

# Romulus Coach's Handbook 2026-2027



**Romulus Central School**  
**5705 State Route 96**  
**Romulus, NY 14541**  
**1-866-810-0345**  
**[www.romuluscsd.org](http://www.romuluscsd.org)**

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NYS Certification Requirement

Concussion Management Plan

### **Forms:**

Team Roster Listing

Inventory Sign-Out Sheet

Practice Attendance Sheet

Accident Report

Transportation Alternative Sign-Out Form

Coaches' Evaluation

Season Summary Form/Awards Listing

Budget Requests for following year

**Emergency Contact Information:**

Emergency- 5-9-1-1

(5 will secure and outside line)

Outside events- most cell phone do not get good reception-  
must use school phone.

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Romulus, NY 14541

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James Werner, Transportation: (C) 315-651-0355

Matt Buisch, Maintenance: (C) 315-694-1663

Geneva General Hospital: 315-787-4000

Poison Control: 1-800-222-1222

NYS Police: 315-539-3976

Seneca County Sheriff: 607-582-6555

**Purpose of this Manual:**

1. To establish the role of interscholastic athletics in relation to the total education program in our district.
2. To list the goals and objectives of the interscholastic program and the principles on which the program is based.
3. To provide a list of responsibilities for these designated to administer this program.
4. To provide coaches and other members of the staff with policies and regulations needed to offer a well-rounded, uniform program in athletics.
5. To make available all materials and forms needed to effectively manage the athletic program.

**Introduction**

The athletic program is considered an integral part of the student's education experience. To insure this, the program is based on sound educational principles. Every activity, sponsored and supported by the Romulus Central School District must be considered a part of the total educational process.

Interscholastic athletics is an outgrowth of the district's physical education program. Through physical education, intramurals and athletics, we offer all students a fair and equal opportunity to develop to a maximum, their physical, mental and social potential. Athletics allows those students who have demonstrated a need for further development the opportunity to participate on a higher level. To be an integral part of the education process, athletes must follow the same goals and objectives that govern physical education program.

**PRACTICE SESSIONS:**

1. New York State Public High School Athletic Association Rules and Regulations for conduct of pre-season practice will be adhered to.
2. The same rules apply to individual cases when players report late or if a transfer is involved.
3. All practices must be supervised by a certified coach or teacher.
4. Practices and game attendance: As a member of an athletic team, it is important to be at all practices and games. If an athlete cannot make a practice, it is their responsibility to notify the coach. Unexcused absences from practices and games will not be tolerated.
5. NO STUDENT ATHLETE SHOULD BE PENALIZED FOR STAYING WITH A TEACHER AFTER SCHOOL TO GET INDIVIDUAL ATTENTION FOR ACADEMIC WORK.
6. There will be a maximum of 2-1/2 hours practice of any one team under any conditions unless written permission is granted by the Director of Athletics.
7. Team members should be notified in advance as to practice times and location to allow students and their families reasonable time for planning.

8. No practice or games shall be scheduled on Sundays, Christmas, Thanksgiving, or Easter. The Superintendent must give permission for any exceptions to this rule. Any time a coach practices their squad during holiday periods, a time schedule must be filed with the Director of Athletics. Anyone failing to do so leaves themselves open to legal liability in emergency situations, i.e., accidents.
9. All practices will be held during non-school hours whenever practical and facilities permit.
10. It is the responsibility of the first coach assigned a facility to make the facility available to the next scheduled event at the time that it is stated for that event to take over. All equipment and supplies should be put away and made safe for the upcoming activity.
11. If a scheduled practice is cancelled by the coach, the AD should be informed as to the cancellation. Other groups may wish to change their practice time or a new activity may be scheduled.
12. Winter and pre-season spring sport practice schedules will be arranged at the beginning of the sports season. It is important that all coaches understand that flexibility by all is of the utmost importance.
13. If school is cancelled or dismissed early there will be no athletic practices without permission of the Athletic Director.

## **DISTRICT POLICIES**

### **Supervision**

The Coach is responsible for members of their team during scheduled practices and games.

1. The coach is responsible for team members at all times during scheduled practices and games. Each coach must supervise players from the start of practice until they leave the school facility.
2. If a coach is going to call off practice or a scrimmage, notice should be given to all team members in time that they may arrange to go home by school transportation.
3. The weight room is to be open only when a coach is actively present.
4. The locker room is the responsibility of the coach(es) whose team is/are using it at that time. There is to be no horseplay, fighting or obscene language in the locker room.
5. Fall/Spring Sports: No spikes should be worn in the locker rooms, halls or across gym floors. Athletes should clean and remove spikes outside so as not to create unnecessary mud and damage in these areas.
6. Athletes are to stay in the athletic areas of the school building after practice. No one should be in the academic hallways after practices. Students should bring all books/belongings to the locker room prior to practices or games. This procedure also goes for late practices or late returning trips.

7. There is always some question about how long a coach should wait for parents to pick up team members after a practice, home game, or return from an away game or scrimmage. Students must have made necessary transportation arrangements. When waiting for transportation, students must remain in the entry hallway or vestibule and access to other portions of the school must be closed off. The coach cannot leave the student in the school if there is no other supervisory personnel in the school. Communicate with your team prior to your away trip so that all students know approximate time back at school. This procedure will expedite students' dispersal.
8. The coach is responsible for the behavior of the team on the bus.
9. When visiting another school, the coach is responsible for their team member behavior. Make sure that the team members are supervised in the locker room and that all facilities are left in an orderly condition when you leave.
10. Communication between Coach and students/parents should be done through ParentSquare or StudentSquare platforms- not personal cell phone.
11. Schedules will be posted on the website and in the Master Library program. Please communicate practice schedules with the AD.

#### **FIRST DAY OF PRACTICE COACHING RESPONSIBILITIES:**

- Take attendance. Students MUST have a current sport physical AND be academically eligible to participate in try-outs/practice.
- Give a copy of the first day attendance list to the appropriate school nurse so that she can confirm that all student-athletes have had a sport physical. Indicate which athletes you have questions about.
- Specify and/or review the cutting criteria and procedures with the athletes, and outline the practice/try-out schedule. When possible provide the students, parents and athletic director with a copy of your written practice schedule.
- Specify the injury notification procedures to the athletes.
- Distribute codes of conduct, team rules and agreement, to be completed and signed by the parents and student-athletes, and returned to the coach on the second day of practice.

#### **COACHING RESPONSIBILITIES DURING THE SEASON:**

- **ROSTER:** Complete the District roster and get it to the athletic office as soon as possible, definitely before the first scrimmage contest.
- **CODES OF CONDUCT:** Send signed codes for all team members to the athletic office as soon as possible, definitely before the first contest.
- **TEAM RULES:** Team rules should be written and signed by team members and their parents. The Coach must review Team rules with the Athletic Director.
- **ELIGIBILITY:** Check student-athlete academic eligibility as needed throughout the season.

- **ACCIDENT REPORTS:** Within a timely fashion, accurately complete an accident report and send it to the school nurse anytime a student is injured. Concussion protocol follows the Return to Learn/Return to Play Management Plan.
- **PARENT MEETINGS:** At the beginning of your season, meet with the parents of your team members to reinforce team rules and procedures, open lines of communication and emphasize the code of conduct and academic eligibility.
  - Complete all paperwork necessary for the Section, League, District and/or newspaper. (Scholar-Athlete, Foreign Exchange Student paperwork)
  - Report scores to the newspapers as appropriate.
  - Stay in touch with the Athletic Director regarding your season and team happenings.
  - Immediately after the last game, collect all uniforms and equipment from the players.
  - Submit awards to the Athletic Director if applicable. The award presentations are post-season.

### **Academic Eligibility**

Romulus students in grades 7-12 are considered ineligible for athletics and extracurricular activities if they are failing TWO or more classes at the interim period or at the end of the marking period.

### **When a student is ineligible, they may:**

- Practice, but not participate in interscholastic athletic contests.
- Practice, but not participate in any performing arts performances unless a grade is attached, attend school dances, or attend extracurricular activities (athletic contests/concerts/play/musical/art show) as a spectator.

### **Other considerations for students deemed ineligible:**

- Grades considered failures are 64% and below.
- Incompletes may result in ineligibility unless otherwise determined by administration.
- Students may not participate in after-school clubs/activities until passing.
- Students who are ineligible are expected to create an after-school schedule to obtain extra help with each class they are failing.
- Appeals are not granted.

**If failing two or more classes at the interim report (issued after the 5th, 15th, 25th, 35th week mark), the student will be ineligible:**

- Students can have their eligibility restored once they show that their average is not lower than 65% in more than one class.
- They must submit an updated grade sheet to include with their Eligibility Academic Progress sheet.

**If failing two or more classes at the end of the marking period (issued after the 10th, 20th, and 30th week mark), the student will be ineligible:**

- They are ineligible for a minimum of ten school days. After ten school days, the student can request that their eligibility be restored once they show that their average is not lower than 65% in more than one class.
- They must submit an updated grade sheet to include with their Eligibility Academic Progress sheet.
- Once a student is ineligible, they must have an Eligibility Academic Progress sheet signed by all of their teachers if they wish to have eligibility restored.
- Eligibility Academic Progress sheets will be available in the Main Office and School Counseling Office.
- In order to regain eligibility, a student's average must not be lower than 65% in more than one class.
- The Eligibility Academic Progress sheet must be signed by the Principal, who will then reinstate eligibility and notify the necessary faculty/staff/coach/advisor(s).

**POST-SEASON COACHING RESPONSIBILITIES:**

- Return all uniforms and equipment, in good order and in a timely fashion, to the Athletic Director or Sports Specialist. Call for direction.
- Return keys, AED or any other equipment to the Athletic Director. If you wish to keep your keys for off-season work, contact the Athletic Director.
- Complete and return to the Athletic Office the necessary and required paperwork. It is very important that final rosters are verified and submitted immediately following the season. (Season summary form, award requests, pay voucher, evaluation, and season practice/game calendar, etc.)
- Varsity Coaches meet with the Athletic Director to provide program budget requests. All other coaches should contact their Head Coaches and submit a list of team needs to be considered in the budget process.
- Attend all Section and League post-season meetings.

**OFF SEASON COACHING RESPONSIBILITIES:**

- Head Coaches develop a plan for student-athlete development in your sport, for athletes of all ages. Assistant, JV, and Modified Coaches to assist the Head Coach.

# Romulus Royal Roster

**Team:**

**Level:**

**Name**

**Jersey Number**

**Grade Level**

**Position**

**Coaching Staff**

**Head Coach**

**Assistant Coach**

**Additional Bench Personnel**

**Score Keeper**

## Inventory Sign Out Sheet

Sport:

[illegible]



1. Name: \_\_\_\_\_

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

2. Sex: 1 Male Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Incident Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ am/pm  
2 Female mm dd yy Day: SU M T W TH F S 01 Before School Hours  
02 During School Hours  
03 After School Hours  
04 School Not in Session  
1 2 3 4 5 6 7

3. School Building Where

Code: \_\_\_\_\_

Incident Occurred \_\_\_\_\_

CIRCLE WHAT IS APPLICABLE

4. Place of Incident:

- 01 Phys. Ed. Class-Outdoors
- 02 Phys. Ed. Class - Indoors
- 03 Organized Athletics - Home
- 04 Organized Athletics - Away
- 05 Gymnasium
- 06 Locker Room
- 07 Swimming Pool
- 08 Science Lab: # \_\_\_\_\_
- 09 Manual/Industrial Arts
- 10 Home Economics
- 11 Auditorium
- 12 Library
- 13 Restroom
- 14 Classroom/Office: # \_\_\_\_\_
- 15 Halls
- 16 Stairways
- 17 Playground
- 18 Parking Lots
- 19 School Grounds
- 20 Cafeteria
- 21 Bus: # \_\_\_\_\_
- 22 Automobile
- 23 Extracurricular Activity- nonsporting
- 24 Other or premises (Field trip, to school)
- 25 Other \_\_\_\_\_

5. Source of Injury

- 01 Children Fighting
- 02 Horseplay
- 03 Sharp Objects
- 04 Falling/Flying Objects
- 05 Gymnastics/Equipment
- 06 Specialized/Creative Apparatus
- 07 Phys. Ed. Equipment
- 08 Machinery/Equipment
- 09 Bee Sting/Animal Bite
- 10 Door/Window/Hatch etc.
- 11 Hot Surface
- 12 Electricity
- 13 Chemicals/Paint/Fumes/Dust
- 14 Stairways
- 15 Fire/Smoke/Flame/Collapse
- 16 Vandalism
- 17 Structural Failure/Collapse
- 18 Falls/Slips
- 19 Unintentional Act
- 20 Condition of Premises - interior
- 21 Condition of Premises - exterior
- 22 Furniture (desk, chair, locker, etc.)
- 23 Wall
- 24 Other \_\_\_\_\_
- 25 Unknown

7. Nature of Injury

- 01 Abrasion
- 02 Amputated
- 03 Asphyxiated
- 04 Bite
- 05 Bruise
- 06 Bumped
- 07 Burn
- 08 Concussion
- 09 Contusion
- 10 Crushed/Pinched
- 11 Dislocated
- 12 Fractured/Broken
- 13 Frozen
- 14 Hernia
- 15 Infected
- 16 Irritated
- 17 Cut
- 18 Scratch
- 19 Inflamed/Swollen
- 20 Lacerated
- 21 Overexerted
- 22 Poisoned
- 23 Punctured
- 24 Sprained/Strained
- 25 Shock of trauma
- 26 Chipped
- 27 No Injury
- Unspecified Injury

6. Body Part Injured

- 01 Abdomen
- 02 Ankle
- 03 Arm
- 04 Back
- 05 Chest
- 06 Ear
- 07 Elbow
- 08 Eye
- 09 Face
- 10 Finger
- 11 Foot
- 12 Groin
- 13 Hand
- 14 Head
- 15 Heart
- 16 Hip
- 17 Knee
- 18 Leg
- 19 Lung
- 20 Neck
- 21 Pelvis
- 22 Scalp
- 23 Shoulder
- 24 Teeth/Mouth/Jaw
- 25 Toe
- 26 Wrist
- 27 Multiple
- 28 Nose
- 29 Other \_\_\_\_\_
- 30 No Injury

8. At the time of Incident

Name of Supervisor in charge: \_\_\_\_\_

Incident Witnessed? Yes/No

9. Narrative Description of Incident: (use back if needed)

Name of Parent/Guardian: \_\_\_\_\_

Address \_\_\_\_\_

Witness: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Were the following called? If Yes:

Parent Y N Name: \_\_\_\_\_

Physician Y N Name: \_\_\_\_\_

Ambulance Y N Name: \_\_\_\_\_

First Aid Rendered: \_\_\_\_\_

Telephone# \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Was the injured taken anywhere? Yes/No

If yes By Whom: \_\_\_\_\_

By what means: \_\_\_\_\_

Where: \_\_\_\_\_

Person Completing This Form \_\_\_\_\_

Principal \_\_\_\_\_

Business Office \_\_\_\_\_

\*\* An accident is an incident where the injury to the individual is deemed to be more serious than a simple abrasion, contusion, or laceration and which may require further investigation.

FOR YOUR PROTECTION NEW YORK LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM:

Any person who knowingly and with intent to fraud any insurance company or other person files a statement containing any material false information, or conceals for the purpose or misleading, information concerning any fact material thereto, commits fraudulent insurance act which is a crime.

Signature and Date: \_\_\_\_\_

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| Romulus Athletics |  |
|-------------------|--|

| Away Game Alternative Transportation Sign Out |  |
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**Team:** \_\_\_\_\_

**Game/Match:** \_\_\_\_\_

[illegible]

# ROMULUS CENTRAL SCHOOL DISTRICT INTERSCHOLASTIC COACHING EVALUATION

Coach's Name: \_\_\_\_\_  
School Year: \_\_\_\_\_  
Sport: \_\_\_\_\_  
Level: \_\_\_\_\_

Key:           C =   Commendable           I =   Improvement needed  
              S =   Satisfactory           NA =   Not applicable

## Professional And Personal Relationship/Coaching Performance:

- |    |                                                                                                          |          |
|----|----------------------------------------------------------------------------------------------------------|----------|
| A. | Displays appropriate behavior and embraces sportsmanship                                                 | C S I NA |
| B. | Respects and supports other coaches and athletes                                                         | C S I NA |
| C. | Is dressed appropriately at practices and games                                                          | C S I NA |
| D. | Works cooperatively with Athletic Administrators & Athletic Office                                       | C S I NA |
| E. | Understands and follows rules and regulations of NYSPHSAA, Section V and Romulus Central School District | C S I NA |
| F. | Completes all End-of-the Season reports in a timely manner                                               | C S I NA |
| G. | Communicates budgetary needs and maintains current inventory (follows through with AD requests)          | C S I NA |
| H. | Organizes daily practices                                                                                | C S I NA |
| I. | Cares for uniforms/equipment                                                                             | C S I NA |
| J. | Understands the needs of individual players                                                              | C S I NA |
| K. | Submits Official Ratings in a timely manner                                                              | C S I NA |
| L. | Accepts constructive feedback and is willing to change                                                   | C S I NA |
| M. | Demonstrates sound strategies during game situation                                                      | C S I NA |
| N. | Exhibits a good relationship with parents                                                                | C S I NA |
| O. | Provides proper supervision and security of locker rooms and practice areas                              | C S I NA |
| P. | Maintains individual and team discipline and control                                                     | C S I NA |
| Q. | Assists individual players and parents with recruiting efforts                                           | C S I NA |

R. Understands and embraces the overall MS/HS mission and academic goals C S I NA

## II. Professional Development

A. Attends coaching clinics and/or makes an attempt to increase knowledge and proficiency as a coach (i.e.: sports camps, videos, professional, books, etc.) Yes No Sometimes

Comments: \_\_\_\_\_

B. Works with and/or assists with local sports organizations/programs Yes No Sometimes

Comments: \_\_\_\_\_

C. Helps to develop assistant and/or lower level coaches within their sport Yes No Sometimes

Comments: \_\_\_\_\_

D. Do you wish to return next year? Yes No

### Coaching Certification/Permanent:

T.C.L. Completed Yes No NA

Has completed all course work and is fully certified Yes No NA

Needs to complete the following coaching courses:

Philosophy of Coaching Yes No

Techniques of Coaching Yes No

Health Sciences as it Relates to Coaching Yes No

Needs to Update Recertification:

First Aid (every 3 years) Exp. \_\_\_\_ Yes No

CPR/AED (annually) Exp. \_\_\_\_ Yes No

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Overall Rating: \_\_\_\_\_

\_\_ **Satisfactory** – Will recommend for future assignment.

\_\_ **Probationary** – Will recommend with the agreement of:

*An agreement to work on areas that need improvement.*

*Providing a certified and qualified person does not put in for your position.*

\_\_ **Unsatisfactory** – Will not be recommended for reassignment.

### SIGNATURES:

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

Athletic Administrator \_\_\_\_\_ Date: \_\_\_\_\_

## End of Season Summary

Team: \_\_\_\_\_

Level: \_\_\_\_\_

Coach: \_\_\_\_\_

Overall Season: \_\_\_\_\_ wins / \_\_\_\_\_ loses

Post Season finish Furthest round in sectionals: \_\_\_\_\_

Stipend Paperwork Returned: \_\_\_\_\_

Equipment Inventoried and Returned: \_\_\_\_\_

Medical Kit Returned: \_\_\_\_\_

Evaluation: \_\_\_\_\_

### Awards/Special Achievements:

Coaches Award \_\_\_\_\_

Most Valuable Offensive Player \_\_\_\_\_

Most Valuable Defensive Player \_\_\_\_\_

Other: \_\_\_\_\_

All Star Nominations/Recognitions:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## Budget Request

Program: \_\_\_\_\_

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

Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wishes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Coach Preparation & Licensing

People who are interested in becoming a coach but who are not certified NYS physical education teachers must complete a sequence of coaching courses in one of 2 pathways: Individual Evaluation of SED coursework or National Federation of State High School Associations (NFHS) coursework.

These pathways are separate roads to certification and all coursework completed must fall in one certification pathway. Completed requirements in one pathway cannot be carried over into another pathway.

A person who does not hold a current New York State teaching certificate may be appointed as a temporary coach only if there are no certified teachers available with experience and qualifications to coach the team. The non-teacher coach must obtain a [Temporary Coaching license](#).

Those interested in becoming certified can read through the resources below to learn more about New York State Coaching requirements.

For specific guidance on obtaining a teaching license in physical education, visit the [Office of Teaching Initiatives' website](#). Their team specializes in the certification process and will provide you with the necessary steps to obtain your teaching certificate.

Additionally, if you are considering a coaching role and do not currently hold a teaching certificate, the Office of Teaching Initiatives can assist you in exploring the relevant [licensing options](#).

| NYS Certified Teacher – No application necessary                                                                                                                                                                | Non-NYS Certified Teacher – <a href="#">Must apply for a license on TEACH Website</a>                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• First Aid</li><li>• CPR</li><li>• <a href="#">Amendment to First Aid Knowledge and Skills Requirements for Coaches</a></li><li>• Concussion Management Course</li></ul> | <ul style="list-style-type: none"><li>• First Aid</li><li>• CPR</li><li>• <a href="#">Amendment to First Aid Knowledge and Skills Requirements for Coaches</a></li><li>• Concussion Management Course</li></ul> |

|                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>○ <a href="#">HEADS UP to Youth Sports: Online Training for Coaches(link is external)</a></li> <li>○ <a href="#">NFHS Concussion in Sports(link is external)</a></li> <li>• Coaching Coursework</li> </ul> | <ul style="list-style-type: none"> <li>○ <a href="#">HEADS UP to Youth Sports: Online Training for Coaches(link is external)</a></li> <li>○ <a href="#">NFHS Concussion in Sports(link is external)</a></li> <li>• <a href="#">Child Abuse workshop</a></li> <li>• <a href="#">School Violence workshop</a></li> <li>• <a href="#">DASA Training</a></li> <li>• <a href="#">Fingerprint clearance</a></li> <li>• Coaching Coursework</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

More information can be found at:

<https://www.nysed.gov/standards-instruction/coach-preparation-licensing>