

**SENECA FALLS  
CENTRAL SCHOOL  
DISTRICT  
MYNDERSE ACADEMY  
ATHLETIC  
DEPARTMENT**



**ATHLETICS HANDBOOK  
JULY 1, 2022- JUNE 30, 2023**

**TABLE OF CONTENTS**

**Welcome/ Mission Statement/Philosophy of Levels .....3**

**Preface.....3**

**Objectives of the Athletic Program ..... 4**

**Hiring Procedures..... 4**

**Volunteer Coaches..... 5**

**Code of Ethics..... 5**

**Responsibilities & Expectations..... 7**

**Weather Protocols..... 7**

**Team Selections ..... 7**

**Developing Team Leaders .....8**

**Sportsmanship .....8**

**Athletic Injuries .....8**

**Academic Eligibility ..... 9**

**Professional & Personal Relationships .....9**

**Meeting/Award night Responsibilities .....10**

**Photo Day & Media Expectations .....10**

**Parent Relations .....10**

**Preventing Negligence .....10**

**Transportation .....11**

**NCAA Information & Signing Day Procedures .....11**

**Athletic Equipment/Supply Purchases .....12**

**Security .....12**

**Professionalism .....12**

**Covid-19 .....12**

**Appendix ..... 13-25**

**Athletic Code of Conduct W/ COVID GUIDELINES..... 11- 17**

**Coach Application ..... 19**

**Head & Assistant Coach Evaluation ..... 20-22**

**Weather (Cold/Windshield, Heat, Thunder/Lightening ..... 23-24**

**Athletic injury Report ..... 25**

Athletic Transfer Form .....	27
Alternate Transportation Form .....	28

## WELCOME

Welcome to the Seneca Falls Central School District and the coaching staff of Mynderse Academy. First I want to thank you for taking the time to devote to coaching our student athletes. Hopefully we are past the major ill effects of the COVID-19 Pandemic. We still need to be cautious and be prepared for potential unknown issues related to the virus and the various strains that are evolving as well as updated guidelines that may arise at any time.

You have joined a professional team of dedicated professionals to provide our student athletes the best available opportunities in interscholastic athletics and more importantly the best available education. It is our belief that Academics and Athletics go hand in hand as both require parental support, self-discipline, dedication, and a genuine work ethic in addition to ability. We believe that all of our coaches are committed to preparing our student athletes to be the best they can be.

This athletic handbook is a source of information regarding your responsibilities, logistical information relevant to the athletic program and benefits of being a coach in our district. At any time if you have any questions, please feel free to contact the Athletic Office or the office of the Superintendent.

*Please keep this handbook as a resource.*

***THE Seneca Falls CENTRAL SCHOOL DISTRICT IS PLEASED TO HAVE YOU ON STAFF.***

## ATHLETIC MISSION STATEMENT

The goal of the MYNDERSE ACADEMY athletic program is for athletes, coaches, and parents to work together and strive to:

1. Develop a spirit of healthy competition and respect for coaches, officials, competitors, and oneself
2. Understand the value of sportsmanship
3. Develop a commitment to their team
4. Promote the enjoyment of athletics
5. Promote honesty, integrity, and fair play
6. Create constructive relationships with peers and adults
7. Increase physical fitness
8. Practice leadership, goal-setting, citizenship, organizational skills, and communication
9. Develop individual talents to their fullest potential
10. Develop character, responsibility, and accountability for one's own actions
11. Teach rules, strategies, and appreciation of respective sports

## PHILOSOPHY OF LEVELS

1. **Varsity** – To compete at the highest level, with sportsmanship, dignity, and school pride. Playing time is dependent on skill level and commitment to team. Practices may be on Saturdays, Sundays, and during holiday breaks, etc.
2. **Junior Varsity** – A competitive developmental program, with competing at a high level a goal but not the only goal, as skill-building & sportsmanship are the integral parts of this level of play. It should be a time

where there is a balance between competition & player development, & where at some points during contests game strategy takes precedence over equal playing time. Playing time is encouraged, but not guaranteed.

3. **Modified (grades 7, 8, sometimes 9)** – All players play; the teaching of sports, skill-building, sportsmanship, athletics as part of a balanced educational experience, and respect for authority is stressed over winning. Playing time may not always be equal, but every player must play in each contest.

### **PREFACE**

The purpose of this handbook is to outline the practice and procedures in effect for all coaches. This handbook is not intended to create a contract of employment, nor a guarantee of employment for a set period or to create a warranty of benefits. All coaching positions require annual appointments by the Board of Education based on the recommendation of the Athletic Administrator.

The SFCSD has made every effort to comply with all applicable federal, state, local laws and regulations and district policies in this handbook. In the event that a provision in this handbook is in conflict with a federal, state, or local law or BOE policy or regulation, the applicable law, regulation, or policy will prevail. If a provision in this handbook is in conflict with a provision in the employees Collective Bargaining Agreement, the applicable provision in the Collective Bargaining Agreement will prevail.

The Athletic Handbook is provided to employees in conjunction with the SFCSD employee handbook. The SFCSD reserves the right, at its sole discretion to interpret, change, modify or rescind any section of this Handbook. This handbook is located on the district website and is the most current version. The Athletics Handbook will be updated electronically. Any printed versions that are different from the version found on the website will not be considered current. Questions regarding the contents of this Handbook should be directed to the Athletic Administrator.

### **OBJECTIVES OF THE ATHLETIC PROGRAM**

The purpose of the Mynderse Academy Athletic Program is:

- Provide the very best for our student athletes by challenging them in academics, athletics & supporting the mission of our district.
- To strive always for excellence that will produce and continue a winning tradition for our student athletes and our teams.
- To enhance the image of the SFCSD and the athletic program
- To provide athletic programs that will allow our students to be exposed to a wide range of athletic programs and to challenge them.
- To promote and encourage proper physical training and nutrition.
- To provide our students to be a member of a team and learn the responsibilities, discipline and concept of being a member of a team.
- To transform the discipline learned in athletics to help students cope with real life situations.
- To provide our students exposure to team and individual sports that will carry over to post-secondary opportunities either as a participant or a fan.
- Develop school pride.

### **HIRING PROCEDURES**

All coaching positions, paid & volunteer will be annual appointments. All are required to be certified per the NYSPHSAA. There is no guarantee or assumption that a sitting coach will be rehired for his/her current position.

First time coaches applying for a position must:

- Complete and submit the District application for employment

- Show proof of coaching certification.
- Interview with the Athletic Administrator and if not a head coach, with the head coach as well.

#### **Returning Coaches:**

- Have a satisfactory evaluation at the end of the past season.
- Ensure their certification is in compliance.

Coaches may be removed from their current position or not recommended for a following season or another coaching position. Reasons for such action include but are not limited to:

- Lack of proper certification.
- Evaluations that are less than satisfactory
- Repeated offense of being ejected from a contest by an official.
- Not complying with district mandatory trainings.
- Violation of state, local, federal laws.
- Violation of district procedures, regulations or practices.
- Violation of expectations established in this hand book or other applicable District handbooks, BOE policies or regulations.
- Failure to supervise assistant coaches and student athletes.
- Failure to maintain positive communication with student athletes, parents and school employees.
- Abusive treatment towards a student athlete, staff member, parent, community member, official or any other individual.
- Failure to prepare athletes & put them in a situation that they can succeed.

### **VOLUNTEER COACHES**

The SFCS D recognizes that the use of volunteers strengthens school/community relations through positive participation. The BOE encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district. Volunteer coaches however are required to meet the NYSPHSAA certification regulations and must be certified as other coaches in order to act as volunteer in the athletic program. Once approved, volunteer coaches will be under the direct supervision of the head coach and the overall supervision of the Athletic Director. Said coaches will be evaluated by the head coach and Athletic Director at the conclusion of every sport season they are coaching. They will fall under the same hiring and continuation/removal procedures as paid coaches.

### **CODE OF ETHICS**

1. Academics are the first priority.
2. Emphasize proper ideals of sportsmanship, ethical conduct on and off the athletic venue of play and fair play in general.
3. Stress the values derived from playing the game fairly.
4. Show courtesy and respect for teammates, officials, opponents and spectators.
5. Achieve a thorough understanding & acceptance of the rules of the game & the standards of eligibility.
6. Encourage leadership, initiative and use of good judgement.
7. Remember that an athletic contest is only a game, not a matter of life and death
8. To learn how to win and deal with a loss and how you can learn from it.

## RESPONSIBILITIES & EXPECTATIONS

### Responsibilities for All Coaches

1. All coaches are required to ensure that their certification is up to date. No coach (paid or non-paid will be approved by the Board of Education, thus not allowed to coach unless all certifications are up to date.
2. Do not allow any student athlete to begin tryout/practice until you have received clearance from the School nurse.
3. A student athlete who has missed time due to injury/illness must be cleared by the school nurse prior to being allowed to resume participation.
4. Be cognizant of the heat index requirements (NYSPHSAA guide sheet attached in this packet)
5. Follow the district's concussion protocol procedures as written, **NO DEVIATION**.
6. Must have a medicine kit at the onset of your season and are responsible to keep it maintained throughout the season and turned in after the season is over.
7. Be cognizant of allowing for proper hydration.
8. Report any and all injuries to the school nurse, parent and Athletic Director immediately.
9. All coaches should be the first at practice and last to leave.
10. All coaches are responsible to supervise their players who are awaiting transportation home from events or practices, do not leave students unattended.
11. All coaches are to have an organized and sequential practice plan. This is a great teaching tool and minimizes liability issues.
12. All coaches are to demonstrate proper decorum and sportsmanship as an example for their students and must ensure that all student athletes demonstrate proper sportsmanship, language and adhere to the district's code of conduct. **ANY VIOLATIONS ARE TO BE REPORTED IMMEDIATELY TO THE ATHLETIC DIRECTOR.**
13. Keep accurate records for all equipment and uniforms. All coaches are responsible to collect all uniforms & see that they are laundered at the end of the season to be turned into the athletic office with an end of year inventory sheet.
14. All coaches are to maintain accurate game scores and records and report scores to the district approved media outlets.
15. All coaches are encouraged to not use social media unless it is to promote your team and their accomplishments. **SOCIAL MEDIA IS NOT TO BE USED TO COMMUNICATE WITH STUDENTS ON AN INDIVIDUAL BASIS.**
16. Are responsible for completing and turning in end of year packets
17. **ALL COACHES WILL BE EVALUATED AT THE END OF EACH SEASON. HEAD COACHES BY THE ATHLETIC DIRECTOR AND ALL ASSISTANTS (PAID AND NON-PAID) BY BOTH THE HEAD COACH AND ATHLETIC DIRECTOR.**

### Responsibilities for the Head Coach

1. You are the "Program coach" for your sport, not just the varsity coach. All head coaches will be involved in scheduling of non-league contests, putting together a coaching staff and overseeing the coaching staff.
2. All head coaches in connection with the Athletic Director are responsible for requesting modified students for playing JV or Varsity. Once the coach has made his or her recommendations to the Athletic Director, the APP process will begin.
3. Are responsible to attend the pre-season coaches meeting and the "Meet the Parents night"
4. Are responsible for assisting the Athletic Director in the ordering and replacing of Equipment
5. Are encouraged to maintain an off season program with their student athletes
6. Are encouraged to work with the youth programs in the community to enhance the public relations between school and community and to work with youth coaches in the development of future interscholastic athletes.

7. Attend all post season league or Section V meetings to determine end of year accolades, future scheduling and other areas associated with the league or section.
8. Communicate with all members of the coaching staff on skill development, philosophical beliefs, training and conditioning, call ups during the season.
9. Are responsible to meet with their coaching staff to evaluate them and in conjunction with the Athletic Director recommend future status of the respective coach(s).
10. Are responsible for completing and turning in end of year packets which include post season time for the purpose per contract of additional compensation per the contract, equipment/uniforms needed for the next year, award winners, All League and if applicable Section V honors and their intent to return or not for the next year. The End of Year Coaches Packet will be given to all head coaches when their season is complete. Coaches are reminded that all items on the checklist need to be completed prior to scheduling the end of season meeting with me. Once the packet is completed and signed off on, I will sign off and submit request for payment to the business office.

### WEATHER PROTOCOLS - See Appendix pages 23 & 24

It is important that health considerations be kept in mind for safe participation in outdoor activities as the weather reaches hotter temperatures. In general think in terms of humidity or temperature extremes. Please be sure you are familiar with and you should keep with you the weather guides published by the NYSPHSAA that is attached in this packet.

Thunder & lightning and cold weather and icy conditions are also weather related issues that you as a coach need to be cognizant of as the safety of all students is the number one priority. No practice shall resume or start until 30 minutes after the last thunder.

### TEAM SELECTIONS

#### A. CUTS

Though exclusion of students from athletic participation is not preferred policy, unfortunately there are times a student may face a situation where he/she does not make a team. Team selection will be determined by a pre-identified process, rubric & timeline. This process will involve review by multiple coaches and the criteria will evaluate athletic skill, sport specific skill and knowledge, and teamwork. When a student is not selected, the coach will meet with them individually to explain why he/she did not make the team. It is understood that this is a very difficult time for students, families and coaches, but communication is critically important to the learning process.

#### B. SELECTION CLASSIFICATION

The New York State Education Department has developed a process for screening seventh and eighth grade students to determine their readiness to safely tryout for and possibly compete on a freshman, Junior Varsity or Varsity team. Criteria are established by the State and must be met to be eligible for a team tryout. These criteria include: a school coach's recommendation, parental approval, medical clearance, appropriate developmental rating, passing the physical performance test and the coach's skill evaluation.

#### C. "PLAYING UP"

It is typically in the best interest of the program and each individual student-athlete to play with like-aged peers, as such placement develops individual and team skill, team chemistry and team commitment. However, our administrators, teachers and coaches believe that select, highly skilled student-athletes can benefit from team participation at an upper level of competition. When these situations occur, the discussion regarding

“playing up” and Selection Classification begins with an analysis of the traits and abilities of the student-athlete by district coaches and the athletic director. Should the coaches and athletic director agree that the student-athlete exhibits exceptional athletic skill and maturity, then parents will be consulted and when necessary the Selection Classification process is initiated.

The final decision to have a student-athlete participate at an upper level of competition is based on a variety of factors and is unique to each situation and sport, but when balancing the benefit to team versus individual, the priority is what is best for the student-athlete.

### **DUAL PARTICIPATION**

The NYSPHSAA, Section V and the Finger Lakes Athletic Association has approved dual participation allowing students to participate in (2) sports during the same athletic season. The guidelines for this program is one of the appendix. Please review them there.

### **DEVELOPING TEAM LEADERS**

The Head coach is the person who determines if and whom will be the team leaders/captains. Season long captains are not required and may be done on a rotating basis. Coaches should consider student athlete’s character and dedication to the sport when selecting a team leader. If and when a team leader(s) are selected, specific roles and responsibilities should be provided to them by the coach.

### **SPORTSMANSHIP**

All coaches should demonstrate and teach the values of good sportsmanship. Student athletes will emulate the example set by the coach. It is important for the coach to be an effective role model. Infractions of sportsmanship from a coach or student athlete will be dealt with immediately and could lead to suspension or removal from the sport for student athletes and dismissal for the coach. Section V rules that if a player or coach is ejected from a contest by an official, the official will submit in writing to Section V and the Athletic Director. Any and all ejections will result in a suspension for a minimum of two (2) contests which would carry over to the next sport the coach or player is involved with.

### **ATHLETIC INJURIES**

Each coach is charged with the responsibility of preventing athletic accidents through proper equipment use, sound training requirements, proper physical conditioning and proper supervision and safety practices. It is understood that accidents happen and injuries cannot always be prevented even under proper supervision and conditioning. If they do occur it is the coaches’ responsibility to follow the proper procedures as follows:

- All accidents must be reported to the school nurse and the Athletic Director as soon as possible. Said report with accurate information should be documented and sent to nurse and AD and preceded with a call to the respective office, (Nurse, AD). Nurse office is (315) 568-5500 ext. 2500 or 2501 and the AD # is (315) 568-5500 ext 2123.
- Always have the information card with contact information with you in the event you need to contact parents/guardians.
- If you are traveling off site and you know there is not an AED at that location, see the nurse to take one with you.
- Never leave the student athlete alone if you are unable to contact a parent or guardian
- Parents are to be notified as soon as possible after the accident/injury occurs.
- If there is any question as to the welfare of the student, contact 911 and request an ambulance.
- Work with the Athletic Trainer on both proactive measures to help prevent injuries and in the event of an injury/accident on a rehab basis for the athlete.



- If First Aid/CPR needs to be administered only certified personnel are to administer said care.
- Always follow the Concussion Management Protocol procedures.
- Always follow up and know how your student athlete is doing.
- All accident/injury protocols are to be reviewed with all team members at the onset of the season.

### ACADEMIC ELIGIBILITY

All coaches will be provided with a list of students who are on Academic Probation or who are ineligible due to Academic deficiencies. The Athletic Director will provide the list of students who are on probation or ineligible at the end of each marking period. All coaches are required to follow the district's eligibility standards and rules.

**A GOOD COACH WILL BE COGNIZANT OF A STUDENT'S ACADEMIC PROGRESS AND ENCOURAGE THEM TO STAY ON TOP OF THEIR ACADEMICS TO AVOID ACADEMIC ISSUES. BEING PROACTIVE IS THE BEST REMEDY TO AVOID THESE ISSUES.**

### PROFESSIONAL & PERSONAL RELATIONSHIPS

Professional & Personal relationships are the key to success in any endeavor or organization. There are five (5) basic concepts.

- **Rapport:** A coach must develop a good rapport with any number of individuals & groups including but not limited to: team personnel, the student body, members of the professional staffs involved, (Building & Grounds, custodians, medical, law enforcement, etc.), the community as a whole particular with the spectator & support constituents, media, officials, of the league and Section V and the entire school district. Developing & maintaining good public relations is a positive reflection on the district, the athletic program and you and your team.
- **Communication:** Communication has taken on a new and ever growing interest especially with social media which has many positive attributes but also has **NEGATIVE POTENTIAL!** Coaches need to communicate with their players and their parents when applicable in addition to school personnel, but the manner in which communication occurs, need to be done in a professional, ethical and positive manner. The best means of communication is still direct face to face which minimizes the tone of written messages. Every coach needs to be very careful to avoid the many pitfalls of social media communication and electronic communication with the student athletes on their team. Photos and videos are there forever and transmitted in a second, so please be conscientious of all communications. ParentSquare is a school sponsored communication application that coaches must use for communication to parents and players.
- **Leadership:** A coach must have pride and instill that pride in their team and their program. Developing and building a positive attitude starts with the coach. Language, actions and emotional displays come under close scrutiny, both in practice and in scheduled contests. As the leader of the team, discipline is paramount and it begins with self-discipline.
- **Improvement:** As a coach you want your team and each member to strive to improve at all times, therefore the coach needs to constantly improve. This can be done by taking advantage of attending coaching clinics, membership in professional organizations and associations. Utilizing the technology within the rules is another means to improve practice, scouting and game assessment and improvement.
- **Coaching & Techniques:** All coaches are responsible & expected to use sound and acceptable teaching practices and run well organized practice sessions. The need to construct a well-organized game plan, if applicable utilization of assistant coaches, substitutions and player rotation is essential for successful coaching.

## MEETING/AWARD RESPONSIBILITIES

All coaches are required to attend the schedule pre-season coaches meeting, the Meet the coaches night for parents and student athletes and the end of year Sports Award program. Pertinent information is provided at pre-season meeting. It is also important to establish proactive communication and program public relations at the meet the coaches program and being present to award student recognition. These events are not only required but enhance your position as a coach for a program to be successful.

### PHOTO DAY

Every coach is responsible to attend and have his/her team ready for the "Picture Day" where individual team members and team photos are taken.

### MEDIA EXPECTATIONS

All coaches must report their scores to the media if applicable, (Varsity Sports). Said requirements also include providing roster and where applicable team photo for Section V media outlets. Social media is also a means to promote your sport and the accomplishments of your team and the individual student athletes. At the conclusion of the sport season, all team and player records, accolades and award nominations are to be submitted to the Athletic office.

### PARENT RELATIONS

Communication is a key to success with all constituents and parents are no exception! The coach should:

1. Determine the best means to communicate practice and game schedules, bus departures and returns.
2. Advise parents to the best of your ability of schedule changes and locations of away events.
3. Establish a proper procedure to discuss student matters, (playing time, issues on the team) that is not following a contest and not in the presence of others.
4. Reporting injuries or illnesses or any student athlete issue that you yourself would want to be made aware of if you were the parent.
5. Never leave a student alone after a contest or practice until their means of transportation has arrived and picked them up.

### PREVENTING NEGLIGENCE

Be proactive as prevention is the key to avoiding negligent situations. The following is a list, (not a total inclusive) of Preventive measures to help avoid said negligent situations are as follows:

1. DO not allow students to practice or participate if they have not been cleared by the school nurse.
2. Proper supervision of locker room and team or group practice sessions. Students are not to be left unsupervised for additional practice or training.
3. Do not allow for unequal competition.
4. Do not permit horseplay
5. Do not give keys or badges to students.
6. Always check the practice or contest site for unsafe equipment surfaces, etc.
7. Be sure proper equipment is being used and for the proper activity only.
8. Always ensure that participants are in the proper equipment pertinent to the sport or activity they are participating in.
9. Do not transport students to and from school activities and do not allow students to travel to contests.
10. Always provide time at on-set and end of practice/contests the students to warm-up-stretch and cool down.
11. Always adhere to the guidelines established by severe weather conditions, heat index, concussion protocols and proper skill instruction.
12. Do not allow student athletes serve in the roll of a supervisor at practice.
13. Be on time for scheduled practices and team events.

14. Be sure to allow players breaks and the opportunity to hydrate frequently during practices and contests.
15. Report any and all injuries to the proper personnel including parents.
16. Do not allow injured or ill students participate in practice if their medical excuse does not allow them to.
17. Do not provide players any medication over the counter or prescription.

### TRANSPORTATION

All team events to away contests will use district or if pre-approved by the district and Director of Transportation, a charter carrier. The Athletic Administrator must approve all trips. If the trip is an overnight trip, the Board of Education must approve said trip. All information is due to the Athletic Director @ least 30 days prior the commencement of the trip. Other information that coaches need to be aware of relevant to transportation are as follows:

1. The Athletic office will schedule transportation for all sporting events. Coaches are to provide the athletic office of the departure time they would like but due to transportation restrictions, there is no guarantee said time will be met.
2. The district approved alternate transportation form must be used for extenuating circumstances only and must be completed and signed in advance of the date of the away event.
3. No student drivers of cars will be allowed to driver his/her car to a school sponsored athletic event in which he/she is a participant or will a student athlete be allowed to ride with a student driver.
4. A coach must be present on the bus going to and from an away event unless pre-approved by the Athletic Director otherwise.
5. All coaches must ensure that their student-athletes exemplify proper conduct while traveling to away contests.
6. It is the coaches' responsibility to ensure that district buses be cleaned and picked up after use.

### NCAA Information and responsibilities.

Varsity Coaches should be working with Guidance Counselor (Jessie Taylor, ext. 2152) regarding student athletes who have interest in participating at the intercollegiate level. Please refer to our registration website ( [eligibilitycenter.org](http://eligibilitycenter.org)) or our educational site ([ncaa.org/playcollegesports](http://ncaa.org/playcollegesports)) for even more information. The NCAA updated resources for the 2020-2021 school year can be found on our [Educational Resources](#) page and include:

- [Guide for the College-Bound Student-Athlete.](#)
- [Division I Initial-Eligibility Requirements.](#)
- \* [Initial-Eligibility Brochure.](#)
- \*[Division II Initial-Eligibility Requirements](#)

### NCAA NATIONAL LETTER OF INTENT PROCEDURES

**Mynderse Academy National Letter of Intent Signing Day Criteria: Only NCAA Division I or II athletic scholarship recipients are eligible to participate in the Districts' signing days. Academic scholarships and athletic scholarships to non-NCAA Division I or II institutions are not eligible to participate in a SFCSD/NCAA Letter of Intent Signing Day. Process To participate, the student must submit a copy of the letter of intent and the SFCSD accomplishments highlight document to the Athletic Director no later than one week prior to the date of the signing ceremony. There will be two signing days per school year. One in November during the NCAA designated week to sign, and February which is also declared again by the NCAA. For more information on the National Letter of Intent and deadlines ~ visit <http://www.nationalletter.org> If a student does not submit their information in time for the November signing event, they may still be eligible for the February event if they meet that deadline. Students who receive an offer after the February date will be recognized in a late spring event to be organized at the discretion of the Athletic Director. The signing celebration will be set up in the Auditorium or designated area WHICH WILL BE AFTER SCHOOL HOURS. The Athletic Director will highlight each athlete signing and talk about their accomplishments while at Mynderse Academy based off the SFCSD accomplishments highlight sheet the student submitted. Students will then take turns signing the copy of the letter they submitted. Parents/guardians may stand behind the student during the signing. In the interest of**

time, the Athletic Director will be the only person who speaks during the ceremony. The whole process will last about 30 minutes depending on the number of athletes recognized.

### **ATHLETIC EQUIPMENT/SUPPLY PURCHASES**

All purchasing of athletic equipment & supplies must go through the athletic office. Purchasing requests must be submitted in writing to the Athletic Director.

### **SECURITY**

*We live in difficult times. Security is a paramount responsibility for all coaches. Coaches are to ensure that all locker room doors are locked before and after practices. Coaches should remind all team members to lock their valuables in their locker at all times. Coaches should physical walk through the locker room before and after all practices and contests all the coach should turn off the lights, showers if were used and lock the doors before leaving. Outside doors are to be remained closed and lock during your practice. DO NOT PROP OPEN DOORS. Only team personnel should be allowed in the building during practice. ALL CONCERNS SHOULD BE IMMEDIATLEY REPORTED TO THE ATHLETIC DIRECTOR*

### **PROFESSIONALISM**

All coaches must display proper professionalism at all times. Coaches should dress appropriately & continue to strive to improve their coaching knowledge and expertise. Coaches should be sensitive to inappropriate comments by coaches and student athletes and should closely monitor the need to have physical contact with any student. A pat on the back goes a long way but hugging students can be construed as unprofessional and/or sexual harassment. Electronic communication with student athletes should be done only to advise them of schedule changes or team related matters and never should to be used as social or personal communication with them. GOOD JUDGEMENT IS CRITICAL!

### **COVID – 19**

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' This pandemic attached the United States starting in late February 2020 and is still a major threat to the health and well-being of everyone. It resulted in the closing down of the country including schools and interscholastic athletics.

According to the Centers for Disease Control and Prevention (CDC), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
- Washing and sanitizing hands
  - Maintain social distancing
  - Minimize equipment sharing
  - If someone under your responsibility has covid symptoms notify parent and school nurse and remove participant from all participation for 5 days and symptoms have subsided.

## APPENDIX

### Athletic Code of Conduct 2022-2023

The Athletic Code of Conduct is a portion of the Seneca Falls C.S.D. Board of Education Approved Code of Conduct

**ATHLETIC RULES AND REGULATIONS are for all High School Athletes who participate in a varsity or junior varsity interscholastic sport and for middle school students who participate at the JV or varsity level.**

**PLEASE REVIEW THESE RULES WITH THE STUDENT AND KEEP THIS FOR REFERENCE DURING THE YEAR.**

Mynderse Academy has subscribed to use Family ID which is an electronic registration program that parents own. The process for registering students for participation in interscholastic athletics, completing health updates and having the ability to upload student physicals are the basic uses of this program. This program will eliminate most if not all of the paper record keeping as coaches will be able to access the required information, parent contacts using the Family ID application.

Prior to any student being allowed to participate in practice and/or an athletic contest, parents via the Family ID link must submit the student registration which acknowledges that they have answered all the required health update questions, reviewed all rules pertaining to interscholastic athletics and that said rules will be adhered to during the sport season(s).

Student athletes who participate in the Interscholastic Athletic Program have a responsibility to their parents, school, team, coach and to themselves. If a student accepts the responsibility of being a member of an athletic team, he/she must adhere to certain rules and regulations as outlined below:

#### PHYSICAL EXAMINATION

All students who plan on playing a sport during the 2021-2022 school year must have an updated physical and said physical must be done **BY THE STUDENT'S PRIMARY CARE PHYSICIAN.**

A student trying out for an athletic team must have a medical examination performed and a report on file in the school Health Office before the student can try out for and practice for any sport.

If a community health care provider/personal physician performs the physical examination, the school physician would have the final authorization for the student to participate in a sport, if the situation warranted. A student who has the physical provided by their family health care provider school will not be allowed to participate in any sport season unless he/she has a physical and meets the following criteria:

The student/parent has submitted **TO THE SCHOOL NURSE ONLY**, a written statement from the family doctor indicating the athlete has taken and passed a sport physical. *The school physician has the absolute authority to determine the physical capacity of a pupil to participate in a sport.*

Coaches are **NOT** to accept physical exam slips from students. Students are to be instructed to take their physical the nurse or have parents upload it in the Family ID portal to get final clearance. **UNDER NO CONDITIONS** will a coach take a verbal statement from a student that he/she has had a physical examination. **If the student's name does not appear on the Family ID roster provided by the nurse, the coach cannot allow the student to participate in any interscholastic activity.**

The medical examination and approval of the school physician or family doctor is valid for the school year, unless an interruption of participation occurs as a result of injury or illness.

All pupils shall have their health history updated and electronically signed by the parent on the Family ID account prior to the start of try-out/practice sessions at **the beginning of each season**, unless the student has received a full medical examination within the immediate **preceding 30 days**. (30 days prior to the start date of try-outs/practices).

#### CONCUSSION POLICY

**THE SCHOOL PHYSICIAN OR HIS DESIGNEE IS THE ONLY ONE WHO CAN RELEASE A PLAYER THAT HAS BEEN TREATED FOR A CONCUSSION, EVEN IF THE STUDENT ATHLETES PERSONAL PHYSICIAN HAS INDICATED THE STUDENT MAY RETURN WITHOUT RESTRICTIONS.**

#### Concussion Management Procedures

**PARENTS/GUARDIANS OF ATHLETES:** In order to protect the students/athletes of Seneca Falls Central School district, the school district, in accordance with the Concussion Management Act, has mandated that all student athletes, parents and guardian follow the Seneca Falls Central School District Concussion Regulation.

**WHAT IS A CONCUSSION?** 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.

### **What are the signs and symptoms of a concussion?**

Amnesia (e.g. decreased or absent memory of events prior to or immediately after the injury, or difficulty retaining new information); confusion or appearing dazed; headache or head pressure; loss of consciousness; balance difficulty or dizziness, or clumsy movements; double or blurry vision; sensitivity to light and/or sound; nausea, vomiting, and/or loss of appetite; irritability, sadness, or other changes in personality; feeling sluggish, foggy, groggy, or lightheaded; concentration or focusing problems; slowed reaction times, drowsiness; fatigue and/or sleep issues (e.g. sleeping more or less than usual). Students who develop any of the following signs or if the above listed symptoms worsen, must be seen and evaluated immediately at the nearest hospital emergency room:

Headaches that worsen; seizures; looks drowsy and/or cannot be awakened; repeated vomiting; slurred speech; unable to recognize people or places; weakness or numbing in the arm or legs, facial drooping; unsteady gait; dilated or pinpoint pupils, or change in pupil size of one eye; significant irritability; any loss of consciousness; suspicion of skull fracture; blood draining from ear, or clear fluid

### **What should you do if you think your child has a concussion?**

- Seek medical attention right away. A licensed health care professional will be able to decide how serious the concussion is.
- Tell your child's coach about any recent concussions. School personnel should be notified if your child had a recent concussion in any sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

### **Concussion Graduated Return to Policy**

When a student has been cleared by a medical provider from a concussion, the following graduated return to play will be followed. This will begin with an assessment completed by the Athletic trainer. Once that is successfully completed, each stage is a minimum 24 hour period. *The graduated return to activities will not begin until the student is completely symptom free.* Once a student 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 Board of Education approved district physician should contact that provider to discuss and clarify. Additionally, if requested by the school district, the Board of Education approved district physician has the final authority to clear students to participate in or return to extra-class physical activities in accordance with the New York State Concussion Management Act.

- Phase 1- Low impact, non-strenuous, light aerobic activity such as walking or riding a stationary bike. If tolerated without return of symptoms over 24 hour period proceed to:
- Phase 2- Higher impact, higher exertion, and moderate aerobic activity such as running or jump roping. No resistance training. If tolerated without return of symptoms over 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 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 24 hour period proceed to:
- Phase 5- Full contact training drills and intense aerobic activity. If tolerated without return of symptoms over 24 hour period proceed to:
- Phase 6- Return to full activities without restrictions

The treatment, management and return to play determinations will be individualized to each student and dependent on circumstances of each specific case and injury. A safe return to play is the ultimate goal regardless of age and level of play;

### **How you can help your child prevent a concussion?**

- Ensure that they follow their coach's rules for safety and the rules of the sport;
- Encourage them to practice good sportsmanship at all times
- Make sure they properly wear the right protective equipment that is required for their sport (such as helmets, padding, shin guards, eye and mouth guards);
- Learn the signs and symptoms of a concussion.

### **PRACTICES - GAMES - TEAM AFFAIRS**

Players are expected to attend all practices, games and team affairs, unless legally excused by the coach and/or school administration. It is the responsibility of the player to notify the coach in advance if he/she cannot attend practice, game, etc.

**Physical Education Attendance:** A student athlete must participate in his/her scheduled physical education class, unless excused by the school nurse or the athlete's physician. Participation in athletics does not exempt an athlete from participation in physical education class. Student athletes can gain many benefits from the District's Physical Education curriculum that will enhance their everyday lives. Unexcused absences or failure to participate in physical education without a valid excuse will result in loss of practice or participation in an athletic practice/contest/game.

If a player is detained for academic reasons or school related activities; he/she must bring a signed note from the teacher, stating the time of release for the coach's verification. All students, including student athletes who are assigned to late detention must serve the detention on the day the detention(s) have been assigned. The 11<sup>th</sup> period detention will run from 3:00 – 4:00 and will be scheduled two (2) days/week. Any exception to this rule must be approved by the Principal or Assistant Principal only.

**Students who are involved in an extracurricular activity must be in school by 7:35 a.m. to be eligible to participate in the activity/practice for that day. The principal is the only one who can allow for exceptions to arrivals after 7:35AM.**

1. Students who sign-in after **7:35 AM**. Must have a legal, written excuse from a doctor/dentist or counselor for emergency/regularly scheduled appointments. SIGNED NOTES FROM A PARENT WILL NOT BE ACCEPTED.
2. Any student, who attends a funeral, **MUST SUBMIT** a NOTE TO THE OFFICE, from a parent upon return from the funeral.
3. If a student has a court appearance, a note from the COURT CLERK must be submitted to the office prior to the student being allowed to practice or participate in an athletic contest.
4. If a student is attending a college visit, authorization of said visit must go through the Guidance Counselor, for the purpose of obtaining a transcript, which is to be done in advance of the visit. This will then allow the student to participate in the activity when classes are missed.
5. The same written excuses apply to students wishing to sign-out of school and **who do not return to school**, if they wish to participate in an athletic contest/practice on that day.
6. Each athlete must make every effort to be in school the day following an athletic event. If a pattern of absence develops following an athletic event, the coach and or administration will take appropriate disciplinary action. That action may range from a warning to suspension from participation for a period of time.
7. **Students are serving suspension (Out of School or in school are NOT eligible to participate or attend in any Interscholastic athletics during the time they are on suspension.**
8. Student/athletes who miss 5 days of practice/games in succession, for any reason, will not be able to participate in an interscholastic contest until he/she has participated in three (3) practices. **Pre-game warm-ups cannot be counted as a practice as per the NYSPHSAA.**
9. Students who fail to attend 10<sup>th</sup> or 11<sup>th</sup> period detention, without advance permission from an administrator, may be denied the right to practice and/or play in an athletic event for that day. Any student, who has been a discipline problem that day, may be denied the opportunity to practice or participate in an athletic event for that day or as otherwise deemed appropriate by the administrator.
10. If a student athlete misses a game without previous permission from the current seasons' Coach and Athletic Director (or High School Principal) that student will be subject to a one game suspension for each contest missed. This suspension will be served immediately following the student athletes' return to the team. **A second violation will result in immediate dismissal from the team.**
11. Player Ejection Policy (NYSPHSAA & Section V) – Any player on a varsity, junior varsity or modified team in Section V shall be suspended for the next two (2) contests, if ejected by an official from a contest for unsportsmanlike behavior. The next contest is defined as the next contest in which the disqualified student-athlete is eligible to play, whether it is that sport season, the next sport season or the next school year.
12. **FOR SAFETY PURPOSES, ALL DOORS TO ALL DISTRICT BUILDINGS ARE TO BE CLOSED AND LOCKED DURING PRACTICES; THEREFORE BEING ON TIME IS ESSENTIAL & STUDENTS ARE NOT ALLOWED TO KEEP DOORS PROPPED OPEN.**
13. Sectional, regional, or state games, including invitational events, are NOT exempt from this rule. If a disqualified player plays illegally in a contest, that contest is subject to forfeiture, pending a decision from the Section V Sportsmanship Committee.

#### **ATHLETIC TRANSFER OR DROP PROCEDURE**

1. **Student Athletes who wish to transfer from one sport to another during the season.** Student/athlete must meet the following requirements:
  - A student may join another team providing there were no cuts already made on the new team.
  - If cuts were made with the new team and then a student wishes to join that team, he/she will not be allowed to join.
  - If a student is dismissed for reasons of insubordination from one team during a season he/she is not eligible to join any other team that season.**Steps for the student athlete to follow for the transferring of a sport if above requirements have been met:**
  - Meet with the Athletic Director to discuss their intentions of changing sports.
  - Obtain a Sports Transfer Form from Athletic Director.
  - Meet with the current sports head coach for an exit interview, and have Sports Transfer Form signed.
  - Meet with the coach of the sport wishing to enter to be sure the student/athlete would be eligible and have Sports Transfer Form signed.
  - Meet with Athletic Director a second time to review Sports Transfer Form and discuss eligibility requirements of the student/athlete and the new sport wishing to be played.
2. If an athlete quits a team after the first scheduled contest and wishes to participate on any other inter-scholastic team for that season.

**Student/athlete must meet the following requirements:**

- All equipment issued is returned
- Meet with the coach to discuss the decision
- Appear in front of the athletic review board to discuss the action. The board will render a decision as to the future status of the student/athletes participation in the athletic program.

**TRAVEL**

Team members are required to travel to and from any away athletic contest on the school bus or transportation provided by the School District. Requests by parents for exceptions to this rule must be discussed with the coach/Athletic Director/Administrator IN ADVANCE. The approved form must be obtained from the coach, completed by the student and signed by a parent BEFORE the request is approved and signed by the respective administrator.

**EQUIPMENT - FACILITIES - PROPERTY****PLAYERS ARE TO RESPECT MYNDERSE ACADEMY AND THE OPPONENT'S SCHOOL EQUIPMENT, FACILITIES AND PROPERTY.**

- Equipment, uniforms, etc., issued to players are to be used only for the purpose of scheduled practices, games or when authorized by the coach.
- At the conclusion of the season all uniforms must be turned in and should be laundered. Lost or misused equipment will be charged to the player responsible for it and restitution will be required. No awards or further participation will be granted will not be forwarded until restitution is made.
- Any player found to be guilty of removing another person's personal effects or damaging athletic equipment from Mynderse Academy or the opponent's school will be subject to suspension from the team, arrest and/or legal action and restitution.

Student Parking for Practice/Games: Student/Athletes who drive to practice or for home games must park in the student parking lot or if after school hours, may park on the north side of the building adjacent to the baseball, football and soccer fields. Students are not allowed to leave their cars in the drop off loop or the bus loop. Unauthorized cars may be towed at the owner's expense with future driving privileges suspended.

**ACADEMIC ELIGIBILITY/PROBATION POLICY**

The opportunity to participate in extracurricular activities is a privilege, not a right. A policy has been established that focuses on academic achievement for students. Students who participate in interscholastic athletics must be enrolled in a full academic schedule, (5 academic courses + Physical Education). The approval from the Athletic Director and the Principal is required for any & all modifications to this rule. The format of the policy is as follows:

**ACADEMIC PROBATION**

Students failing (2) or more subjects will be placed on probation. This will begin with the first five (5) week progress reports in the fall. Probation only occurs one time during the school year.

Students may try-out and practice while on Probation, only if they attend the academic assistance period (10<sup>th</sup> period) Monday –Thursday & bring a note from the teacher they stayed for to the coach.

Students will have (2) weeks to raise their grade in those subjects. If, after the (2) weeks, a student is still failing (2) or more subjects, the student will be ineligible to participate or attend activities at Mynderse Academy for a minimum of two (2) weeks.

**ACADEMIC INELIGIBILITY**

Students may try-out & practice while on the Academic Ineligible list, providing they attend 10th period and bring a pass to their coach/advisor on a daily basis. **THEY WILL NOT BE ALLOWED TO ATTEND EVENTS OR PARTICIPATE IN SPORTING EVENTS UNTIL OFF OF ACADEMIC ELIGIBILITY.**

The teacher must sign-off to clear a student for reinstatement and this information must be submitted to the principal who will advise the coach/advisor of the student being eligible for participation. A teacher may wait two (2) weeks to re-evaluate a student's academic standing before having to provide a grade report to the Athletic Director and Principal on behalf of the student. **A TEACHER IS NOT COMPELLED TO RE-EVALUATE A STUDENT'S ACADEMIC STATUS UNTIL THE NEXT FIVE (5) WEEK MARKING PERIOD.**

**TRAINING RULES - SPORTSMANSHIP – CONDUCT FOR ALL ATHLETES AT MYNDERSE ACADEMY**

*No drugs (except for approved prescription drugs), drinking of alcoholic beverages or use of tobacco products, e-cigarettes, vaping tools or, any other illegal or inappropriate use of product designed to produce a "high" is allowed.*

**A. It is considered a violation of the training rules to:**



1. *Be caught using or under the influence of any of the above.*
  2. *Be in possession of any of the above.*
  3. *Be present where any of the above is being used by minors (if a legal substance) or by anyone if an illegal substance.*
- B. When a formal written charge is brought to the Athletic Director against an athlete, the following procedure will be followed:**

**First offense:**

1. *If the athlete agrees with the charge, he/she will be suspended from 20% of the season if the incident occurred prior to the beginning of the season. If the season has begun, the student will be suspended for a minimum of two (2) games. The student/athlete will be permitted to practice during the suspension, provided the coach has agreed to allow them to practice. Student must meet with a Substance Abuse Counselor. Failure to meet with the counselor and provide written documentation indicating the referral process was implemented will result in the student not being able to participate in any further extracurricular activities at Mynderse Academy.*
2. *If the athlete disagrees with the charge, he/she has (2) days to file an appeal, in writing, to the Athletic Director and the athlete must abide by the verdict of the Athletic Review Board.*

**ATHLETIC REVIEW BOARD**

To enable the school and the parents of athletes to work cooperatively in solving problems that may arise as a result of their training rules, the following Athletic Review Board will become part of the total Interscholastic Athletic Program at Mynderse Academy. Problems dealing with interscholastic athletics will be handled by the Athletic Review Board, which will consist of:

1. High School administrator
2. Director of Athletics
3. Two coaches:
  - a. Varsity coach, provided student involved is not one of his/her varsity players
  - b. A rotating "out of season" coach

Faculty member appointed by the Athletic Director

A student selected by the Athletic Director

Any decision made by the Athletic Review Board will be final. The vote must be a secret ballot. Any student who is suspended from an athletic team can exercise "due process" rights by making an appeal as follows:

- a. The student has (2) days to appeal in writing to the coach and Athletic Director.
- b. The Athletic Review board should rule on the written appeal within (5) school days

**C. If a student is found guilty of any items listed in (A) 1, or 2 above, during the school day, on school property or at a school function on campus or off, it will result in disciplinary action consisting of:**

- *A minimum of a five (5) day suspension out of school.*
- *Superintendent Hearing to determine guilt and if further suspension time is merited. If the student is found guilty of the charge of possessing of drugs or alcohol, the recommendation for a longer-term suspension of ten weeks will be made. If a guilty verdict of being under the influence, the suspension will be twenty (20) weeks AND sale and distribution of alcohol or drugs is determined, the recommended suspension will be thirty (30) weeks. If the student is guilty of any of the charges (The Hearing Officer's decision and recommendation to the Superintendent may vary based on circumstances presented at the Superintendent's Hearing.*
- *Prior to returning to school, a parent/student conference will be held with the principal.*
- *The student will be required to meet with the substance abuse counselor for evaluation and follow-up recommendations. The student will be required to comply with recommendations.*
- *The student will be suspended from all co-curricular and interscholastic athletic activities for 120 calendar days.*
- *Appropriate law enforcement agencies will be notified.*

*Repeat offenders for possession, under the influence or sale and distribution will result in out of school suspension, superintendent hearing and if guilty student will not be allowed to participate or attend any co-curricular or extracurricular event for the remainder of their tenure @ Mynderse Academy.*

**D. Possession/Use/Sale/in the Presence of" Drugs or Alcohol off School Grounds – Co-Curricular & Interscholastic Athletic Participation.**

Any student who is a member of a co-curricular or interscholastic athletic activity and is reported by Police and guilty of possession/use/sale/in the presence of drugs or alcohol at a function separate from school, he/she will be subject to suspension from that co-curricular or interscholastic athletic activity during a specific school year as follows (e.g. first offense = 20% of activity, second offense = removal from activity)\*\*\* **A SECOND offense within a season will result in immediate dismissal from the team.**

**LATE HOURS**

Student athletes (and their parents) need to be cognizant of the physical and emotional stress athletic practices and competitions put on an athlete. It is imperative that student athletes get plenty of rest, in order to function at a maximum level, both in the classroom and in athletic

competition, to minimize illness. It is recommended that students get eight (8) hours of sleep per night, therefore, when a student athlete is participating in a sport; it is recommended that they adhere to the hours listed below:  
The coach has the final authority of placing late hour restrictions on team members. Said restrictions if provided in writing at the beginning of the season will be enforced with whatever disciplinary action the coach deems appropriate.

### TEAM DISCIPLINARY ISSUES

Team disciplinary issues are defined as any incident committed by a student athlete that negatively impacts his/her athletic team and/or violates the district code of conduct. Examples include but are not limited to:

- Inappropriate social media posts
  - Harassment or Bullying
  - Any violation of the code of conduct resulting in a suspension or after school detention
- Insubordination  
Inappropriate taunting or “trash talking”

**A. FIRST OFFENSE** – Consequences for a first offense may include but are not limited to: loss of a starting spot, decrease in playing time, formal verbal warning, a meeting with student athlete, their parent(s) and administration, suspension from game or activity. Suspension cannot take place until after a discussion by the athlete with the respective coach. The person reporting the incident must submit the report, in writing, to the Athletic Director.

**B. SECOND OFFENSE** – A second offense could result in suspension from the team for the remainder of the season. Dismissal from the team would mean automatic forfeiture of awards earned during the sports season. *Seniors also need to be advised that depending on the infraction, the incident may have to be reported to the respective college/university as/ their rules for final admission in conjunction with the final transcript.*

### CRIMINAL MATTERS

Any student athlete charged with a criminal offense in the criminal system, unrelated to Mynderse Academy and the Seneca Falls School District, will be allowed to practice until the matter has been disposed of in the court system. If the sport season has expired prior to disposition, the consequence will carry over to the next sport season. If the student is convicted of a criminal offense, the consequences will be the same as are listed in B above, under TEAM DISCIPLINARY ISSUES.

### \*\*\*OTHER ATHLETIC INFORMATION\*\*\*

#### STUDENT PHOTOGRAPHS

At the onset of each athletic season, team and individual photos will be taken at the school for parents to purchase and for school publications and use on the district website. Throughout the school year, photographs or videotapes of students may be taken for use in district-produced publications, on our website or by the news media. If you DO NOT wish to have photographs or videotapes of your child published, please indicate so in writing to the Athletic Director.

**PLEASE NOTE: THE DISTRICT WILL IDENTIFY STUDENTS PICTURED ON ITS WEBSITE OR IN PUBLICATIONS UNLESS WRITTEN CONSENT FROM THE PARENT OR GUARDIAN HAS BEEN OBTAINED STATING OTHERWISE.**

#### SPORTS SCHEDULES

**FOR UPDATED SCHEDULES PLEASE GO TO THE DISTRICT WEBSITE, ([www.senecafallscsd.org](http://www.senecafallscsd.org))  
CLICK ON THE ATHLETIC DEPARTMENT ICON OR GO TO DEPARTMENTS, ATHLETICS  
CLICK ON THE RSCHOOL LINK AND FOLLOW THE PROMPTS RELEVANT TO THE ATHLETIC SCHEDULES.**

#### NOTIFY ME

Parents can register for this on the r-school website. It provides parents to be made aware of all changes in athletic events that may be postponed, cancelled, time change or change in location.

#### NCAA ELIGIBILITY

Any student athlete who has aspirations to participate in intercollegiate athletics at the Division I or II level is required to register with the NCAA Eligibility Center. Student should register at the beginning of their sophomore year in high school as it is imperative to be on track to graduate on time and meet the NCAA’s required initial eligibility standards. For more information students should contact their guidance counselor or go to the NCAA eligibility website for information.

**COACHES APPLICATION FORM**

Employment discrimination because of race, color, religion, national origin, sex, age, or mental/physical disability is prohibited by Law. Positions of employment are subject to all applicable laws, Regulations of the Commissioner of Education, Civil Service Regulations, Board of Education Resolutions/Policies, Administrative Regulations, and Contracts of Agreements.

**FULL NAME** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

Street City State Zip

**Coaching Position for which you are applying:** \_\_\_\_\_

Sport Level

**Social Security #** \_\_\_\_\_ **Are you presently employed?** \_\_\_\_\_

If yes, please indicate employer: \_\_\_\_\_

**EDUCATIONAL AND PROFESSIONAL TRAINING:**

Name Location Date Attended Diploma or Degree

**High School** \_\_\_\_\_

Jr. College \_\_\_\_\_

College \_\_\_\_\_

If a College Degree, what was your Major: \_\_\_\_\_?

Teacher Certification, if applicable: \_\_\_\_\_ Date granted: \_\_\_\_\_

Certification #: \_\_\_\_\_

Are you a member of N.Y.S. Teachers' Retirement System or N.Y.S. Employee's Retirement System? If yes, circle the Retirement System you are a member of.

If you are a member of either Retirement System, please indicate membership # \_\_\_\_\_

Have you ever been granted a tenure appointment in New York State? \_\_\_\_\_

If yes, when and where: \_\_\_\_\_

If you are **not** a certified teacher and applying for a coaching position, please list other work experience and references. Any work experience: (Most recent first)

**Place:** \_\_\_\_\_ **Dates** \_\_\_\_\_ **Duration** \_\_\_\_\_ **Supervisor/contact #** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Any References: (If you have taught or have been a substitute teacher; include especially Superintendent and Principal under whom you have worked.)

	<u>Name</u>	<u>Address</u>	<u>Position</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I hereby certify that the facts on this employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered grounds for dismissal. I have no objections to necessary inquiry regarding my character and qualifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### MYNDERSE ACADEMY ATHLETIC DEPARTMENT HEAD COACH EVALUATION FORM

Coach's Name: \_\_\_\_\_ Sport: \_\_\_\_\_ Gender: \_\_\_\_\_ Level: \_\_\_\_\_ Year: 2021-2022

PERFORMANCE	RECOMMENDATION	OBSERVATION DATES
Proficient _____	Continued _____	Practices: _____
Satisfactory _____	Unsatisfactory _____	Contests: _____
Probationary _____	Termination _____	

\_\_\_\_\_  
**Evaluation indicates** (P) *Proficient*      S (Satisfactory)      U (Unsatisfactory)      I (Improvement needed)      N/A (not applicable)

#### GENERAL RESPONSIBILITIES

1. \_\_\_\_\_ Is familiar with the athletic policies of N.Y.S.P.H.S.A.A., Section V, FLHAA, and Mynderse Academy.
2. \_\_\_\_\_ Is responsible to principal and athletic administrator for entire program (varsity, junior varsity, freshman, modified). This includes managers, student assistants, and volunteer coaches.
3. \_\_\_\_\_ Attends coaches' meetings, clinics, in-service programs. Studies films, magazines and books related to sport for professional improvement.
4. \_\_\_\_\_ Is available to counsel all participants in decision making relative to college daily problems, vocation, and college choice.
5. \_\_\_\_\_ Cooperates with athletic administrator, all other coaches/sponsors and athletic trainer to upgrade total athletic program.
6. \_\_\_\_\_ Cooperates with teaching staff, parents, member of the news media and other citizens to ensure good public relations.
7. \_\_\_\_\_ Oversees safety conditions of the facility or area in which assigned sport activities are conducted at all times.
8. \_\_\_\_\_ Promotes respect by example through appearance, manner, behavior, language and conduct during practices and contests.
9. \_\_\_\_\_ Is prompt and consistent in meeting team for practices and contests.

#### MAJOR PRE-SEASON RESPONSIBILITIES

1. \_\_\_\_\_ Cooperates with other coaches in conditioning programs to promote physical fitness
2. \_\_\_\_\_ Holds a preseason meeting with student and parents to inform them of the philosophy of the program and of rules and regulations (schedules, practice times, attendance, and criteria for earning a varsity letter.
3. \_\_\_\_\_ Secures medical clearance of squad according to NYSPHSAA and Mynderse Academy.
4. \_\_\_\_\_ Is responsible for the Mynderse Academy athletic participation-parent consent forms to be accurately completed prior to submitting them to the athletic office.

#### MAJOR IN-SEASON RESPONSIBILITIES

1. \_\_\_\_\_ Submits typed draft of the master eligibility list to the athletic office within one week of the beginning of the season.
2. \_\_\_\_\_ Updates master eligibility list as student athletes enter or exit program
3. \_\_\_\_\_ Issues equipment to players and maintains records of issued equipment.
4. \_\_\_\_\_ Supervises assistant coaches, assigns their respective duties and conducts staff meetings as necessary.

5. \_\_\_\_ Properly supervises student-athletes under immediate care and specifically fulfills a coach's responsibilities in conjunction with NYSPHAAA, Section V and Mynderse Academy.
6. \_\_\_\_ Plan, organizes and implements the teaching of fundamentals, strategy, rules and techniques.
7. \_\_\_\_ Ensures all participants have made necessary arrangements for transportation home when returning from road trips.
8. \_\_\_\_ In cooperation with AD, school nurse, and trainer, fulfills responsibilities to provide health services and an environment free of safety hazards
9. \_\_\_\_ Inculcates good health habits in squad members, including the establishment of sound training rules
10. \_\_\_\_ Maintains a properly supplied first aid kit and emergency cards at all times.
11. \_\_\_\_ Implements procedures for handling injuries and completing injury report forms for student health records and insurance purposes.
12. \_\_\_\_ Assists athletic office in pre-game preparations.
13. \_\_\_\_ Takes care of equipment, supplies, and facilities
14. \_\_\_\_ Provides an atmosphere conducive to good sportsmanship and assists visiting teams, coaches, and officials.
15. \_\_\_\_ Teaches student-athletes to use only legitimate and ethical means in attempting to win a game.
16. \_\_\_\_ Reports Varsity game scores and other pertinent information to all area media immediately following a home game.
17. \_\_\_\_ Evaluates all paid/non-paid assistant coaches in program. (Head Coach only)

**MAJOR POST-SEASON RESPONSIBILITIES (ITEMS TO BE SUBMITTED TO THE Athletic Office)**

1. \_\_\_\_ List of collected, inventoried and stored equipment.
2. \_\_\_\_ List of squad member s that completed the season (varsity letter winners)
3. \_\_\_\_ Season record (opponents and scores, any championships won and any outstanding achievements by a player and/or team)
4. \_\_\_\_ Detailed list of players who failed to return issued school equipment.
5. \_\_\_\_ Recommended budget for next year.
6. \_\_\_\_ Recommendations if any, for next year's schedule.
7. \_\_\_\_ Evaluate total program and submit any recommendations for program improvement to athletic office.

**EVALUATOR'S COMMENTS:**

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**Coach's comments:**

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\*\*\* Coach's signature

Date

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**Athletic Director's signature      Date**

\*\*\* signifies only that the coach has read this report.

**SENECA FALLS CENTRAL SCHOOL DISTRICT ASSISTANT COACH EVALUATION**

COACH: \_\_\_\_\_ POSITION: \_\_\_\_\_ School Year: 2021-2022

SPORT: \_\_\_\_\_ HEAD COACH: \_\_\_\_\_

Criteria Exemplary Proficient Developing Unsatisfactory N/A

Loyalty to head coach & system					
Availability/Involvement during off season					
Care of equipment					
Knowledge of the sport					
Ability to teach the skills, strategies of sport					
Ability to motivate & relate to students					
Rapport between coach & players					
Intensity of interest in coaching the sport					
Supervision of players in all required areas					
Rapport between all levels of coaching staff					
Accepts duties given by head coach, (scouting, summer league, open gyms, etc.)					
Management of non-sport areas (secure clock operators, score keepers, etc.)					

General Evaluation of this coach by:

Head Coach:

Athletic Director:

**Circle One:**

Successful To be recommended for continued assignment

Developing: To be recommended for reassignment, provided an understanding is reached in areas where improvement is suggested.

Not Recommended: Coach not being recommended to continue in the future.

Assistant Coach Comments (attach in additional sheets if needed):

Assistant Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*The coach's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the coach and that coach has received this evaluation.*

Head Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WEATHER INFORMATION

### HEAT INDEX PROCEDURES

Administration of Heat Index Procedures:

- Feels like Temperature (Heat index) or THI using a Wet Bulb indicator on the field will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 80 degrees (Fahrenheit) or higher.
- Download WeatherBug app to your phone or log into [www.weatherbug.com](http://www.weatherbug.com). Schools may also use a Wet Bulb indicator on the field that will be used.
- Enter zip code or city and state in the location section of the app or on-line or determine the THI by using a Wet Bulb indicator.
- If the Feels Like temperature (heat index) or the Wet Bulb Indicator is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature (heat index) or Wet Bulb indicator at halftime or midway point of the contest. If the Feels Like temperature (heat index) or Wet Bulb indicator is 96 degrees (Fahrenheit) or more, the contest will be suspended.

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

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



## Section V Thunder & Lightning Policy

“Thunder and/or Lightning necessitates that all contests be suspended. The occurrence of either thunder and/or lightning is not subject to interpretation or discussion. Thunder is thunder and lightning is lightning. If thunder and/or lightning is observed, all outdoor activities will be suspended immediately. Players and spectators shall be directed to a safe location

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 a minimum of 30 minutes from the time of the interruption before considering the resumption of play.

- A. If thunder and/or lightning is observed at the site of an outdoor contest by the officials, 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 on that date until the weather has cleared or the conditions become playable.
- B. If thunder and/or 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, then re-evaluate the situation. The rules of the particular sport shall determine whether the contest is “official” or must be resumed at a later date.”

## WIND CHILL PROCEDURES

Administration of Wind Chill Procedures:

Wind Chill will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 39 degrees (Fahrenheit) or lower.

The athletic trainer, athletic director, or school designee will use the [accuweather.com](http://accuweather.com) website to determine the heat index for the area of the contest/practice. The [accuweather.com](http://accuweather.com) website can be reached through the [NYSPHSAA](http://NYSPHSAA.com) website. Once a person is on the [accuweather.com](http://accuweather.com) website, they will put in the zip code for the location of the contest/practice and the website will give them the air temperature as well as the Real Feel temperature (wind chill).

If the Real Feel temperature (wind chill) is 10 degrees or below, the athletic trainer, athletic director, or school designee must re-check the Real Feel (wind chill) at halftime or midway point of the contest. If the Real Feel (wind chill) temperature is -11 degrees (Fahrenheit) or lower, the contest will be suspended.

	Real Feel (wind chill) above 40 degrees	Full activity. No restrictions
<b>R E C O M M E N D E D</b>	Wind Chill Caution: Real Feel (wind chill) 36 degrees to 20 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches' dress in layers of clothing.
	Wind Chill Watch: Real Feel (wind chill) 19 degrees to 10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches' dress in layers of clothing. Cover the head and neck to prevent heat loss.
	Wind Chill Warning: Real Feel (wind chill) 9 degrees to -10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches' dress in layers of clothing. Cover the head and neck to prevent heat loss. Consider postponing practice to a time when Real Feel temp is much higher. Consider reducing the amount of time for an outdoor practice session.
<b>REQUIRED</b>	Wind Chill Alert: Real Feel (wind chill) -11 degrees or lower	No outside activity, practice or contest, should be held.

**Special Note: Alpine Skiing will be exempt from this policy and will follow the regulations of the host ski center where the practice or event is being held.**

**MYNDERSE ACADEMY INJURY REPORT**

(COACHES ARE REQUIRED TO COMPLETE THIS AS SOON AS POSSIBLE AFTER AN INJURY HAS OCCURRED. The person reporting this incident must call the nurses office (315) 712-0511 & leave a message to report the incident. Please contact the Athletic Director also to report this. This completed form must be submitted to the health office ASAP.)

IT IS ALSO ESSENTIAL THAT IF YOU BECOME AWARE OF ANY OF YOUR PLAYERS WHO MAY HAVE COVID-19 SYMPTOMS OR ARE NOTIFIED BY THE PARENT/ATHLETE OF SYMPTOMS OR CONFIRMING COVID-19, PLEASE REPORT TO THE NURSE ASAP.

Student name: \_\_\_\_\_ Grade: \_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Supervisor/Coach: \_\_\_\_\_

1. Accident location: \_\_\_\_ Classroom \_\_\_\_ Gym \_\_\_\_ Athletic Field \_\_\_\_ Bus \_\_\_\_ Other

2. Cause of Accident: \_\_\_\_ Collision with person \_\_\_\_ Collision with object \_\_\_\_ hit with object  
\_\_\_\_ Sudden turn/twist/sudden stop \_\_\_\_ Fall \_\_\_\_ Fighting \_\_\_\_ Other- please specify \_\_\_\_\_

3. Contributing causes: \_\_\_\_\_

4. Witness: \_\_\_\_\_

5. Body part injured:

\_\_\_\_ Head \_\_\_\_ Neck \_\_\_\_ Eye \_\_\_\_ Ear \_\_\_\_ Face \_\_\_\_ Nose \_\_\_\_ Chin \_\_\_\_ Teeth \_\_\_\_ Tongue \_\_\_\_ Chest

\_\_\_\_ Shoulder (L/R) \_\_\_\_ Elbow (L/R) \_\_\_\_ Arm (L/R) \_\_\_\_ Wrist (L/R) \_\_\_\_ Hand (L/R) \_\_\_\_ Leg (L/R)

\_\_\_\_ Knee (L/R) \_\_\_\_ Foot \_\_\_\_ Ankle \_\_\_\_ Toes \_\_\_\_ Abdomen \_\_\_\_ Hip \_\_\_\_ Groin

Type of injury suspected:

\_\_\_\_ Laceration \_\_\_\_ Abrasion \_\_\_\_ Burn (Chemical/Electrical) \_\_\_\_ Sprain, Strain \_\_\_\_ Bruise

\_\_\_\_ Fracture \_\_\_\_ Dislocation \_\_\_\_ Concussion \_\_\_\_ other (please specify) \_\_\_\_\_

6. First Aid/Medical Attention Provided:

\_\_\_\_ Ice \_\_\_\_ Washed wound \_\_\_\_ Stopped Bleeding \_\_\_\_ Splint applied \_\_\_\_ Applied dressing

\_\_\_\_ Applied Sling \_\_\_\_ Called 911 \_\_\_\_ Observation \_\_\_\_ Other, please specify \_\_\_\_\_

7. Further care: \_\_\_\_ Notified parent \_\_\_\_ Parent took home \_\_\_\_ Parent took to medical facility

\_\_\_\_ Relative took home \_\_\_\_ Transported from school by ambulance

8. Additional Remarks: \_\_\_\_\_

9. Name of person reporting this incident (Please print) \_\_\_\_\_

10. Signature of person reporting this incident \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

## ATHLETIC TRANSFER/DROP FORM

**Student athletes are permitted to transfer from one team to another in a given season providing all of the stipulations in the Athletic Code of Conduct have been met and all signatures are completed and the form has been returned to the Athletic Director**

**Student name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

Team requesting to leave: \_\_\_\_\_

Date of meeting with coach: \_\_\_\_\_

Team requesting to join: \_\_\_\_\_

**Prior to coach of the team student is leaving the following must have occurred:**

Meeting with player

All uniforms and equipment collected

Student is aware that he/she is not eligible for any post season acknowledgements/awards/certificates

Student didn't have discipline issues or acts of insubordination resulting in being dismissed from team

If the coach does not approve a transfer to another team, the Athletic Director will convene an athletic review board to meet and make a render a final decision.

Signature of Coach of team student is leaving: \_\_\_\_\_ Date: \_\_\_\_\_

**Prior to coach of the team student is requesting to join the following must have occurred:**

advised Athletic Director that no cuts were made during this season

has uniform/equipment for the student athlete.

Signature of Coach that student is requesting to join: \_\_\_\_\_ Date: \_\_\_\_\_

**THE COMPLETED FORM NEEDS TO BE RETURNED TO THE ATHLETIC DIRECTOR**

Athletic Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MYNDERSE ACADEMY**

105 TROY STREET SENECA FALLS NY 13148  
315-568-5500 ext. 2134

**Parent Permission Form For Alternate Transportation**

(Extenuating Circumstances Only)

In accordance with school district policy, a parent signature is required prior to student-athletes being allowed to be transported to and from school district-sponsored activities with the parent or guardian's written permission. *This alternate transportation is for extenuating circumstances only.*

Please complete this form and have it signed by any building principal or the athletic director, and submit it to the respective advisor/coach. Parents/guardians are not allowed to transport *other* students without previously approved/signed documentation submitted to the respective coach.

I, \_\_\_\_\_, give permission to my child, \_\_\_\_\_  
**Parent/Guardian** **Athlete Name**

to ride home/to with: \_\_\_\_\_  
**Person transporting student**

By signing this form I will accept the responsibility for transporting my child to/from the above activity.

\_\_\_\_\_  
**Sport/Activity**

\_\_\_\_\_  
**Location & Date of Event**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Once this information is filled out please have either your building principal or athletics director sign below:

\_\_\_\_\_

\_\_\_\_\_  
**Administrator Signature (Principal or AD)**

\_\_\_\_\_  
**Date**

