth grade students do not have to pass the APP qualification to participate in the tryout.
- d) The tryout period for a modified athlete shall be defined as participation in three (3) of the first five (5) practice days of the high school season. During the tryout period, the modified athlete may not return to modified program until the athlete's tryout is complete.
- e) Tryout periods for wrestling, boys lacrosse and ice hockey shall be a maximum of five (5) of the first seven (7) practice days of the high school season. f) The tryout period for football shall be a maximum of eight (8) of the first ten (10) days of the high school season.
- f) Student athletes participating in sectionally approved tryout sessions are not subject to the Promotion rule.
- g) In cases involving new transfer students, overlapping season, and/or medical conditions the student's try-out period will be 3 out of 5 days, 5 out of 7 days, or 8 out of 10 days of the high school season depending on the sport.

ACADEMIC ELIGIBILITY POLICY

The West Seneca Central School District extends the privilege of extra-curricular activities to students who recognize their obligation to themselves, their co-participants and their school community while striving for academic excellence. Students must adhere to the district's policy regarding academic co-curricular eligibility, attendance, and good citizenship in and out of the classroom.

Extracurricular activities are defined as any school function NOT grade dependent (e.g.: athletics, intramurals, school musicals, marching band and all clubs/group meetings, activities, tryouts and performances held before or after school). The Extra-Curricular Policy will affect participation in all extra-curricular programs and activities.

Standard

1. The eligibility standard will apply to students in grades 7-12.
2. Students are considered eligible when they have a passing average in all subjects at each time that eligibility is determined (typically every 5 weeks). Students transferring into the district at any time shall have a clean slate for eligibility purposes.
3. Students who are failing **one course** (exclusive of Physical Education) at each 5-week marking period will be placed on **probation**, but will retain eligibility. This includes being able to practice and compete in contests and activities.
4. Students who are failing **two or more courses, or Physical Education (for Athletics)** at each 5-week marking period will automatically be **ineligible** to participate in any interscholastic contests, intramurals, or any extracurricular activities during the next 5-week period. Incomplete grades that are not changed to a passing grade within ten school days after the report cards and/or progress reports are issued will be considered failing grades for eligibility purposes.

Terms of Probation

1. Probation is the 5-week time period where a student must seek remediation with the teacher of his/her failed/INC course(s).
2. Each student on probation will be issued a West Seneca Eligibility Evaluation Form from his/her coach/advisor. Students on probation or ineligible students must seek remediation with teacher of his/her failed/INC course(s) every day.
3. Teachers must sign-off on the eligibility form each time verifying that the student sought remediation that day(s).

Restoring Eligibility

1. At the end of the second full week of remediation, an ineligible student may have their eligibility reinstated by submitting proof of successful remediation using the West Seneca Academic Eligibility Evaluation Form.
 - a. In order for this to occur the student must show the proper motivation and work ethic/effort to be successful in class, and/or elevate his/her grade to a passing grade of 65 or higher.
 - b. An ineligible student may re-establish eligibility at any time after the second full week of remediation. All students on probation will remain on probation for the entire five week period until a new eligibility list has been issued.
 - c. Students forging his/her teachers' initials/signature will lose his/her privileges to participate in the extra-curricular activity for the remainder of the current sports season/semester.

Procedure

1. Activity advisors/coaches are required to generate a student roster in PowerSchool immediately following the first practice of the season or first activity meeting.
2. Activity advisors/coaches are required to review their student members' standing and determine eligibility at five week increments beginning at week five and concluding at week 35 (as per the academic calendar).
3. Activity advisors/coaches will meet with ineligible students and/or students on probation and will be given the West Seneca Academic Eligibility Form.
4. Activity advisors/coaches will contact the student's parent/guardian to inform them of the terms of their probation/ineligibility.
5. Activity advisors/coaches will submit a list to administration of ineligible students and students on probation.
6. A letter to the parents/guardians will be generated from building administration confirming the status of the student's eligibility.

Appeal Process

A parent/guardian may request an appeal by submitting written notification to the building principal no more than five school days after receiving notification from the school. The Academic Eligibility Committee consists of: a building administrator, athletic director, coach or advisor and the teacher(s) whose class(es) are being failed. The committee will have the authority to remove students from the ineligibility list if it is determined there is adequate cause for such action due to a student's ability or recent extenuating circumstances.

Furthermore, the building principal may exclude a student from participation for a period of time if he/she deems necessary based on the severity and/or chronic nature of academic, behavioral or attendance difficulties.

WEST SENECA CENTRAL SCHOOL DISTRICT
DRUG AND ALCOHOL POLICY

FOR ALL EXTRACURRICULAR ACTIVITIES

1. During the season (first day of practice to the last day of competition or until uniform/equipment is accounted for) a student-athlete or activities participant will not manufacture, distribute, possess, procure, or use illegal drugs or controlled substances, alcohol or tobacco products. Possession means having physical possession.
 - A. Clubs/Activities will use the following ending dates per “season”.

Fall – December 21 st	Winter – March 21 st	Spring – June 21 st
----------------------------------	---------------------------------	--------------------------------
2. Reports of a violation (from above) coming from: a district employee, an adult acting as a chaperone, a law enforcement officer or agency, or a parent/legal guardian of a student involved in an alleged violation, will be investigated.
 - A. Reports of alleged violations from persons other than those mentioned above must be submitted by the person witnessing the incident. Such report will then be given consideration by the Building Principal and/or Director of Athletics.

Responses to Violation

First Violation:

Upon determination that a violation has occurred, the student shall be removed from participation in any and all extracurricular and/or interscholastic activities for a period of four (4) weeks. The student will be reinstated after two (2) weeks of the suspension if the student provides documentation/verification of attendance at a voluntary session for substance abuse prevention education.

- Suspension will begin the day school district personnel determine that a violation has occurred.

Second Violation:

Upon determination of a second violation, the student will be removed from participation in any and all extracurricular and/or interscholastic activities for the remainder of the current season and the ensuing season. (i.e. 2nd violation occurs during football, the student must sit out winter season. If 2nd violation occurs during softball, the student must sit out fall season. See 1A)

- Students will not be allowed to earn any awards or attend the awards ceremony.

Procedures

1. Upon report of an alleged violation or if the student admits a violation has occurred, the Building Principal and/or Director of Athletics shall provide **verbal notice** to the student and his/her parent(s)/guardian(s) that an investigation of the alleged violation is/has been taking place. The reasons for the investigation and the possibility of suspension or removal from the activity will be included in the notice.
2. The student and his/her parent(s)/guardian(s) will meet the Principal, Director of Athletics, Assistant Principal and other staff, as appropriate, within two (2) school days following the initial notification. Those attending will be given the opportunity to submit additional information or explanation of the alleged violation.
3. The Principal, Director of Athletics, Assistant Principal, as appropriate, will make a final determination and within two (2) days of conducting the investigation, give verbal and written notice to the student, parent(s)/guardian(s) and the coach or advisor.

Revised 01/16/2001

WEST SENECA CENTRAL SCHOOL DISTRICT
DRUG AND ALCOHOL POLICY

SUBJECT: CONCUSSION MANAGEMENT

The Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of our students is a primary concern. Therefore, the **West Seneca Central** School District adopts the following Policy to support the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI). A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's academics as well as their athletic pursuits.

Concussion Management Team (CMT)

In accordance with the Concussion Management and Awareness Act, the School District is authorized, at its discretion, to establish a Concussion Management Team (CMT) which may be composed of the certified athletic director, a school nurse, the school physician, a coach of an interscholastic team, a certified athletic trainer or such other appropriate personnel as designated by the School District. The Concussion Management Team shall oversee and implement the School District's concussion policy and regulations, including the requirement that all school coaches, physical education teachers, nurses and certified athletic trainers who work with and/or provide instruction to pupils engaged in school-sponsored athletic activities complete training relating to mild traumatic brain injuries. Furthermore, every concussion management team may establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout each school year.

Staff Training/Course of Instruction

Each school coach, physical education teacher, school nurse and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities (including physical education class and recess) shall complete a course of instruction every two (2) years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The course can be completed by means of instruction approved by SED which include, but are not limited to, courses provided online and by teleconference.

SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)

Information to Parents

The District shall include the following information on concussion in any permission or consent form or similar document that may be required from a parent/person in parental relation for a student's participation in interscholastic sports. Information will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website, if one exists, to the above list of information on the State Education Department's and Department of Health's websites.

Identification of Concussion and Removal from Athletic Activities

The District shall require the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a mild traumatic brain injury (MTBI) or concussion. Any student demonstrating signs, symptoms or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity shall be removed from the class, game or activity and must be evaluated as soon as possible by an appropriate health care professional. Such removal must occur based on display of symptoms regardless of whether such injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. The District shall notify the student's parents or guardians and recommend appropriate evaluation and monitoring. The student shall not return to physical activity (including athletics, physical education class and recess) until he/she has been symptom-free for not less than twenty-four (24) hours, and has been evaluated and received written authorization from a licensed physician.

The School District may choose to allow credentialed District staff to use validated Neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post-concussion performance data. These tools are not a replacement for a medical evaluation to diagnose and treat a concussion.

Return to School Activities and Athletics

Once a student diagnosed with a concussion has been symptom free at rest for at least 24 hours, a private medical provider may choose to clear the student to begin a graduated return to activities. If the district has concerns or questions about the private medical provider's orders, the District Medical Director should contact that provider to discuss and clarify. Additionally, the School District's Medical Director has the final authority to clear students to participate in or return to extra-class physical activities (including athletics, physical education class, and recess) in accordance with 8NYCRR 135.4(c)(7)(i). All such authorizations shall be kept on file in the student's permanent health record. The standards for return to extra-class physical activities will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

Students should be monitored by district staff daily following each progressive challenge, physical or cognitive, for any return of signs and symptoms of concussion. Staff members should report any observed return of signs and symptoms to the school nurse, certified athletic trainer, or administration in accordance with district policy. A student should only move to the next level of activity if they remain symptom free at the current level. Return to activity should occur with the introduction of one new activity each 24 hours. If any post concussion symptoms return, the student should drop back to the previous level of activity, then re-attempt the new activity after another 24

SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)

hours have passed. A more gradual progression should be considered based on individual circumstances and a private medical provider's or other specialist's orders and recommendations.

The following is the return to physical activity, progressive- exertion protocol:

- **Phase 1-** low impact, non-strenuous, light aerobic activity such as walking or riding a stationary bike. If tolerated without return of symptoms over a 24 hour period proceed to;
- **Phase 2-** higher impact, higher exertion, and moderate aerobic activity such as running or jumping rope. No resistance training. If tolerated without return of symptoms over a 24 hour period proceed to;
- **Phase 3-** Sport specific non-contact activity. Low resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;
- **Phase 4-** Sport specific activity, non-contact drills. Higher resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;
- **Phase 5-** Full contact training drills and intense aerobic activity. If tolerated without return of symptoms over a 24 hour period proceed to;
- **Phase 6-** Return to full activities without restrictions.

The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District's Medical Director may also formulate a standard protocol for treatment of students with concussions during the school day.

In accordance with NYSED guidelines, this Policy shall be reviewed periodically and updated as necessary in accordance with New York State Education Department guidelines. The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law Sections 207; 305(42), and 2854
8 NYCRR 135.4 and 136.5

Guidelines for Concussion Management in the School Setting, SED Guidance Document, June 2012

Adoption Date

TOP 10 RULES for Trust & Agency Accounting

1. No one should ever be depositing money into a personal bank account (Parents or Coaches). If you put a parent in charge of a banquet they need to know the procedures.
2. An account needs to be established with the Business Office.
3. Checks need to be made payable exactly the way you are instructed by the business office. These instructions are in your original folder.
4. NO TAXES are to be paid. Your account/group is TAX EXEMPT.
5. Receipts are always necessary. Whether it is for a banquet or any other purchase. If you cannot get the receipt until after the event or the pickup of merchandise then you must send it to the business office immediately following the event/purchase.
6. We MUST have the tax identification number for anyone who performs a service, for example caterers, presenters, trainers, etc. We have W-9 forms available and we can email them to you or the vendor. Payment will not be made without this information.
7. Deposits of cash/checks must be made at least every 3 days accompanied by a completed deposit slip (keep the yellow copy). Any money not deposited must be put in a school vault daily. NEVER leave money in a classroom or locker room. Deposits can be made by letting the Sr. Clerk in any building know you need to send a deposit to the Business office or you can hand deliver directly to the Business office.
8. Check requisitions (available in the Business office) must be signed by the coach and by the principal where the group/sport is located.
9. Statements are sent monthly to the building where the sport is located. You should make sure you receive it and reconcile the account monthly. Call ext. 3125 for payment questions or ext. 3118 for deposit questions.
10. Coin wrappers and dollar straps are available in the Business office.

117-8/07



WEST SENECA CENTRAL SCHOOL DISTRICT INTENT TO FUND RAISE

- 1) Have you opened an activity account, for this activity, through the business office?

(check one) ☐ YES ☐ NO

If **YES**, Account number assigned is # _____

If **NO**, refer to Fund Raising procedures for staff in Board Policy Manual.
(Sections 3260, 3261, 3271, 3272, 3273)

- 2) Team/Activity _____ Level _____

School _____

Activity or Product Selling and Vendor _____

Date(s) of Sale _____

Where will sale occur? _____

Purpose for raising funds _____

How will sale/collection be handled? _____

Coach/Advisor/Applicant's Name: _____
Print

Coach/Advisor/Applicant's Signature: _____

APPROVED:

Building Principal's Signature Date

Superintendent's Signature (or designee) Date

DENIED: Reason _____

Date _____

PRINCIPAL • WHITE

BUSINESS OFFICE • CANARY

APPLICANT • PINK

ATHLETIC DIRECTOR • GOLDENROD

This Form is available on the district website www.wscschools.org, click on athletics, click on coaches corner.

FORM X 2010-2013

This report is to be completed in full and forwarded to the Section VI Executive Director if you are an Official, or to your Athletic Director if you are a Coach. The Athletic Director must forward completed report to the Section VI Executive Director Officer within 10 business days of scheduled contest.

**EXECUTIVE DIRECTOR
SECTION VI, NYSPHSAA**
355 Harlem Road
W. Seneca, NY 14224
716-821-7092
FAX: 716-821-7352

Person Filing Report:

Name: _____ Phone: _____ Date: _____

Address: _____

Name of Each Official Assigned to the Contest Involved:

1. _____ 2. _____

3. _____ 4. _____

Sport: _____ Sch'd Start Time: _____ Contest Date: _____ Game #: _____

Home School: _____ Visiting School: _____

IMPORTANT → AMOUNT PLACED ON VOUCHER: _____

Level of Competition: _____ Check Off Specific Problem(s):

Varsity	<input type="checkbox"/> Contest scheduled start delayed	<input type="checkbox"/> Official(s) absent	<input type="checkbox"/>
Jr. Varsity	<input type="checkbox"/> Contest Canc. w/o proper notice	<input type="checkbox"/> Official(s) late	<input type="checkbox"/>
Freshman	<input type="checkbox"/> No contest at this location	<input type="checkbox"/> No officials present	<input type="checkbox"/>
Modified	<input type="checkbox"/> Time change without notice	<input type="checkbox"/> Other	<input type="checkbox"/>
	Other	<input type="checkbox"/>	

Details of Problem: (Use back of form or attach additional sheet if necessary)

If missing/tardy official, include name; If late start or no start, include offending school

If you are requesting payment from the Section OCF Fund, complete the following:

Note: SS# not required it is on file with Section VI office

Name: _____ Officials ID #: _____

Address: _____

Signature: _____

Keep a copy of this report for yourself or your school.

AUTHORIZATION FOR PAYMENT:

DATE: _____ CHECK #: _____ AMOUNT: _____

SIGNATURES: _____

Timm Slade, Executive Director

Loren Ratajczak, Treasurer

DEPARTMENT OF ATHLETICS

LOST PROPERTY REPORT

Date _____

Student Owner _____ Phone _____

Address _____

Coach _____ Sport _____

Missing Article: _____ Replacement Cost: _____

Size _____ Number _____

body color _____

lettering color _____

description of article - what lettering, where located, any other details

Missing Article: _____ Replacement Cost: _____

Size _____ Number _____

body color _____

lettering color _____

description of article - what lettering, where located, any other details

This Form is available on the district website www.wscschools.org, click on athletics, click on coaches corner.



DISQUALIFICATION FORM
FOR
PLAYER OR COACH
 (To be completed by the official)

Sport:	Level: Check One: <input type="checkbox"/> Modified <input type="checkbox"/> Freshman <input type="checkbox"/> JV <input type="checkbox"/> Varsity
Date of Event:	Arbiter Game#:
Home School:	Opponent:
Official(s) Assigned: Please Print Officials Name(s):	
1:	
2:	
3:	
4:	
Name of Disqualified:	Check One: <input type="checkbox"/> Player <input type="checkbox"/> Coach
School	
Reason for Disqualification: Check One: Unsportsmanlike or flagrant misconduct - <input type="checkbox"/> Physical Unsportsmanlike or flagrant misconduct - <input type="checkbox"/> Verbal	
Description: (Use reverse side if necessary)	
Signature of Official Who Declared Disqualification: <input type="checkbox"/> Check here if transmitted electronically. Please enter in your e-mail address as verification of signature:	Date Filed:
Officials Section VI ID Number:	

This form must be used for all sports.

Referee/Umpire/Official must:

1. Call the OCF Hot Line (821-7094) concerning all incident reports within 24 hours.
2. Complete the Disqualification Form within 3 days and send to Timm Slade, Executive Director Section VI:

US Mail: Section VI, NYSPHSAA OF **FAX:** 716-821-7352 OF **e-mail:** tslade@e1b.org
 355 Harlem Road
 West Seneca, NY 14224

Blank copies of this form can be obtained from your OBR or the Section VI website
www.section6.e1b.org, General Information, Forms & Information, Disqualification