

LE ROY CENTRAL SCHOOL

HOME OF THE OATKAN KNIGHTS



COACHES HANDBOOK



Table of Contents

Welcome	3
Vision/Mission	4
Coaching Philosophy	5

Section 1 – Extracurricular Activities Policy for Student Athletes

Extracurricular Activities Policy	6
-----------------------------------	---

Section 2 – Policies and Procedures

Accidents and Injuries	14
Concussion Management	15
First Aid Kits	16
Athletic Placement Process (APP)	16
Postponements	17
Roster Changes	17
Sectional Call-Ups	17
Sport Specialization	17
Supervision	17
Team Selection	17
Transportation	18
Extracurricular Conflicts	18

Section 3 – Responsibilities of Coaches

Code of Conduct	19
Code of Ethics	19
Coach as a Role Model	19
Legal Duties	20
Duties of all Coaches	20
Pre-Season Meeting	21
Agenda for Parent Meeting	21
Problem-Solving Process	22
Certification	22-24

Section 4 – Job Descriptions

Head Coach-Varsity	25
Head Coach-JV/Modified	26
Assistant Coach	26
Non Paid Coach	27

Section 5 – Athletic Training Services

Athletic Training Services	27
----------------------------	----

<u>Appendix</u> – Coaching Evaluation Rubric	
Dear Coach,	



Welcome to Le Roy Central School Athletics, home of the Oatkan Knights! You are involved in one of the finest athletic programs in New York State! Our athletic department is filled with sportsmanship, championships, tradition and PRIDE. Always remember and honor our past as it is the roots of this program and what makes us special.

This handbook is designed to provide you with the information necessary to successfully complete your coaching duties. Within these pages you will find program philosophy, policies and procedures, and job responsibilities. It is vital that you take responsibility of your duties and fulfill them; we owe that to our students and families.

Athletics and extracurricular activities are a big part of the lives of our students. They help them learn to value a healthy lifestyle, increase physical fitness and develop skills. Of equal importance, athletic activities help young people to realize the importance of teamwork, determination in achieving their goals, character, civility and community service.

As coaches, you become the face of our organization and work in front of our community. It is very important to always maintain professionalism with your student athletes and our school community. You are a role model for so many young people in our community. The lessons and experience that you will be giving to your student athletes will be lasting memories for them. As a coach you have the opportunities to change lives, build confidence, teach perseverance and responsibility. It is these character traits and many others that will support our student athletes for the rest of their lives.

Please bring your enthusiasm, leadership and character everyday as a coach in our district. We are very fortunate to have your service and look forward to partnering with you to create an awesome experience for our student athletes!

Go Knights!

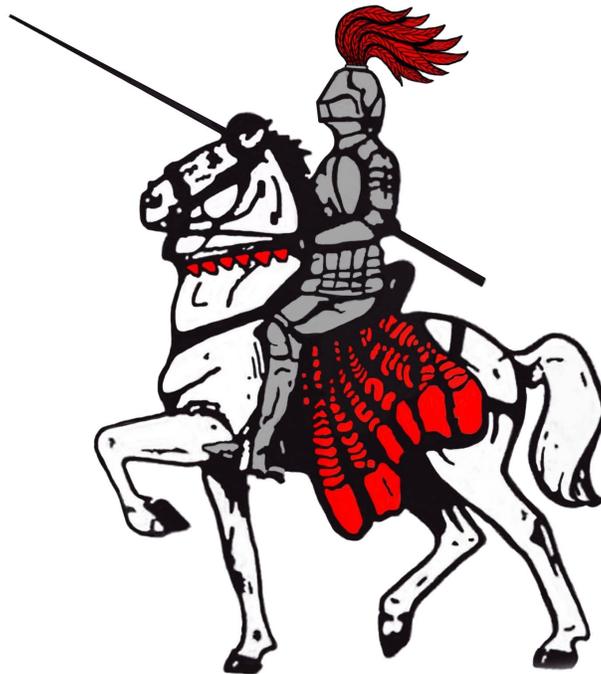
Merritt Holly
Superintendent

Tim McArdle
Jr.-Sr. High School Principal

Jamie Clark
Athletic Director

OUR VISION

LE ROY CENTRAL SCHOOL DISTRICT IS A WORLD CLASS COMMUNITY OF LEARNERS WHO EXCEED CORE LOCAL, STATE, NATIONAL AND INTERNATIONAL STANDARDS.



OUR MISSION

THE MISSION OF THE LE ROY CENTRAL SCHOOL DISTRICT IS TO PROVIDE AN EXCEPTIONAL, HIGH QUALITY EDUCATIONAL ENVIRONMENT WHERE ALL LEARNERS ARE EMPOWERED TO SUCCEED.

Coaching Philosophy

Athletics in the Le Roy Central School District is a component of the health and physical education program and an integral part of the district's total education program.

The student-athletes on our teams are representatives of our school and are expected to represent the Le Roy community in a positive manner. Student-athletes, coaches, parents and fans should recognize the importance of being a "good sport" when participating in or attending athletic contests, and treat our visiting team members, students and adult spectators as welcomed guests. Officials are the proper authorities to make decisions regarding rules. Their interpretations and decisions are to be accepted.

Modified: The modified level prepares athletes for the JV level and beyond. The modified philosophy maximizes participation and playing time for students. It focuses on socio-emotional growth and basic sportsmanship. It should be understood that practices and/or games may be on Saturdays.

Junior Varsity (JV): The JV level is designed for student-athletes who display the potential to become varsity players and have shown visible commitment to the Le Roy Central School athletic program. Sophomores make up a majority of the team, although freshmen and 8th grade students who display the aptitude and skill level of a JV player are eligible for the team as well. The JV level places increased emphasis on physical conditioning and specified playing times. Playing at the JV level is a six day-a-week commitment with the ultimate goal of becoming a varsity athlete. Squad size is limited on junior varsity teams, and cuts can be made based on attitude and skill level of players who are trying out.

Varsity: The Varsity program is the highest level of competition and the culmination of our athletic program. Under the guidance of a responsible coach, it is the goal of our Varsity program to practice good sportsmanship, while also preparing for the highest levels of competition and striving to succeed.

In most cases, Varsity teams are made up of seniors and juniors. Under special circumstances and the Athletic Placement Process, sophomores, freshmen or 8th grade students can also be part of a varsity team. Squad size is limited on varsity teams, and cuts can be made based on attitude and skill level of players who are trying out. It should be understood by a varsity player and parents that a full commitment is necessary to their sport.

Section 1 – Extracurricular Activities Policy for Student Athletes

A. Extracurricular Activities Policy

Overview

The Le Roy Board of Education believes that involvement in extracurricular activities is an integral part of a student's total educational program as it forms a connection between the student and the school community and nurtures each student's special interests and abilities. The intent of this policy is to foster and promote good citizenship, sportsmanship and conduct, including a chemical free lifestyle by all students. While disciplinary measures are a part of our approach to encourage such a selection, it is only one part. In addition, we believe strongly in educating students in these areas and the promotion of treatment for substance abuse. Students and their parents will be expected to read and comply with this extracurricular activity code.

Extracurricular participation is defined as involvement in any non-credit bearing, school sponsored organization or activity, including class organizations, clubs, musical/theatrical and athletic teams. As representatives of our school and community, students are expected to exemplify positive role models. For this reason, additional protocols regarding the use of alcohol, tobacco, performance enhancing substances, illegal chemical substances, as well as citizenship and sportsmanship are required by the Le Roy Central School District. Therefore, students are expected to use good judgment and avoid situations in which alcohol or other drugs are being used illegally. Further, students are expected to engage in behavior that demonstrates the ideals of good citizenship. *Since State Education law defines the school year as July 1 to June 30, these regulations are in effect during that time period.*

Decisions involving improper student conduct are made collaboratively between the Athletic Director and Principal for athletic team violations and the activity advisor and Principal for extracurricular activity violations. If a student disputes the findings of the investigating administrator's decision involving student conduct, they may follow the appropriate appeals process outlined in this policy.

Citizenship

Extracurricular participants are expected to follow the rules and regulations of the School District as stated in the District's Code of Conduct. A few examples of unacceptable behavior are: truancy, insubordination, hazing, vandalism, academic dishonesty, stealing and violation of the rights of others and inappropriate use of social media and/or electronic devices. Each member of an extracurricular activity as defined in the Overview is expected to do the following: attend all practice sessions or meetings, refrain from all profane and vulgar language, demonstrate good sportsmanship and cooperative attitudes, and treat all officials, coaches, advisors, and spectators with respect.

Participation in extracurricular activities is meant to be an enjoyable learning experience. Students must remember that they are at a contest and/or event to support and to enjoy the skill and competition, not to intimidate or ridicule the other team, its cheerleaders or fans. A display of good sportsmanship and citizenship will reflect positively on our students and our school. As school representatives, students are expected to be positive role models through their own actions.

Actions meant to demean officials and other participants do not support the highest ideals of interscholastic and extracurricular activities and will not be tolerated. Consequences for displaying poor citizenship and sportsmanship can result in a suspension from the extracurricular activity ranging from one day to one year based on the nature and level of severity of the offense as determined cooperatively by the Principal, Athletic Director and other appropriate directors/activity advisors.

Academic Eligibility

Activities Involved

Extracurricular Participation is defined as involvement in any 7th – 12th grade non-credit bearing, school sponsored organization or activity that occurs over a period of time. This policy does not include one-time activities such as dances, proms, pre-paid activities, and banquets. A student may try out for an activity at any time however he/she must follow the policy as it applies after the tryout period.

Academic Probation/Ineligibility

The process to determine academic probation/ineligibility will start 5 weeks after the initiation of this policy and will be continuously reviewed at the end of each Progress Period. Academic averages are the measure that will be used to determine eligibility. After the first Progress Period, and every subsequent period, students with a grade of 64 or below in **one** or more credit-bearing subjects will be placed on probation/ineligibility. Student status will be clearly communicated to parents, teachers, coaches/advisors/directors and the student.

Definition of Probation

A student placed on **Probation** may continue to participate in all activities (practices, games, performances, meetings, etc.) but will need to seek assistance. The student is required to report daily to district offered support in the course(s) he/she is failing. District offered support will consist of the student receiving specific assistance in the course he/she is failing outside of the regular school day. The staff member in charge of the district support will give the student a pass, which will allow the student to participate in the extracurricular activity that day. If a pass is not presented to a coach/advisor/director, the student is ineligible to participate that day. Students without a pass are still expected to report to practice/activity. The exceptions to this include: a student has an away activity, a student is absent for that day and a legal excuse (physician, dentist, etc.) is presented to the coach/advisor/director.

- The student will be allowed to initiate a review of his/her probationary status **after two weeks into the 5 week** period if sufficient effort, progress and milestones have been attained. However, the probationary status may be reinstated at any time within the 5 week period if the student does not maintain a passing grade. The district will develop the necessary procedures for these appeals.

Definition of Ineligibility

If the student is still failing one or more courses at the end of the **Probation** (5 week period), he/she will become **Ineligible**.

The following will apply:

- A student declared **Ineligible** may still practice/attend meetings, but is **not** permitted to participate in games/performances. The student must follow district offered support listed above to continue to participate in practices/meetings.
- A pass must be presented to the coach/advisor/director in order for the student to participate in practices/attend meetings. A student without a pass is still expected to report to practices/meetings but will not be able to participate.
- The student will be allowed to initiate a review of his/her ineligible status **after two weeks into the 5 week** period if sufficient effort, progress and milestones have been attained. However, the probationary status may be reinstated at any time within the 5 week period if the student does not maintain a passing grade. The district will develop the necessary procedures for these appeals.

Year Round Status

The 4th quarter course averages will be used to determine the academic standing in September of the new school year for all students. If a student had a failing grade during the 4th quarter, then they will be on a probationary status as of the first day of school in September.

Appeal Process for Academic Eligibility

Parents and students shall be aware of the right to the appeals process as outlined in the Extracurricular Activities Policy.

Behavior and Conduct of Participants

Good community citizenship is required of all participants of extracurricular activities and involves following a high standard of behavior and conduct while in or out of the school setting. Students are expected to follow all laws, school policies, and regulations. Any student who is arrested by police may be suspended from all extracurricular activities until the infraction can be investigated by the Principal, Athletic Director or other appropriate directors/activity advisors.

Extracurricular participants who violate the Le Roy Code of Conduct may be subject to additional disciplinary action by the Principal, Athletic Director or other appropriate directors/activity advisors. This will result in a variety of consequences ranging from a temporary removal to dismissal from the activity depending upon the severity of the offense.

Extracurricular participants who violate the law may be subject to disciplinary action by the Principal, Athletic Director or other appropriate directors/activity advisors after an investigation. This may result in consequences ranging from temporary removal to dismissal from the activity depending upon the severity of the offense.

Students engaging in criminal activity prior to the commencement of an extracurricular activity may be barred from participation in that activity provided that the Principal or Athletic Director determines that the student was, in fact, arrested which makes participation in all extracurricular activity inappropriate.

Responsibilities of Spectators

Students representing and attending events involving the Le Roy School District will recognize and show appreciation for both Le Roy and the opposing athletic teams or participants in an extracurricular activity. Admission to an event extends the privilege of observing a contest and is a contract for its holder to act in an appropriate and sportsmanlike manner. Students are expected to respect the integrity and judgment of contest officials and learn the rules of the game so that they may understand and appreciate why certain situations take place.

Attendance

Students are required to attend all classes during the school day in order to participate in extracurricular activities after school. The exception is made for a bona fide appointment such as dentist, doctor, court, or college visitation or other absences deemed legal by New York State Education law other than illness and must be verified. Verification for medical appointments means that a note is issued by the physician's office. If a special circumstance exists regarding verification of medical appointments, please discuss with appropriate school personnel. Verification for court means that a note is issued by the judge or his/her designee. Verification for college visitations means that a note is issued by a representative from the college.

Absences

If a student has an unexcused absence, is truant, suspended in or out of school, or excused from any part of the school day due to illness, s/he may not participate in any extracurricular activity that day. If a suspension spans a weekend, the student may not participate in any extracurricular events that weekend.

Tardy

Any student arriving to school after the start of the day is considered tardy. Unexcused tardies occurring during first period will be allowed to accumulate to three tardies in a school year. Subsequent unexcused tardies within a school year (four or more) will result in the student's inability to participate in any event, practice, athletic contest, extracurricular activity, etc. on the day of the subsequent tardies. Students may not participate in any event, practice, athletic contest, extracurricular activity, etc. with an unexcused arrival to school after first period.

Absence Following Extracurricular Events

Each student must make every effort to attend school the day following an extracurricular activity. If a pattern of absences develops following an extracurricular activity, the Principal, Athletic Director or other appropriate director/activity advisor will take appropriate disciplinary action. If absences occurring after an extracurricular event are an ongoing problem as deemed by the Principal, Athletic Director or other appropriate director/activity advisor, participation in the next scheduled extracurricular or athletic activity may be suspended.

Extracurricular Rules Established by Coach/Advisor

In addition to the extracurricular rules set forth in this policy, the individual coach/advisor may establish rules for the activity above and beyond what is outlined in this policy. These rules must be approved, in advance, by the Principal, Athletic Director or other appropriate Director. Some areas regulated by the coach/advisor rules may be, but are not limited to, curfews, lateness to an activity, or insubordination to the coach/advisor. Violations to these rules may range from a warning, to suspension, to dismissal from the extracurricular activity. Disciplinary decisions that may result in a lengthy suspension (for an entire practice, game/performance or more) or dismissal from the extracurricular activity must be approved by Athletic Director, Principal or other appropriate Director.

Quitting the Team, Performing Ensemble or Club/Activity

It is highly desired that students refrain from quitting an activity, ensemble/group and/or team once they have made the commitment to participate. If a student makes the decision to quit a performing ensemble or club/activity that runs for a full year, he/she will not be allowed to join a new performing ensemble or club/activity for a period of ten (10) weeks. If a student makes the decision to quit an athletic team, he/she will not be allowed to join another athletic team occurring during that season.

A student will not be allowed to participate in any other sport during the season if he/she is dismissed from a team.

Release from Team, Performing Ensemble or Club/Activity

If a student requests release from a team, ensemble/group or activity the coach/advisor, Athletic Director, Principal or other appropriate Director will make the decision regarding such release and the student's ability to participate in other extracurricular opportunities.

Violation Reports and Penalties

Extracurricular Code of Conduct violation reports will be accepted only from coaches, administrators, teachers, school personnel, victims or police officers who have personal knowledge of the violation. Violation Reports are submitted directly to the Principal, Athletic Director or other appropriate director/advisor. It is the responsibility of the Principal, Athletic Director or other appropriate director/advisor to inform the student's parent of the violation. Substantiated violations of this code will result in penalties ranging from suspension to dismissal from the extracurricular activity as listed in the general rules of conduct.

Alleged violations from all other sources must be based on personal knowledge, and addressed directly to the Superintendent of Schools. If reasonable suspicion exists, school authorities will conduct a thorough investigation.

Principal and/or Athletic Director will make a decision on the penalty. The District reserves the right to determine any appropriate penalty based on the circumstances of a violation. When determining the penalty, consideration will be given to the type of violation and previous involvement in other violations by that particular student.

The student and the parent will be notified by the Principal or Athletic Director within a reasonable amount of time of the determination of the suspension or dismissal, and if they desire, the appeal procedure.

Drugs/Alcohol/Tobacco/Vaping/E-Cigarettes

Offenses are defined as drug, tobacco, vaping/e cigs and/or alcohol use, possession, or attending a gathering where drugs and/or alcohol are being used illegally. Consequences at all levels of offenses pertaining to this section are in effect from one sports season or extracurricular activity to the next (e.g., student plays football and basketball but is not able to serve all the game suspension during football season, then the remaining games will be served during basketball season).

OFFENSES ARE CONSECUTIVE AND PENALTIES ACCRUE FROM ONE (1) YEAR TO THE NEXT BEGINNING IN GRADE 9. OFFENSES AND PENALTIES ACCRUE FOR STUDENTS WHO VIOLATE THIS POLICY IN GRADES 7 AND 8 ONLY DURING THOSE TWO (2) YEARS.

Each of the provisions outlined for offenses as defined below apply to concurrently occurring activities. For example, if a student participates on an athletic team and also is involved in an extracurricular club, the penalties apply to both.

Self-Referrals for Assistance with Drug and/or Alcohol Abuse

A student who self-refers himself/herself for alcohol and/or drug abuse is not exempt from the penalties and procedures outlined in this policy.

If a student verifies that he/she has pursued an evaluation and recommended treatment with a New York State certified substance abuse counselor or agency, he/she lessens the period of suspension by no more than half of the period of the suspension. This referral **MUST** occur prior to the student receiving any type of consequence for infraction of the expectations set forth throughout this policy. The student and parents may consult with a member of the student support or counseling staff to obtain an appropriate referral for counseling services.

a) First Offense

1. Athletes: Exclusion from participation in interscholastic sports for a period of two weeks and at least one interscholastic contest scheduled for that season. Student must continue to attend practice sessions. In addition, the student must meet with the school counselor for at least one (1) session prior to reinstatement to the team. Additional sessions may be required and that decision will be at the discretion of the counselor.

2. Competitive/Performing Groups and Clubs/Activities: Exclusion from participation for a period of two weeks and at least one activity scheduled for that group. If practice sessions are typically required, the student must continue to participate in those. In addition, the student must meet with the school counselor for at least one session prior to reinstatement to the group, club, and/or activity. Additional sessions may be required and that decision will be at the discretion of the counselor.

or

The penalty of two week suspension and removal from one interscholastic contest and/or activity and mandatory counseling may be reduced **for a first offense only** if the student agrees to participate in ten (10) hours of school directed community service. In addition, the student must meet with the school counselor for at least one session prior to reinstatement to the group, club, and/or activity. Additional sessions may be required and that decision will be at the discretion of the counselor. The student will be reinstated to the team, group or activity immediately upon verified completion of the community service requirement. Exercising this option still counts as a first offense and it only serves to reduce the consequences of the first offense.

b) Second Offense

1. Athletes: Exclusion from participation in interscholastic sports for the remainder of that athletic season and additional suspension from competition for 1/4 of the total contests scheduled for the next athletic season in which the athlete competes. In addition, the student must submit to an evaluation and/or counseling by the Genesee Council on Alcoholism and Substance Abuse or an alternative agency acceptable to the District until verification of dismissal from the program is received from the agency.

2. Competitive/Performing Groups and Clubs/Activities: Exclusion from participation for a period of ten (10) weeks. In addition, the student must submit to an evaluation and/or counseling by the Genesee Council on Alcoholism and Substance Abuse or an alternative agency acceptable to the District until verification of dismissal from the program is received from the agency.

or

Exclusion from participation in interscholastic sports and extracurricular activities for ten (10) school months to run consecutively into the next school year, if necessary.

c) **Third Offense and all Subsequent Offenses (applies to students in grades 9 through 12):**

Exclusion from participation in interscholastic sports and extracurricular activities for the remainder of high school career (grades 9 through 12).

If a student in grades 7 and 8 reaches the third offense or more threshold, he/she is ineligible for participation for the remainder of grades 7 or 8 (whenever the infraction reaches that threshold). That student would become eligible for participation again in grade 9 at which point any new offenses become cumulative and accrue from one (1) year to the next for the remainder of his/her high school career.

Appeals Process

a) For an appeal at any level, the student will remain suspended until a decision is rendered.

b) Parent must put request for reconsideration of discipline in writing to the Principal of the appropriate school. The Principal will meet with the student and parent to listen to concerns and make a decision regarding the appropriateness of the disciplinary measure.

c) If the student and/or parent disagrees with the determination of the Principal, a request for reconsideration of the discipline will be put in writing to the Superintendent of Schools. The

Superintendent will meet with the student and/or parent to listen to concerns and make a decision regarding the appropriateness of the disciplinary measure.

d) If the student and/or parent disagrees with the determination of the Superintendent of Schools, a request for reconsideration of the discipline will be put in writing to the Board of Education. The student and/or parent has a right to be heard by the Board of Education to state their case. The Board of Education will make a decision regarding the appropriateness of the disciplinary measure.

e) If the student and/or parent disagrees with the determination of the Board of Education, an appeal may be made to the Commissioner of Education.

Other Offenses

Bullying, Harassment, and Hazing

Bullying or violent actions, which includes, but is not limited to committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student, a teacher, administrator, or other school employee, or any other person lawfully on school property, or attempting to do so; negative acts, that may or may not be repeated over time that are perceived as imbalance of power, possessing or threatening to use a weapon, including items commonly identified as weapons, such as guns, knives, etc., and/or any item that may be used to inflict harm; and intentionally damaging or destroying the personal property of others, including School District property.

Harassment or hazing is any conduct that endangers the safety, morals, health or welfare of others, which includes, but is not limited to lying to school personnel, stealing, defamation, discrimination, intimidation through action or statement, humiliating, dangerous, hurtful or aggressive behaviors. This also includes behaviors on social media.

Penalty for Other Offenses (assigned at the discretion of the Superintendent or his/her designee, depending on the level of the offense)

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process. The amount of due process a student is entitled to receive before a penalty is imposed depends on the type of penalty being imposed. In all cases, the school personnel must inform the student of the alleged misconduct and investigate the facts surrounding the alleged misconduct. Students will have an opportunity to present their version of the facts.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of the Code of Conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability. The Board of Education is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are in accordance with Education Law 3214 and Part 201 of the Regulations of the Commissioner of Education.

- a) Verbal warning - any member of the District staff.
- b) Written warning - bus drivers, hall and lunch monitors, teachers, Assistant Principal, Principal, Superintendent or any member of district staff.
- c) Written notification to parent - bus driver, hall and lunch monitors, teachers, Assistant Principal, Principal, Superintendent.
- d) Detention - teachers, Assistant Principal, Principal, Superintendent. The student is required to spend a period of time after school. Detention will not extend past the last provision of transportation by the District.
- e) Restorative justice - Restitution, Resolution and Reconciliation-The student is required to develop a plan to compensate for the wronged individual/group.
- f) Suspension from transportation - Assistant Principal, Principal, Superintendent.
- g) Suspension from athletic participation - coach, athletic director, Assistant Principal, Principal, Superintendent.
- h) Suspension from social or extracurricular activities - advisor, Assistant Principal, Principal, Superintendent.
- i) Suspension of other privileges - Assistant Principal, Principal, Superintendent.
- j) In-school suspension - Assistant Principal, Principal, Superintendent. Temporary removal of students from the classroom and their placement in another area of the school building designated for such a suspension where students will receive substantially equivalent, alternative education. A student assigned to in-school suspension for one-half day or longer will not be allowed to participate in any school activities for that calendar day.
- k) Removal from classroom by teacher - teachers, Assistant Principal, Principal, Superintendent. Teachers may refer disruptive students to an administrator for action consistent with Sections VI and VIII in the Code of Conduct (Alternative "A").

Section 2 – Policies and Procedures

A. Accidents and Injuries

Student participation in athletic activities involves some potential risk of physical injury. **During the first days of practice coaches are required to review the nearest location of an AED with their athletes. Teams are expected to simulate a drill that involves retrieving the AED.**

If during the course of an athletic practice or contest a player is injured, it is the responsibility of the coach or assistant coach to proceed in the following manner:

1. The coach or certified athletic trainer (if present) will attend to the injured athlete and determine the seriousness of the injury.
2. In the event an ambulance is required, phone 911. If another adult is not present, and a cell phone is not available, you may need to send a responsible student. **At no time should you leave the injured athlete.** Information that will need to be relayed will include:

- a. Your name and title.
 - b. The nature of the injury sustained by the athlete.
 - c. Exact location of facility and/or injured athlete. Include a specific point of entry to the facility.
 - d. Telephone number of phone being used.
3. Contact the parents or emergency contact of the injured athlete and inform them of the situation.
 4. Send an individual to the main entrance of your location. This person should meet the ambulance and give specific directions as to the location of the injured athlete.
 5. The coach in charge, assistant coach, parent, or in the absence of the parent, a competent adult should ride with the injured athlete to the hospital.
 6. Contact Athletic Director to report the injury as soon as possible. Any injury/illness that requires medical transport or medical attention must be reported to the school nurse/athletic trainer ASAP via voice mail or email so follow up procedures can be expedited.
 7. Complete student injury report and submit to the school nurse within 24 hours of incident.
 8. Any time a student is taken out of play due to injury/illness, communication with the parent must be made and an "accident report" must be completed.
 9. Returning to an Athletic Team after an injury or illness-any student-athlete who is seen by a doctor must be released (signed statement) by the doctor who treated the athlete in order to resume participation with his/her team. If a student-athlete goes to the emergency room for care, the student-athlete must obtain a written release before leaving the hospital, because many times the attending physician will not be there the next time he/she visits.

B. Concussion Management

In an effort to keep our athletes safe and give them the best possible care, all student-athletes are given the Concussion Impact Test. This baseline data allows our training staff to manage concussions safely and appropriately. The Athletic Director manages this system and works closely with our athletic training staff.

A concussion is a brain injury and all brain injuries are serious. It may be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head.

Concussions can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

1. Headache
2. Nausea/vomiting
3. Balance problems or dizziness
4. Double vision or changes in vision
5. Sensitivity to light or sound/noise
6. Feeling of sluggishness or foginess
7. Difficulty with concentration, short-term memory, and/or confusion

8. Irritability or agitation
9. Depression or anxiety
10. Sleep disturbance

Signs observed by teammates, parents and coaches include:

1. Appears dazed, stunned, or disoriented
2. Forgets plays or demonstrates short-term memory difficulties (e.g., is unsure of the game, score, or opponent)
3. Exhibits difficulties with balance or coordination
4. Answers questions slowly or inaccurately
5. Loses consciousness
6. Demonstrates behavior or personality changes
7. Is unable to recall events prior to or after the hit

What can happen if my player keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion will be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under-report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for the student athlete's safety.

If you think your player has suffered a concussion...

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. Close observation of the athlete should continue for several hours. The athlete may not return to play until he or she is evaluated by a medical doctor trained in the evaluation and management of concussions and has received written clearance to begin return-to-play protocol by the School Athlete Physician. You should also inform your child's Coach, Athletic Trainer, and/or Athletic Director if you think that your player may have a concussion. When in doubt, the athlete sits out. For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/concussion/sports/index.html>.

C. First Aid Kits

The Athletic Director and/or Athletic Trainer will issue a stocked first aid kit to every coach at the beginning of the season. The coach is responsible for having the first aid kit and ice available at all practice sessions and games. Additional supplies can be picked up from the athletic trainer during the season. Only the coach should distribute first aid supplies to students.

D. Athletic Placement Process (APP)

The Athletic Placement Process is a procedure for screening student-athletes in 8th grade to determine their readiness to compete at a higher level of interscholastic athletic competition. The intent of this program is to permit the truly accelerated student-athletes the opportunity to participate safely at the appropriate level of competition based upon readiness rather than age and grade.

This program is designed to assess a student-athlete's physical maturation, physical fitness and skill so the student-athlete may be placed at the appropriate level of competition. This should result in increased opportunity, a fairer competitive environment, reduced injury and greater personal satisfaction. The Varsity Coach in each sport, in consultation with the Athletic Director, recommends individuals for the Athletic Placement Process.

E. Postponing Contests

It is the policy of the Athletic Department to play every game it is on the schedule. In the event of the need to postpone a game, the Athletic Director is responsible for doing so. When there is a postponement, league games will have priority over non-league games for rescheduling purposes.

F. Roster Changes

Once the season has begun all roster changes must be reported to the Athletic Office. Changes involving the movement of JV players to the Varsity must be approved by the Athletic Director.

G. Sectional Call-Ups

The varsity coach reserves the right to utilize call-ups to increase team depth during sectional play. When deciding on adding JV players to the varsity roster, consider the following:

- The impact it could have on the chemistry of the current varsity team
- If only a portion of sophomores are taken, the negative impact it could have on the team chemistry the following year.

H. Sport Specialization

It is the philosophy of the Le Roy Central School Athletic Department to encourage athletes to participate in multiple sports. We believe that it is detrimental for students to concentrate in one sport. Coaches are expected to encourage development of skills for their sport and to encourage and support participation in other sports for which student-athletes participate.

When a student becomes a member of one of our teams, their participation is first to Le Roy Central School and second to their other outside organizations. It is a responsibility of the student athlete to follow through on the commitment they made to our school teams first.

I. Supervision of Student-Athletes

1. Teams should not assemble for practice or games until the coach has arrived.
2. The coach is responsible for every player from the time he/she comes to practice or games until the player leaves school property.
3. Supervision is expected in the locker room and on the athletic fields.
4. When leaving the facility it is the responsibility of the coach to be sure it is secured and locked after use.
5. The coach should not leave until the last player has departed, unless prior arrangements have been made.

J. Team Selection Guidelines

One of the most challenging tasks you have as a coach is to select your team. Recognizing the limitations that can be faced (time, space, athletic ability), we should always strive to maximize the opportunities for student-athletes without diluting our programs. The guidelines below are designed to provide consistency among our programs during the team selection process.

- Choosing the members of the team is the sole responsibility of the Head Coach. It is recommended coaches in your program review an athlete and provide written data to support the decisions made.
- Tryout periods need to be a minimum of 3 days. If a student is ill or injured during the 3-day period, it must not be held against him/her unless the absence is for duration of time that is deemed well beyond the tryout period.
- Criteria used to select the team must be given in writing to the student-athlete, along with the duration of the tryout. Communicate to students that this is an interscholastic program and that community athletic affiliation will not be a factor used for selection.
- Communicate the process that will be used to inform student-athletes of their status throughout the selection process.
- Use data to make your decision (both qualitative and quantitative). Keep anecdotal notes on the performance of each player.
- Maintain the integrity of the process by informing students privately when selecting the team. Provide feedback and goals for the students who were not selected.

K. Transportation Policies

All transportation requests must be made through the Athletic Director. Each coach will be provided with a list of departure times that will be posted on our athletic webpage.

- No bus shall travel without a coach or a district approved employee in attendance.
- The coach is responsible for team conduct on the bus.
- No athletic team or individual team member will be transported to school sponsored athletic events by private vehicle unless approved by the Athletic Director/Principal. Students must return on the bus unless their parents/guardian have notified the coach in advance, and signed them out.

L. Extracurricular Conflicts

Advisors and coaches should make every effort to coordinate schedules annually, and/or seasonally, to minimize scheduling conflicts. Student-athletes are to make their coach/advisor aware of any conflicts as far in advance as possible. When a conflict occurs between scheduled practices, the student-athlete may choose either activity without loss of membership, academic penalty or status in the other activity. When a conflict occurs between a competition or performance and a scheduled practice, student-athletes are expected to attend the competition or performance without loss of group membership, academic penalty or status in the other activity. When a conflict occurs between a competition and a performance, the student-athlete may choose either activity after consulting with adult advisors and coaches in a timely manner. If a serious difference of opinion arises, the conflict will be resolved jointly by the student-athlete, the adult supervisors, coaches, and the Athletic Director or Jr.-Sr. High School Principal.

Section 3 – Responsibilities of Coaches

A. Coaches Code of Conduct

The following Code of Conduct has been established under the guidelines of NASPE (National Association of Sport and Physical Education.)

1. Coaches are responsible to ensure that the health, well-being and development of athletes take precedence over the win/loss record.
2. Coaches accept that they do serve as role models and there must be congruency between their actions and words.
3. Coaches provide a physically and emotionally safe environment for practices and competition.
4. Coaches exemplify honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition.
5. Coaches maintain a professional demeanor in their relationships with athletes, officials, colleagues, administrators and the public and treat them with respect and dignity.
6. Coaches maintain confidentiality when appropriate and avoid situations that would potentially create a conflict of interest or exploit the athlete.
7. Coaches are committed to the education of their athletes and should encourage academic achievement.
8. Coaches are committed to the safety and well-being of each athlete and promote healthy lifestyles by their actions.
9. Coaches discourage the use of performance enhancing substances and dietary supplements.
10. Coaches prohibit the use of any illegal or recreational drugs.
11. Coaches educate athletes about nutrition, safe and healthy weight loss or gain, and healthy eating behaviors.
12. Coaches follow current safe training and conditioning techniques.
13. Coaches exhibit sound injury and risk management practices.
14. Coaches demonstrate an understanding of growth and developmental stages of their athletes.
15. Coaches encourage athletes to adopt a physically active lifestyle.
16. Coaches place the athlete's needs and interests before their own.
17. Coaches remember that competition should be healthy and enjoyable for all.

B. Code of Ethics

Employment as a coach comes with the responsibility of serving as a role model for all who participate in athletics. It is your duty to support the following code:

1. Teach and model the proper ideals of sportsmanship, ethical conduct and fair play.
2. Respect the integrity and judgment of officials.
3. Recognize that the purpose of athletics is to promote physical, mental, moral, social, and emotional well being of individual athletes.
4. Demonstrate courtesy and respect towards visiting teams.
5. Stress the values derived from playing the game fairly.
6. Encourage leadership, use of initiative, and good judgment by players on the team.

C. A Coach as a Role Model

Very few professions offer the opportunity to have a positive influence on a child's life as often as coaching. The result of a coach's actions and influence are immediate and visible. A coach's personal

conduct, including their moral and ethical standards, shall be of the highest standard and always exceed those he/she expects from student-athletes.

D. Legal Duties of Coaches

All coaches, regardless of the level of coaching or the sport being coached, need to know and understand what their legal duties are so there is no confusion over what constitutes a legal duty. A duty exists on the part of the coach/district to take reasonable care of the student-athlete. This duty is a standard of care or a standard of behavior that a coach must be able to perform as a professional. The law requires coaches and school districts to act in a way that avoids creating unreasonable risk of injury to others. These actions or standards of care/performance are legal duties.

Not performing to that standard of care or behavior can result in negligence, which is conduct that falls below the standard established by law for the protection of others against unreasonable risks of harm. The standard of care is defined as the conduct expected of an ordinary, reasonable person under like circumstances. In other words, negligence is either failure to do something that would have been done by a prudent and reasonable coach, or doing something a prudent and reasonable coach would not do.

Legal duties that have been established by courts through litigation include the following:

- **Duty to Properly Instruct:** This duty includes the responsibility for knowing and teaching proper and correct techniques, proper instructional methods, and progression of skills.
- **Duty to Warn of Inherent Danger in a Sport:** Parents and participants need to be warned of the inherent dangers in a sport. This can include failure to warn of the dangers in using an improper technique in a sport.
- **Duty to Provide Proper Supervision:** This includes an appropriate level of supervision as adequate in the number of supervisors as well as their manner of supervision. It also includes supervision that maintains appropriate boundaries with athletes so that professional coach-athlete relationships are maintained.
- **Duty to Provide a Safe Environment:** This duty includes a provision of safe facilities and equipment.
- **Duty to Provide Health Care:** There are three phases to health care: pre-injury, emergency care for the injured, and post injury care.
- **Duty to Enforce Rules and Regulations:** This duty includes the enforcement of state rules, rules of the game, district rules, and specific sport rules concerning discipline.
- **Duty to Classify and Group Participants for Competition:** Based upon skill level, age, maturity, sex, size, and experience.
- **Duty to Follow Due Process:** The fundamental rights guaranteed to all U.S. Citizens under the 14th Amendment apply to athletes as well.
- **Duty to Safely Transport Athletes:** A coach has a duty to see that all athletes are safely transported to and from contests and to and from practices, if practices are held at sites off school grounds.
- **Duty to Foresee Potentially Dangerous Circumstances and Situations**
- **Duty to Plan:** Inadequate planning, or lack of planning, is a major cause of coaches being negligent in their instruction and/or supervision.
- **Duty to Keep Records:** Record keeping is expected of all coaches.

E. Duties of all Coaches

Pre-Season

1. Develop and outline a plan for the entire season, including program goals.

2. Know and understand Le Roy District Policies and Procedures applicable to Athletics.
3. Know and understand New York State, Section V, and league rules governing sport.
4. Attend both Le Roy and League coaches meetings.
5. Hold a preseason meeting for interested students prior to first practice dates.
6. Obtain all approved Athletic Program Permission Slip & Medical Re-Certification forms from the Athletic Director. In addition, if an athlete has a life threatening condition, an Emergency Plan must be obtained from the nurse and the coach must review the information with the student-athlete.
7. **Submit Practice schedules to the Athletic Director.**

First Practice

1. Ensure that all athletes present have medical clearance to participate.
2. Review team selection criteria, timelines, and expectations. Provide the team selection criteria in writing (if making cuts).
3. Distribute practice schedule.

Prior to First Contest

1. Ensure that all athletes have met the required number of practices to be eligible for the first contest.
2. Ensure all emergency forms are complete and in possession for use in case of emergency.
3. Turn in roster and other paperwork as required to the Athletic Director.

Throughout the Season

1. Follow all procedures for supervision of athletes.
2. Secure facilities after use.
3. Have a detailed plan for each practice.
4. Have a first aid kit at every practice and game.
5. Inform the Athletic Director of pertinent issues within the program including student violations of training rules, academic eligibility, parental concerns, and scheduling issues.
6. Maintain accurate records and statistics of team and individual performance.
7. Report damage of any facilities/fields to athletic office.

F. Parent/Coach/Athlete Preseason Meeting

The purpose of this meeting is to provide information to parents and athletes that is necessary to ensure a successful experience. This includes your expectations of athletes, team rules and procedures, a review of the problem-solving process, and directions to our school website to review our code of conduct.

G. Agenda for Parent Meeting

- I Introduction
 1. Introduce yourself and assistant coaches.
 2. Provide a brief background of yourself-include playing and coaching experience.
- II Message to student-athletes
 1. Congratulations on making the team (if there were cuts).
 2. Expectations of students who represent the school district as athletes.
 - a. Role model – demonstration of the values of honesty and integrity.
 - b. Academics are the first priority.
 - c. Conduct in the classroom, on the field, and in social settings.
 - d. The importance of putting team goals before individual goals.

- e. Demonstrating good sportsmanship. Having respect for teammates, coaches, opponents and officials.
- f. Sign and follow training rules to the fullest extent.

III Philosophy on playing time

IV Expectations of parents

- 1. Positive support for players and coaches on the team.
- 2. Respect for opponents and officials.
- 3. A commitment to following the problem solving process.

V What to expect from coach

- 1. Knowledge of the game and rules.
- 2. Fair and positive treatment for all.
- 3. A commitment to open communication with athletes being the first step in the process.
- 4. When appropriate, assist and provide guidance in the selection process for college.

VI Explanation and signing of training rules: This should be done with parents and athletes together.

VII Questions and closing

H. Problem Solving Process

During the course of an athletic career, student-athletes may have questions or concerns that need to be discussed. A process has been established to ensure everyone is included in the communication loop. The student-athlete begins the process by talking to the coach. The protocol is as follows:

- Coach
- Athletic Director
- Jr.-Sr. High School Principal
- Superintendent of Schools
- Board of Education

I. Certification of ALL Coaches

All coaches, whether paid or unpaid, must meet the requirements for coaching certification set forth by the Commissioner of Education. The Athletic Director will verify all coaching credentials.

Physical Education Teacher

Requirements:

- 1. NYS certification to teach Physical Education
- 2. First Aid for Coaches or Responding to Emergencies, and CPR/AED prior to the start of the season
- 3. Concussion training – required every 2 years

Certified Teacher other than Physical Education

Please see the requirements listed on page 23

Non-Teacher Coaches

Please see the requirements listed on page 24

NEW YORK STATE REQUIREMENTS FOR CERTIFIED TEACHER COACHES

Per NYSED “Guidelines for Coaching Requirements”

Information Sheet Provided by Genesee Valley Educational Partnership - BOCES Regional Certification Office (585-344-7931)

- New York State Certified Teachers, including certified Pupil Personnel Services staff and School Administrators, **are not required** to obtain a license in order to coach high school sports. (Teaching Assistants are required to be licensed in order to coach.)
- Certified Teacher coaches are responsible for maintaining verification of all coaching course documents (coaching information for Certified Teacher coaches is not a part of the individual’s TEACH file). Verification of all documentation, including First Aid, CPR and coursework must be provided to a school district’s Athletic Department for any school district when actively coaching high school sports.
- Certified Teacher coaches must complete coaching coursework within the timeframe as listed below. All courses must be completed within 5 years of initial appointment to coach. If coursework has not been completed based on the established timeline, the Certified Teacher can apply for a time extension through the NYSED Office of Curriculum and Instruction. An application is available at the State’s website: <http://www.nysed.gov/curriculum-instruction/athletics-and-coaching>
- NYSED “Guidelines for Coaching Requirements” is available at the State’s website: <http://www.nysed.gov/curriculum-instruction/athletics-and-coaching>

CERTIFIED TEACHER COACH REQUIREMENTS

Initial Appointment to coach as a Certified Teacher requirements include:

- Initial First Aid must meet NYSED requirements (no exceptions allowed) – cannot be a renewal or updated training
- Initial CPR/AED must meet NYSED requirements (no exceptions allowed) – cannot be a renewal or updated training
- Concussion training is required by the school district for all coaches and must be renewed every two (2) years.

Coursework Requirements

- Initial coaching coursework (under Option I or Option II) must be completed within two (2) years of initial appointment to coach. Verification should be provided to the district’s Athletic Department.
- All coaching coursework (under Option I or Option II) must be completed within five (5) years of initial appointment to coach. Verification should be provided to the district’s Athletic Department.
- It is the responsibility of the Certified Teacher coach to maintain a copy of all coaching documentation since the individual will need to provide verification to any school district they coach for in the future.
- For an information sheet specific to the “Coaching Course Options” please contact Genesee Valley BOCES Regional Certification Office at 585-344-7931 or contact the district’s Athletic Department.

Options available for required coursework include:

Option I: New York State coaching courses including: 1) Principles, Philosophy and Organization of Athletics in Education; 2) Health Sciences Applied to Coaching and 3) Theory & Techniques of Coaching (sport specific).

- **Option I timeline for coursework completion:**
 - Principles, Philosophy and Organization of Athletics must be completed within two (2) years after initial appointment to coach.
 - Health Sciences Applied to Coaching must be completed within five (5) years after initial appointment to coach.
 - Theory & Techniques of Coaching (sport specific) must be completed within five (5) years after initial appointment to coach.

Note: If coursework under Option I was completed through a college and the coursework is verified on a college transcript, the individual can apply for a coaching course equivalency review by completing an appropriate application and submitting it to the NYSED Office of Curriculum and Instruction along with a copy of the official college transcript and related course descriptions. Application for equivalency review is available at: <http://www.nysed.gov/curriculum-instruction/athletics-and-coaching>.

Option II: National Federation of State High School (NFHS) Coach Certification Program ONLINE courses including: 1) NFHS Level 1 Accredited Interscholastic Coach Course and 2) NFHS Level 2 Certified Interscholastic Coach Course including internship in accordance with guidelines. NFHS Coach Certification Program is available at www.nfhslearn.com.

- **Option II timeline for courses:**
 - NFHS Level 1 AIC course must be completed within two (2) years of initial appointment to coach.
 - NFHS Level 2 CIC course must be completed within five (5) years of initial appointment to coach.

The Internship Evaluation Attestation **Form** must be completed by the Athletic Director for verification of internship requirements to be maintained by district.

NEW YORK STATE REQUIREMENTS FOR NON-TEACHER COACHES 2019-20

PROVIDED BY GENESEE VALLEY EDUCATIONAL PARTNERSHIP
BOCES Regional Certification Office, 80 Munson Street, LeRoy, NY 14482 585-344-7931

To be eligible to coach high school sports as a non-teacher (whether paid OR volunteer) a license is required through the NYSED TEACH online system (www.highered.nysed.gov/tcert/teach/). A license is required for each sport the individual plans to coach. Cost of license is \$50 for each sport to be paid to the State’s Office of Teaching Initiatives as part of the online process.

Genesee Valley BOCES Regional Certification Office (RCO) serves component districts covered by: Genesee Valley Educational Partnership; Wayne Finger Lakes BOCES and Monroe 2 BOCES. Applications are evaluated through Genesee Valley BOCES Regional Certification Office and when applying the individual should select “Genesee Valley BOCES” to complete the evaluation.

TEMPORARY COACHING LICENSES - License issued for one year (\$50 fee)

- **1st Year Coaches** eligible for “**Temporary Coaching License**.” Requirements include:
 - Fingerprint Clearance through TEACH – contact MorphoTrust at www.identoGo.com (call 877-472-6915) - Service Code for registration: **14ZGQT**
 - First Aid -- must meet NYSED course outline and requirement for Initial training (must include last 4 digits of SSN and DOB)
 - CPR -- must meet NYSED course outline and requirement for Initial training (must include last 4 digits of SSN and DOB)
 - “School Violence Prevention and Intervention Workshop (Project Save)” -- workshop completed online through a NYSED approved provider
 - “Identification and Reporting of Child Abuse and Maltreatment Workshop” – workshop completed online through a NYSED approved provider
 - “Dignity for All Students Act” (DASA Bullying Training) – training through NYSED approved providers (Section V is an approved provider)
 - School District Recommendation (Superintendent’s statement must be entered on TEACH by district)
- **2nd Year Coaches** eligible for “**Temporary Coaching License 1st Renewal**.” Requirements: First Aid, CPR and School District recommendation.
- **Candidates for subsequent renewals** eligible for “**Temporary Coaching License 2ND-4TH Renewal**.” Requirements: First Aid, CPR, School District recommendation and completion of initial coaching coursework as noted below. [Detailed information on “Coaching Course Options” is available by contacting the Regional Certification Office (585-344-7931) or the school district’s Athletic Department.]

PROFESSIONAL COACHING LICENSES - License issued for three years (\$50 fee)

- **Professional Certification** - Must apply for a “Professional Coaching License” or “Professional Coaching License Renewal” as appropriate. Initial Professional Certification requires completion of all coaching coursework AND coach must have held a minimum of three (3) Temporary Coaching Licenses in specific sport. Requirements for Initial and Renewals: First Aid, CPR, three years of evaluations/verification of experience. [Detailed information on “Coaching Course Options” is available by contacting the Regional Certification Office (585-344-7931) or the school district’s Athletic Department.]

COACHING COURSE OPTIONS: There are two alternatives available for individuals to meet requirements for coaching coursework.

- Detailed information sheet on “Coaching Course Options” is available by contacting the Genesee Valley BOCES Regional Certification Office (585-344-7931) or the school district’s Athletic Department.
- **Option I** is provided through NYSED-approved providers and includes completion of: 1) Principles, Philosophy and Organization of Athletics in Education; 2) Health Sciences Applied to Coaching and 3) Theory & Techniques of Coaching (sport specific).
- **Option II** is provided through the National Federation of State High School Associations (NFHS) and is completed online at www.nfhslearn.com. Coursework includes completion of: 1) Level 1 Accredited Interscholastic Coach (AIC) program; and 2) Level 2 Certified Interscholastic Coach (CIC) program including completion of an internship in accordance with guidelines.

COACHING COURSES LISTED BELOW UNDER EITHER OPTION I OR OPTION II MUST BE COMPLETED WITHIN TWO (2) YEARS OF INITIAL APPOINTMENT TO COACH

OPTION I	OPTION II – NFHS
Course I: Principles, Philosophy and Organization of Athletics in Education completion	NFHS LEVEL 1 AIC - ACCREDITED INTERSCHOLASTIC COACH <u>Components include:</u> Fundamentals of Coaching (NYS Specific) (\$35) First Aid, Health and Safety for Coaches (\$45) Concussion in Sports (Free) One sport-specific course of choice (Range \$35 to \$75; all courses can be found at www.nfhslearn.com)

COACHING COURSES LISTED BELOW MUST BE COMPLETED WITHIN FIVE (5) YEARS OF INITIAL APPOINTMENT TO COACH

OPTION I	OPTION II - NFHS
Course II: Health Sciences Applied to Coaching Course III: Theory and Techniques of Coaching (sport specific)	NFHS LEVEL 2 CIC - CERTIFIED INTERSCHOLASTIC COACH <u>Components include:</u> Bullying, Hazing and Inappropriate Behaviors: (Free) Strength and Conditioning (\$50) Teaching and Modeling Behavior (\$20) Engaging Effectively with Parents (Free) Sportsmanship (Free) Sports Nutrition (Free) Heat Illness Prevention (Free) Internship Evaluation Information Form: An internship (minimum of 30 hours) will include practical experience in a specific sport. This form is maintained at school district level. Internship Evaluation Attestation Form: Original statement must be completed and signed by the Athletic Director. Completed form is required for evaluation of INITIAL Professional Coaching Certification for coursework through the NFHS.

Section 4 – Job Descriptions for Coaches

A. Head Coach-Varsity Level

Reports to:

Athletic Director

Certification:

New York State Teacher preferred

Standard First Aid for Coaches

CPR/AED

Fingerprinting

*Please see pages 23 & 24 of this document for additional mandated coaching requirements

Primary Responsibilities:

The varsity head coach is responsible for providing leadership for the entire program within the particular sport. The head coach is responsible for communicating expectations and philosophy to the coaches at each level. They are to work with the Athletic Director to ensure that the program is conducted following the policies and procedures for Athletics as developed by the Le Roy Central School District.

Specific Duties:

- Outline objectives for a successful season.
- Plan and supervise all practices of the varsity team.
- Keep accurate attendance records to ensure participants have met NYS eligibility requirements.
- Teach students the skills and strategies necessary to be successful.
- Serve as a role model for sportsmanship.
- Develop a detailed practice plan for each practice.
- Communicate in a timely manner with players, colleagues and parents.
- Supervise the management of equipment and uniforms.
- Review Extracurricular Policy rules with each student.
- Review team selection process, including selection criteria with students and parents.
- Complete End of Season and Inventory report.
- Seek and attend professional development opportunities.
- Notify the Athletic Director of any unusual incidents or accidents using the incident/accident report.
- Contact local media after contests to report home scores and game accounts.
 - Batavia Daily News – 343-8000
 - Rochester D & C – 258-2400
 - Post your score, home or away on our school website
 - Each sport must also contact the appropriate sectional committee with your results
- Attend meetings as required including:
 - Pre-season athletes and parents meetings
 - Coaches' Meetings
 - League Meetings

B. Head Coach-Junior Varsity and Modified

Reports to:

Varsity Head Coach/Athletic Director

Certification:

New York State Teacher preferred

Standard First Aid for coaches

CPR/AED

Fingerprinting

*Please see pages 23 & 24 of this document for additional mandated coaching requirements

Primary Responsibilities:

The Head Coach at the Junior Varsity and Modified levels works under the direction of the Head Coach at the varsity level and is responsible for implementing the program philosophy at these levels. They are responsible for communicating regularly with the head coach at the varsity level.

The Head JV and Modified Coach keep up-to-date on current issues and trends in the sport.

Specific Duties:

- Plan and supervises practices at the JV/Modified level.
- Follow direction of Head Coach in implementing practice plans.
- Teach rules, strategies, and skills to the athletes.
- Abide by district policies and decisions.
- Ensure that practice procedures, facilities, and equipment are safe for athletes.
- Supervise the management of equipment and uniforms.
- Serve as a role model for sportsmanship.
- Communicate with the Head Coach on a regular and timely basis.
- Notify the Athletic Director of any unusual incidents or accidents using the incident/accident report
- Attend meetings as required including the following:
 - Pre-season athletes and parents meeting
 - Staff meetings as requested by head coach
 - Varsity or JV practices as requested by head coach
 - Post-season meeting with Athletic Director if appropriate

C. Assistant Coach

Reports to:

Varsity Head Coach/Athletic Director

Certification:

New York State Certified Teacher Preferred

Standard First Aid for coaches

CPR/AED

Fingerprinting

*Please see pages 23 & 24 of this document for additional mandated coaching requirements

Primary Responsibilities:

The Assistant Coach works under the direction of a Head Coach and assumes the duties of a Head Coach when the Head Coach is absent. The Assistant Coach performs specific duties as assigned by a Head Coach. The Assistant Coach keeps up-to-date on current issues and trends in the sport.

Specific Duties:

- Supervise practices.
- Follow direction of Head Coach when implementing practice plans.
- Teach rules, strategies, and skills to the athletes.
- Abide by district policies and decisions.
- Ensure that practice procedures, facilities and equipment are safe for athletes.
- Supervise the management of equipment, and uniforms.
- Serve as a role model for sportsmanship.
- Communicate with the Head Coach on a regular and timely basis.
- Notify the Head Coach of any unusual incidents. In the absence of the Head Coach, notify the Athletic Director.
- Attend meetings as required including the following:
 - Pre-season athletes and parents meeting
 - League meetings
 - Staff meetings as requested by head coach
 - Varsity or JV practices as requested by head coach
 - Post-season meeting with Athletic Director if appropriate
- Notify the Athletic Director of any personnel concerns in a timely manner.

D. Unpaid/Volunteer Coach

Anyone coaching interscholastic sports must meet all the certification requirements set forth by the Commissioner’s Regulations. This means that they meet all the coaching certification requirements of the State Education Department. Not being paid for the coaching does not set aside these requirements. Please see pages 23 & 24 of this document for mandated coaching requirements.

Athletic Training Services

E. Athletic Training Services

We are very fortunate to have a full year round Athletic Trainer staff for our program. Le Roy Village Fitness provides us with quality coverage at practices, games and in-school visits. Please take advantage of the many services the trainers can bring to your athletes from prevention to rehab services. To contact any of our trainers please call 768-4550. The Athletic Director is the liaison in coordinating schedules and coverage for your team.



LEROY CENTRAL SCHOOL ATHLETIC DEPARTMENT

COACH EVALUATION



COACH'S NAME _____ YEAR _____

SPORT _____

LEVEL _____

Last 4 of SS#: _____ DOB: _____

PERFORMANCE RESPONSIBILITIES

4 – EXCELLENT

3 – GOOD

2 – AVERAGE

1 – NEEDS IMPROVEMENT

****N/A – NOT APPLICABLE/NOT RATED****

	1	2	3	4		1	2	3	4
1. Follows Le Roy, LCAA, Section V, and State rules and regulations.					9. Conducts him/herself personally at practices and contests in accordance with Board policy and administrative rules and regulations.				
2. Supervises team members from the time they report to practice until they leave school at the end of the activity. Maintains control on buses, in locker rooms, and outside facilities.					10. Enforces Board of Education, Extra-Curricular Policy, Coaches, and Student-Athlete Parent Handbook philosophies, policies, and administrative rules and regulations.				
3. Creates, follows, and communicates a practice schedule to the AD, players, and parents.					11. Completes equipment inventory and budget for the following year.				
4. Cares for injuries and completes injury reports forms for student records and insurance.					12. Participates in coaching clinics, in-service programs, and reads books related to his/her sport to become a more effective coach.				
5. Is responsible and cares for equipment, supplies, and school facilities.					13. Maintains First Aid/CPR/AED and Coaching certification requirements after initial certification.				
6. Motivates and instills success.					14. Maintains a good rapport with the coaching staff and players.				
7. Cooperates with staff, parents, and media to attain and maintain good public relations.					15. Maintains a good working relationship with the AD.				
8. Assists in the development of goals and objective for his/her sports.					16. Performs such other tasks and responsibilities assigned by the AD.				

ATHLETIC DIRECTOR'S SIGNATURE: _____ DATE: _____

COACH'S SIGNATURE: _____ DATE: _____