



ATHLETIC & EXTRACURRICULAR CONTRACT

ADOPTION DATE: 8/6/25

The Board of Education is committed to ensuring that all students have access to a wide range of positive and enriching opportunities, including athletics and extracurricular clubs. These opportunities promote physical well-being, personal growth, and the development of the skills and attributes outlined in the district's mission statement.

Participation on a Poland athletic team or extracurricular club is considered a privilege; thus providing an opportunity to build your community, demonstrate school pride, and foster a sense of belonging. It also comes with important responsibilities, including maintaining high standards of behavior and academic effort. Every club/team member plays a vital role in representing their teammates, coaches, school, family, and the Poland community in a positive and respectful manner.

To support success on and off the field, Poland proactively provides resources and guidance to students/athletes. As part of this partnership, all club/team members are invited to affirm their commitment to these shared values by signing a statement of personal responsibility. Together, we create an environment where all students/athletes can thrive and contribute to the collective success of their clubs/teams and the community.

The Athletic & Extracurricular Contract consists of two integral components:

- 1) Academic Requirements
- 2) Appropriate Behavior/Conduct

Participation on any athletic team or extracurricular club is contingent upon the student's willingness to commit to its provisions as evidenced by their completing and signing a letter of commitment. Your child has elected to participate in athletics or an extracurricular event with a multiple-day commitment. By doing so, your child is becoming involved in a special kind of program, designed to provide new experiences and the opportunity to experience personal growth and maturity.

The coach's responsibility is to:

- 1) Select team members
- 2) Assign playing time
- 3) Adhere to eligibility guidelines
- 4) Report rule infractions to the Athletic Director

The advisor's responsibility is to:

- 1) Assign students to roles
- 2) Adhere to eligibility guidelines
- 3) Report rule infractions to the Principal

The student's responsibility is to:

- 1) Maintain their bodies and minds at peak level
- 2) Adhere to eligibility guidelines
- 3) Report rule infractions to the Athletic Director or Principal

Each student athlete and participant in an extracurricular events with a multiple-day commitment will be given the Contract at the start of each season in which the student participates, will review content with the coach or advisor before the first practice/meeting, and will be able to access the Contract on the District website.

General Guidelines

Group, School or Team Responsibility

A team is only as strong as all its members. By not being at top performance, by not attending all events, practices, rehearsals, scrimmages or by not putting forth 100% effort, a student/athlete weakens the team and the group. Once the student commits to participation in athletics or an extracurricular activity, the student represents the school; the student and the school are inseparable.

Equipment and Facilities

Students are expected to show proper care for the equipment and facilities provided when participating in activities at Poland CSD and when visiting another school. Students are responsible for equipment and/or property that is carelessly or willfully lost or destroyed. Any school property that a student has damaged, destroyed, vandalized or willfully loses, including uniforms, will require parents/guardians to make full restitution at a cost determined by the district.

Medical Eligibility

No student may participate in an athletic program unless the student has had a sports physical exam by an accredited medical doctor and been cleared for the activity by the school's nurse. All students participating in extracurricular events must have current health records and immunizations on file with the school nurse. Student athletes must abide by NYSPHSAA rules, including rules governing pre-game practice sessions and re-examination after prolonged illness or injury. If a student athlete is absent from school five or more days because of illness or significant injury, the student must be issued a Medical and Eligibility Certification form again. This form must be completed by a medical professional and returned to the school's nurse before being allowed to participate in an interscholastic activity.

Transportation

Students are to travel to and from contests in the vehicles provided by Poland Central School. In special cases, where a parent might have a valid reason to provide private transportation, arrangements may be made on the day of the contest with the coach, the advisor, Athletic Director, or Principal. In these instances, transportation home after a scheduled contest is the responsibility of the student and parent. A school bus is looked upon as a mobile classroom; therefore, students must abide by the Code of Conduct while on the bus. Coaches and advisors are expected to ride the bus provided by Poland Central School with the student participants to and from all activities. Late bus transportation is available Monday through Thursday, provided the student has attended practice or rehearsal that day and has signed up for the late bus by the designated time. Late bus transportation is encouraged.

Uniforms and School-Issued Equipment

Students may not wear issued clothing or equipment for physical education class or for personal use. Exceptions will be allowed for special school events such as but not limited to: homecoming, pep rally, spirit days, etc.

***Dual Sport Participation** *(not allowed for Ice Hockey or Indoor Track & Field per Section III)*

Definition: An athlete who wishes to play two sports in the same sport season, simultaneously.

Procedures for Participation:

1. The athlete notifies the Athletic Director at least one week prior to the start of the sport season.
2. The coaches involved will be notified of the athlete's intentions and given an opportunity to make a decision.
3. If one of the said coaches is not in agreement with the athlete's request to participate in two sports, simultaneously, then the athlete will be asked to choose one sport.
4. If both coaches reach consensus to allow dual participation, then the following applies:
 - the athlete will designate a primary sport (one that will take priority over the other sport).

- a primary sport will take precedence over the secondary sports under all circumstances.
 - the athlete will attend all regularly scheduled and rescheduled events of the primary sport.
 - if both sports have a scheduled contest on the same day, the athlete will compete in the primary sport.
5. Both coaches will mutually agree on specific guidelines that states each of their expectations of the athlete. This agreement will be shared with the Athletic Director and signed by both coaches, the athlete and the athlete's parent or guardian.
 6. If the primary coach deems it necessary to mandate the athlete attend a particular session over a scheduled contest in the secondary sport, that coach reserves the right to do so.
 7. The athlete is expected to fulfill the obligations set forth by coaches without a change of heart, specifically after the first scheduled contests have been played.
 - If circumstances prevail, the athlete may breach the agreement set forth by both coaches if and only if the decision is mutually agreed upon by the athlete and both coaches.
 - At this time, the athlete would transfer focus to his/her primary sport.
 - If a breach of dual participation agreement is NOT mutually agreed upon, and the athlete chooses to quit, then a penalty of two week's suspension from athletic competition will be imposed. This will take immediate effect on participation in the primary sport.
 8. The following State guidelines for dual participation must be satisfied:
 - All mandatory number of practices must be satisfied for each sport prior to competition, as determined by the NYSPHAA Handbook. The athlete must attend each sports practice session to get credit for attending said practices.
 - The athlete must compete in one sport with a majority of contests (more than half of the scheduled league contests) in order to be eligible for league championship competition.

Academic Requirements

Student Expectation

Each student is expected to have academic achievement and performance serve as their primary responsibility for his/her success in school (to the best of their ability). Athletic and extracurricular participation is a privilege and should not detract from academic achievement. The Student Eligibility Policy is intended to provide all students with an opportunity to maintain academic success. The student is responsible for remaining in good scholastic standing by maintaining a passing average in all subjects.

Determining Eligibility

- a) Each week school is in session, every student will be evaluated and shall receive either an "S" (satisfactory) or "U" (unsatisfactory), based on whether or not the student is passing or showing significant academic improvement in each course in which the student is enrolled. A passing grade is 65 or above.
- b) On Thursday afternoon, a grade book report will be generated to identify students who have grades below 65. Teachers can remove students from this list no later than Friday at 12pm.
- c) Any student who receives two "U"s in any single week becomes ineligible to attend or participate in all extracurricular activities and events during the following week from Sunday through Saturday. Students should continue to attend practice, but may not participate in contests, matches, shows, etc.
- d) Any student who receives a "U" in the same course for three consecutive weeks or more loses the privilege to participate in all extracurricular activities and events during the following week from Sunday through Saturday. Students should attend practice, but may not participate in contests, matches, shows, etc.

****Any student who becomes ineligible three (3) times under section “c” and/or section “d” above will be required to attend after school study hall for the remainder of the time the extra-curricular activity occurs or until significant academic improvements have been displayed by the student as deemed by the Principal in consultation with the student’s teacher(s).**

e) If the classroom teacher is absent on Friday and cannot evaluate the need to discontinue the student’s name on the ineligibility list, the teacher will be able to complete the gradebook report as soon as they return to school.

f) Communication (verbal, written or electronic) will be given to students and parents indicating the courses the student has a grade below 65 as soon as Friday, but no later than the next scheduled contest. Within said communication, the student and parent will be notified of the unsatisfactory course and grade for which they are ineligible.

Student/Athletes failing 4 or more courses.

A. These students must develop a plan to improve their academic standing for the courses they have grades below 65, and submit that plan for their teacher’s approval using the [Eligibility Form](#).

B. These students are immediately ineligible to attend/participate in practice or games until they reduce the number of their courses below 65 to one or less.

Behavior/Conduct and Discipline

Behavior/Conduct

1. **Conduct During a Game/Match/Activity.** The student is responsible to control his/her conduct and not engage in situations where he/she is disrespectful, insubordinate, or foul-mouthed. In addition, the student shall practice self-control in refraining from any inappropriate behavior regarding spectators. A student who is insubordinate or behaves in a manner deemed detrimental to the good of the team or the group may be suspended from the team or activity for a period of time designated by the coach or advisor.
2. **Attendance.** Since students are expected to be in sound physical and mental condition and maintain satisfactory academic performance, regular attendance is expected. Patterns of being late to school or absent from school will not be tolerated. Students participating in athletics and extra-curricular events agree to maintain regular attendance. A student who does not attend school on a regular basis, will be referred to the Athletic Director or Principal to discuss the situation. In addition to attending school, a student must report to each and every practice session, unless he or she is absent from school for a legal reason or excused in advance by the team coach or extracurricular advisor. If a student misses practice without proper reason as determined by the adult holding the practice, the adult may suspend the student from participation up to and including a full season.
 - A student must report to school no later than 12:30 PM on the day of his/her game or extracurricular event in order to participate. If the student athlete is present for at least two hours before 12:30 PM and then is legally excused, the student may participate in the day’s contest. Only the Athletic Director or Principal has the authority to review unusual circumstances that preclude a student’s ability to attend school on the day of a scheduled contest or event and rule that a student has the ability to participate.
3. **Training Rules.** All students governed by this contract will refrain from the following:
 - a) using or possessing tobacco/nicotine products on and off school grounds.
 - b) using or possessing alcoholic beverages on and off school grounds.
 - c) using, possessing, or selling drug paraphernalia, or any mind or performance enhancing drug for a non-medicinal purpose on and off school grounds.

d) violating state or local law(s) on and off school grounds.

4. **Violation of Training Rules.**

- a) First Offense: Student shall be suspended for 25% of all remaining contests or rehearsals.
Second Offense: Student shall be suspended for the full season.
Third Offense: Student shall be suspended from participation for a full calendar year.
Further Offenses: Student shall be permanently suspended from participation.

b) The number of contests the student/athlete will be suspended from will be determined by using the number of regularly scheduled games/activities during the season when the offense has occurred. For example, if there are 20 scheduled games, a student athlete would be suspended for 5 games for a first offense and 20 games for a second offense.

c) A penalty may carry over into the next season. For example, if a student athlete's first offense is a 5 game suspension, but only 4 games remain in the season, the student athlete will be suspended for 1 game in the next sports season in which the athlete participates. Similarly, if a student's first offense is on the first public production of a Drama Club show, the student may be suspended from participation in activity in the next show.

d) Violations of training rules will be cumulative over a student's career at Poland Central School.

e) In cases involving substances (such as tobacco, alcohol, etc.) prohibited by the Code of Conduct, the Code of Conduct guides the discipline process for the student. However, the Athletic Director and Principal have the ability to provide compelling evidence that would be considered in determining the student's suspension from activities. A student may only have a suspension from extra-curricular participation waived on the first offense that occurs.

f) Any student who truthfully admits to his/her violation of training rules may have the required suspension reduced by 10% of the amounts set forth in **Section 4 (a) Violation of Training Rules**.

g) In the case of the arrest for a criminal offense or filing of charges, if the District has adequate and competent evidence that the student participated in the offense for which the student-athlete is charged, the student-athlete shall be removed from the team until the matter is effectively adjudicated. It shall be considered as a 2nd offense at a minimum pursuant to the eligibility requirements. A penalty shall be immediately imposed pursuant to the Athletic Code of Conduct regulation prior to completion of the criminal proceeding. The District reserves the right to prefer stricter disciplinary consequences, including suspension in future seasons upon the completion of the criminal proceeding.

5. **Quitting.** Once a student has signed a statement of intent to participate (page 11), the student is expected to complete the season and fulfill the obligations of the activity. A student may only withdraw from the team or activity, after the intent to participate is signed, if the student discussed the matter with the coach/advisor and also the Athletic Director (when the activity is a sport)/Principal (when the activity is another extracurricular obligation). The student must also complete the "Permission Form to Discontinue Participation" (page 8). Quitting without discussing the matter as described will be considered a violation and shall result in partial or full suspension during the next sport season or extracurricular activity in which the student participates.

6. **Social Restriction.** Any student placed on social restriction will be ineligible to attend or participate in any game/match/scrimmage or extra-curricular event during the restricted period. The student will be

expected to attend practices and rehearsals during this time. The Principal may place a student on social restriction for an incident not related to academic eligibility.

7. **In-School Suspension/Out of School Suspension**

a) Any student/athlete incurring ISS or OSS will not be admitted to any activity during that period of suspension. If suspended, a student/athlete may not attend or participate in practice, contests or activities, and will not be involved with the team in any capacity during that period of suspension. If a member of an athletic team or extra-curricular club has been assigned an In-School Suspension on the day of the game or event, the student is not allowed to participate.

8. **Additions to the Contract.** Any specific regulations from the advisor or coach will be attached to the last page of this contract. Any additions must be approved by the Athletic Director or Principal before they become part of the contract.

Discipline

1. **Minor Disciplinary Problems** will be handled by the coach of the sport or advisor of the club.

2. **Major Disciplinary Problems**, such as, but not limited to, breaking training rules, quitting a team, consistent cutting of practices, serious deliberate damage to property, etc, shall be violations of this agreement.

a) Allegations of a violation of this contract may be brought against a student by:

- the school administration
- the Athletic Director
- the team coach
- a teacher employed by Poland CSD
- the advisor of the extracurricular activity

b) The advisor/coach will refer the alleged violation to the Athletic Director or Principal, who will conduct an investigation as soon as practicable and notify the student's parent/guardian by phone that a violation is being investigated. If the investigation indicates a violation of the Athletic Contract or Code of Conduct, the Athletic Director (for a student participating in sports) or the Principal (for students participating in other activities) will meet with the student to discuss the imposition of a disciplinary action. The coach of the team or advisor of the activity will be present for this meeting as deemed appropriate.

c) On the date a determination is made that a violation has occurred that is not governed by the Code of Conduct, the Athletic Director (when the infraction involves a student athlete) or Principal (when the infraction involves a student participating in another activity) will notify the student's parent or guardian of the violation and the disciplinary action taken. Notification will provide the parents or guardian with the opportunity to meet informally with the Athletic Director, Principal and/or the coach to discuss the violation and disciplinary action and will be prepared in writing.

d) If the student and/or parent/guardian wish to make an appeal of the decision regarding a violation, it may be done through a written request to the Superintendent within one week of the decision regarding disciplinary action unless the violation is governed by the process required for a disciplinary hearing. The Superintendent will review the case and present a finding in writing to the student, parent/guardian, Principal, and Athletic Director. This decision will be final.

Disciplinary action decided by the Principal for violations of school rules listed in the Code of Conduct and Student/Parent Handbook will take precedence over participation contract.

**Poland Central School District
74 Cold Brook Street
Poland, NY 13431**



EXTRA-CURRICULAR ACADEMIC ELIGIBILITY FORM

STUDENT'S NAME: _____ **PARENT SIGNATURE:** _____

ACTIVITY/SPORT: _____ **ADVISOR/COACH:** _____

DATE ISSUED: _____ **DATE RETURNED:** _____

The Poland Central School Board of Education has adopted an academic eligibility plan for participation in extracurricular activities. This form will be used to facilitate individual follow-up. If this form is not completed within 3 days the student could jeopardize their extra-curricular participation.

STUDENTS: Develop a plan to improve your grades, discuss with your parent/guardian and propose the plan for your teacher's approval.

PARENTS/GUARDIANS: Review the plan with your child and sign the form above.

TEACHERS: Review the proposed remediation plan. Indicate with your signature and date when the plan has been completed.

SUBJECT	PLAN DESCRIPTION	TEACHER SIGNATURE

ADVISOR/COACH: _____ DATE: _____

ATHLETIC DIRECTOR/PRINCIPAL: _____ DATE: _____

Return this form to the MS-HS Office when completed

PERMISSION TO DISCONTINUE PARTICIPATION FORM

INSTRUCTIONS: It is understood that the advisor's/coach's signature below indicates that a discussion with the student regarding the decision to discontinue the program has taken place prior to presenting the form to a parent and/or the Athletic Director or Principal for signatures. Follow the order of steps as they appear on the form. Students are required to continue to attend scheduled practices/meetings/rehearsals until the student receives a copy of this form with all signatures in place.

STEP 1: The activity I am seeking to discontinue is_____.

The student explains the reason for wanting to discontinue participating in the activity in the space below.

Student Printed Name	Student Signature	Date
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STEP 2:

The advisor/coach places a check beside one of the lines below and adds any pertinent information.

_____I approve _____I disapprove of the student's request to discontinue participation.

COMMENTS:

Advisor's/Coach's Printed Name	Advisor's/Coach's Signature	Date
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STEP 3:

The parent places a check beside one of the lines below and adds any pertinent information.

_____I approve _____I disapprove of my child's request to discontinue the activity named.

COMMENTS:

Parent/Guardian Printed Name	Parent/Guardian Signature	Date
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STEP 4:

The Athletic Director (for sports) or Principal (other activities) checks one of the lines below.

_____I approve _____I disapprove of the student's and parent's request.

_____Any materials, supplies, or equipment already issued to the student have been returned.

AD/Principal Printed Name	AD/Principal's Signature	Date Received	Date Returned
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ATHLETIC & EXTRACURRICULAR VIOLATION FORM

For:	Poland Central School students participating in athletics or extracurricular clubs.
Action:	Complete the form and return to the athletic director or principal.
Purpose:	To assist in identifying violations of the athletic and extracurricular contract.

This section to be completed by student

Name of person reporting the violation:	
Role of the person reporting the violation:	
Date/time of violation:	
Name(s) of alleged offender(s):	
Describe the violation. What happened? (Be as specific as possible)	
If there were any adults in the area, what did they do?	
What was your involvement?	
Did you report this violation to an adult? Who and When?	

This section to be completed by Athletic Director or Principal

Date Received:	Date and Action Taken:

DUAL SPORTS PARTICIPATION FORM

In accordance with Section III rules, students are allowed to participate in more than one sport in one athletic season. As a result, students at Poland Central School may try out for an additional team that is an individually-oriented athletic team. For students at PCS, these individual performance teams include:

- a) Cross Country (fall)
- b) Cheerleading (winter)
- c) Golf (spring)
- d) Track & Field (spring only)
- e) Others as approved by the Athletic Director

Students wishing to “double up” must meet several conditions throughout the season to maintain playing eligibility in both sports.

- 1) The student must declare a primary and secondary sport below. The primary sport takes precedence over the secondary sport.
- 2) The student must meet state-mandated practice requirements.
- 3) The student must be academically eligible for the entire season according to the rules of Poland Central School.
- 4) The student agrees to participate in additional practices as deemed necessary by the secondary sport coach. Additional clarification of practice requirements will be developed by the particular coaches and athletic director as circumstances arise.

I have read the above statements, and agree to the terms.

My Primary Sport _____

My Secondary Sport _____

Student's Printed Name _____

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

Primary Coach's Signature _____ Date _____

Secondary Coach's Signature _____ Date _____

Athletic Director's Signature _____ Date _____

STUDENT'S INTENT TO PARTICIPATE FORM

For the Student

I have read the Poland Central School Athletic and Extracurricular Participation Contract. I understand the provisions within the contract, the expectations explained, and agree to abide by the contract and Code of Conduct while participating in the sports team or activity named.

Student's Printed Name

Student's Signature

Date

For the Parent Guardian

I attest I am the custodial parent or guardian for the student whose name appears above and have read the Poland Central School Athletic and Extracurricular Participation Contract. I have reviewed the content with my son/daughter. I agree to cooperate with Poland Central School in enforcing the contract as it applies to my child and give my permission for my son/daughter to participate in the activity named below.

Team/Sport/Activity

Date

Parent/Legal Guardian Printed Name

Parent/Legal Guardian Signature

PARTICIPATION IN INTERSCHOLASTIC ATHLETICS MAY RESULT IN INJURY