

ARLINGTON CENTRAL SCHOOL  
INTERSCHOLASTIC ATHLETICS



COACHING HANDBOOK

UPDATED 4/5/2018

## **Arlington Central School District**

**Our Mission is to empower all students to be self-directed lifelong learners, who willingly contribute to their community, and lead passionate, purposeful lives.**

### **Core Values**

#### **We believe that:**

- All people have inherent value.
- Lifelong learning is essential for growth.
- A community thrives when all members embrace their interdependence with compassion and empathy.
- Potential can only be attained through commitment, resilience, and high expectations.
- All people can learn.
- Change is essential for progress.
- All people are responsible for their choices and actions.

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**I. ATHLETIC PHILOSOPHY**

**A. FOREWORD**

On behalf of the Arlington Central School District, kindly accept our appreciation for your interest and involvement in the athletic programs offered at our schools. Thank you for agreeing to coach a group of athletes who need a coach to enjoy everything that athletics have to offer: fun, competition, friendship and personal growth. Thank you for taking time from your personal schedule to devote to the development of young people who will benefit from your presence, planning, teaching, and personal involvement in making athletics a fun place to be. Thank you for accepting the responsibility of helping young people become better athletes, keeping them safe and helping them feel good about themselves and what they do.

You are asked to carefully read the information contained within this handbook, so you will be able to carry out all of the responsibilities associated with coaching. If you have any questions or concerns regarding these policies and procedures, please contact Mr. Michael Cring, the Director of Athletics at (845) 486-4873.

It is hoped that your coaching experience will be enjoyable productive and rewarding. Once again, thank you for your dedication to athletics and the Arlington Central School District.

## **B. CODE OF ETHICS**

Interscholastic athletics is an inherent part of the total education program for students in the secondary schools of New York State. Our athletic programs will be properly organized, administered, and conducted, to provide opportunities for students to participate in athletic activities which promote growth and development, teach social and recreational skills, and develop leadership qualities. These values are more rapidly attained when the program is founded upon the highest standards and ethical practices developed and adhered to by professional leaders.

## **C. PHILOSOPHY AND OBJECTIVES OF INTERSCHOLASTIC ATHLETICS**

### **Philosophy**

Interscholastic athletics in the Arlington Central School District are a component of the health and physical education program and therefore, an integral part of the district's overall educational program. Athletics should be a broadening experience in which harmony of mind-body functions is created through striving for physical and mental excellence. This is a value-building experience for our students. A well-coordinated program is vitally important to the morale of the school, students and our community.

Every person involved in the delivery of athletics possesses a unique opportunity to teach positive life skills and values. The Arlington Central School District is committed to an environment that is free from bullying, hazing and/or harassment; therefore, this educational experience demands qualified coaches. Desire, dedication, and self-discipline need to be developed in order to ensure the commitment and personal sacrifice required by student-athletes. Making such a commitment helps to nurture integrity, pride, loyalty and character. The final outcome is a better citizenry carrying these values throughout their life.

It is the nature of athletic competition to strive for victory; however, the number of victories is only one criterion when determining a team's success. Guiding the team to attain maximum potential is the ultimate goal. To this end, the coaching staff must teach student-athletes to prepare their minds and bodies in order to reach maximum potential, and then to be modest in victory and steadfast in defeat.

### **Objectives**

- To educate the student body in the appreciation of sports and activities and the best way to enjoy them from the point of view of good sportsmanship.

- To serve as a focal point for morale, spirit, and loyalty of students by providing a common meeting ground and enthusiasm that is shared by all.
- To allow for the development of physical growth, mental alertness, and emotional stability for all those who participate in athletics.
- To provide the opportunity for a student to learn to handle winning and losing and to make decisions that affect themselves and members of their team.
- To learn and develop through hard work and dedication a feeling of self-confidence and elevated self-esteem in all participants.

#### **A. Modified Program Philosophy**

The modified athletics program is available to all students in the seventh and eighth grades (sport specific). Athletic activities offered are determined by the existence of leagues, student interest, and the relationship to the high school program. At this level, the focus is on learning athletic skills and game rules, fundamentals of team play, social-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

At the modified level, the number of teams and size of the squad in any sport will be determined by the availability of financial resources, qualified coaches, suitable indoor or outdoor facilities and a safe environment.

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital. The New York State Public High School Athletic Association (NYSPHSAA) publishes regulations by which practice sessions are governed. Often, practices or contests will be scheduled on Saturdays. Opportunities for meaningful contest participation for each team member will exist over the course of a season.

#### **B. Junior Varsity (JV) Program Philosophy**

The junior varsity level is intended for those student-athletes who display the potential for continued development into productive varsity performers.

At this level, athletes are expected to have visibly committed themselves to the program, team, and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play and social-emotional development. JV programs work toward achieving a balance between continued team and player

development and striving for victory. The outcome of the contest becomes a consideration at this level.

The realization that practice sessions are important is a premise that is vital to a successful JV team and player. For all team members, contest participation will exist over the course of a season; however, a specified amount of playing time is never guaranteed. Participants at this level are preparing themselves for the six day-a-week commitment that is expected at the varsity level. Contests and practices are rarely held on holidays and Sundays, yet practice sessions are often scheduled during school vacation periods. With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the JV level.

### **C. Varsity Program Philosophy**

Varsity competition is the culmination of each Athletic program. Typically, seniors and juniors make up the majority of a varsity roster. Occasionally a sophomore and infrequently a freshman are included on the team, providing that evidence of advanced levels of physical development, athletic skill, and appropriate socio-emotional development are demonstrated. It is possible, but, rare for a middle school level student to be included on a varsity roster.

Squad size at the varsity level is often limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play each contest. It is vital that each team member have a role and be informed of its importance. The number of roster positions is relative to the students' acceptance of their roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six day-a-week commitment. This commitment is often extended into vacation periods for all sports seasons. While contests and practices can be held infrequently on holidays and Sundays, the dedication and commitment needed to conduct a successful varsity program should be taken seriously.

The varsity coach is the leader of that sport's program and determines the system of instruction and strategy for that program. The communication among the modified, junior varsity, and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest, and working to reach the group's and individual's maximum potential are worthy goals of a varsity level team.

## **II. POLICIES**

### **A. FACILITIES**

The proper use of the school's facilities is the responsibility of all staff, students and coaches. No food, gum or soft drink should be allowed in the gym. All coaches must supervise the facilities when in use and insure they are locked up when finished. There should never be an unsupervised student in the equipment storage areas. Coaches should emphasize to student athletes never to leave valuables (jewelry, large sums of money, etc.) in dressing rooms during practices or games. Please emphasize with athletes that these are our facilities and to treat them with respect.

### **B. UNIFORMS & EQUIPMENT**

Respect for school equipment must be expressed to all student-athletes and continually reinforced, because lost or damaged equipment may be difficult to replace. All uniforms and equipment that are the property of the school will be distributed by the coach under the supervision of the athletic director. Uniforms not purchased through the school budget must be cleared with the athletic director before being issued to student athletes. Coaches are responsible for keeping a record of all uniforms and equipment distributed to their athletes. This record should be updated during the season, and then used to assist in the collection of uniforms and equipment within one week of the conclusion of the season. Please return this material to the appropriate designated area.

### **C. KEYS & ID BADGES**

If it is necessary, you will be provided with key/badges to open the athletic facilities at the school. This key becomes your responsibility and students should not have access to this key. Keys/badges should be returned at the completion of your season.

### **D. TRYOUTS**

Due to the large number of student athletes in the Arlington Central School District, the lengths of tryouts minimally must be three days in length. It is highly recommended that an evaluation tool, such as a rubric, be used to assess student athlete's ability to make a team. It is important for coaches to clearly communicate their expectations during tryouts. Releasing an athlete from a program is difficult for

all those involved in the process; therefore please clearly share your views with the athlete and or parents while keeping the integrity of the student in mind. Be practice is to speak directly to the athlete as to why they were released rather than posting a list. However, it is understood that posting of a list may be the best method due to the large number of athletes trying out for a sport.

#### **E. VOLUNTEER ASSISTANTS**

Volunteer assistant coaches must meet the same criteria as outlined by the New York State licensing requirements and are under the direction of the head coach. Volunteer assistants must be approved by the Board of Education.

#### **F. MANAGERS**

Reliable students can be a big help relieve the coach of some tedious chores: like filling water bottles, scoring, etc. Student managers should be treated and should act like any other member of the school team. Please use caution when selecting student managers. Managers should be reliable in attending practices and games, and made to feel that they are truly an integral part of the team.

##### *Possible Duties of Student Managers:*

###### Practices

1. Take attendance
2. Set out and put away equipment, making sure none is left out or lost
3. Provide water
4. Assist in drills

###### Games

1. Make out score book
2. Keep score and statistics
3. Look after equipment
4. Keep water bottles filled

#### **G. PRACTICES**

Coaches should attempt to start and end practices on time. The coach is responsible for the supervision of the team during the practice time. The coach must be in attendance! If you are unable to attend a scheduled practice, either find another coach to supervise or cancel the practice. At the conclusion of the practice, ensure that all equipment is returned to the proper storage area and that all team members leave the practice area permanently upon the conclusion of the practice.

**MAKE SURE ALL AREAS ARE LOCKED!** If you wish to practice during the evenings or weekends, make the necessary arrangements, as soon as possible, as gyms are often heavily booked throughout the year.

#### OUT OF SEASON PRACTICES

Out of season “captains practices” held on school property ARE NOT ALLOWED. The New York State Public High School association has the following by laws regarding out of season practices:

- A. School sponsored activities conducted out of the sport season such as general conditioning, weight training, weight lifting, intramurals, recreation, open gyms, club activities and camps are permitted: 1. if such programs are not mandated by coaches or school personnel; 2. if such programs are available to all students.
- B. Non school sponsored activities are permitted if such programs are not mandated by coaches or school personnel. No school equipment should be used for these programs as per State Comptroller Opinion 85-37.

H. HIGH SCHOOL SPORTS STANDARDS CHART FOR INTERSCHOOL COMPETITION  
(Addendum) Page 41

I. MODIFIED SPORTS STANDARDS CHART FOR INTERSCHOOL COMPETITION  
(Addendum) Page 42

#### J. CAPTAINS

Having captains is at the discretion of the coach. The selection of captains is the responsibility of the coach. This is done in one of 2 ways. The coach selects the captains or the coach has a ballot vote from the players on the team. This vote must be confidential. Coaches are reminded that captains should be positive role models and possess a strong leadership capacity.

### III. COACHES INFORMATION

#### A. COACHES CHECKLIST

##### PRESEASON

- Receive keys and badge to athletic facility and closets.
  - Notify Athletic Director regarding volunteer assistants.
  - Verify medical clearance of all participants who are trying out.
  - Meet with Mr. Gatta to review policies and procedures regarding injuries and safety.
  - Receive medical kit.
  - Notify the athletic office of changes/additions made to schedule.
  - Communicate with student athletes the coaching staff's expectations during tryouts (Rubrics).
  - Conduct parent meeting.
  - Communicate with A.D. any special circumstances regarding the selection of the team.
  - Supply Athletic Director with team roster for eligibility review.
  - Supply the Athletic Secretary with team roster that includes parent's name, address and phone #.
  - Supply team with Athletic Handbook.
  - Review handbook with team. (Stress eligibility requirements).
  - Collect athletic contracts from student athletes prior to first game.
  - Collect yellow emergency cards and place them in the medical kit.
  - Log all equipment issued to the team.
  - Receive and review rulebook.
  - Attend mandatory League and/or Sectional coaches meetings.
  - Supply team with "late bus" passes.
  - Communicate with the A.D. regarding additional uniforms or equipment purchased by team.
  - Communicate with the A.D. if a fund-raising project exists.
  - Communicate with the A.D. regarding special requests for game setup (PA system, etc.).
- 

##### DURING SEASON

- Notify Athletic Office of departure times for away contests (daily).
  - Monitor the use of transportation liability release forms.
  - Evaluate officials after each game to supply an accurate rating at end of season.
  - Supervise the locker room.
  - Continue to emphasize sportsmanship.
  - Complete Sectional Tournament forms and give to A.D. for approval and required signatures.
  - Notify Athletic Office of Section I Tournament seeding and opponent.
  - Keep designated area of athletic closet clean and neat.
-

## POST SEASON

- ❑ Attend end of season Section and/or League coaches meetings.
- ❑ Notify Athletic Office of individuals receiving honors (All-League, All-Section etc.)
- ❑ Remind team of date and time of Awards Night.
- ❑ Notify the Athletic Office of alternate plans regarding Awards Night (team dinner, etc.)
- ❑ Collect and inventory equipment and uniforms.
- ❑ Clean designated area of team storage closet.
- ❑ Supply Athletic Director with names of student athletes who are delinquent in returning equipment and/or uniforms.
- ❑ Supply Athletic Director with request for items to be ordered for next season (J.V. and freshman coaches should make requests to Varsity coach)
- ❑ Complete and return officials rating forms.
- ❑ Complete self-evaluation and meet with A.D. to review season.
- ❑ Return keys and badge to Athletic Office.

## B. COACHES JOB DESCRIPTION & DUTIES

### A. General Statement of Duties

- Give of your time to the position that will produce teams of quality, poise, sportsmanship, and positive attitude in keeping with the highest standards of our school and community.
- Have a basic knowledge of the fundamentals of your sport, as well as rules, proper training techniques, and care and prevention of athletic injuries.
- Be aware that you are on public display during athletic contests as a representative of our school. It is important to conduct yourself in a manner so as to maintain the principles, integrity, and dignity of the school and teaching profession.

### B. Specific Duties

- Attend pre-season coaches meetings as scheduled by the Athletic Director.
- Make pre-season announcements to all students concerning sign-ups for your sport. Inform students of try-out times and practice dates.
- Hold a pre-season parent meeting (recommended).
- Prior to the start of the season, communicate with the School Health Officer regarding health evaluations for student athletes. No athlete can participate until they are approved by the School Health Officer and the permission form is given to the coach. Permission forms completed for one sport may not be transferred to another.
- Familiarize yourself with NYSPHSAA sports standards for interschool competition.
- Once the season begins, submit a complete and up-to-date roster (numerical) to the Athletic Director.
- Review the ACS D Interscholastic Athletics Code of Conduct with your entire team.
- Inform your players of specific practice and contest procedures and expectations, team policies, general conduct expectations (locker room, bus), academic

responsibilities, and the letter award system for your sport. Communicate these expectations to the Athletic Director as well.

- Issue proper equipment to each player and communicate any deficiencies to the Athletic Director. Review safety procedures with players involving the use and care of equipment.
- Supervise student-athletes from the time they report until the time they depart from school grounds or are picked-up by a parent/guardian.
- Check the student eligibility list to determine student-athlete's practice/contest eligibility.
- Gain proficiency in the use of *Arbiter* (online athletic scheduling software) in order to remain up-to-date with practice and contest scheduling information.
- Use *Arbiter* to review your practice schedule, contest schedule and travel departure times and communicate any concerns to the Athletic Director well in advance of the scheduled date of practice or competition.
- Notify the Athletic Director of any changes/cancellations in your practice schedule.
- Be present at all scheduled practices and contests. If a situation arises and this is not possible, please inform the Athletic Director and secure a substitute.
- Maintain cleanliness and order in the storage room areas.
- Be sure to stow equipment, turn off lights, and lock doors when leaving the facility.
- Communicate any building, field, or facility concerns to the Athletic Director.
- Report all contest results to the local media outlets and the Athletic Director.
- Document all athletic injuries using the ACSD Accident Report Form. This form should be completed immediately after the incident and submitted to the School Health Officer.
- Collect and inventory all equipment at the end of the season.
- Submit a list of letter and award winners for your sport to the Athletic Director, as well as conference all-stars, etc. at the end of the season.
- Submit budget requisitions for the following season to the Athletic Director by December 15<sup>th</sup>. Include specific item information, such as company name, item name/SKU number, color, size, price and quantity.
- Return keys to the Athletic Director at the end of the season.
- Stay abreast of coaching techniques by participating in coaching clinics (recommended).
- Communicate to students/athletes that bullying, hazing and/or harassment are strictly prohibited.
- Remember the athlete comes first, winning second.
- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each team member.
- Establish a realistic team goal or vision for each season and communicate that to the athletes and parents.
- Encourage and assist team members to set personal goals to achieve their highest academic potential.

- Create a set of training rules for athletes that reflect the positive values of abstaining from the use of alcohol, tobacco and other drugs,
- (Including performance degrading substances).
- Strive to develop the qualities of competence, character, civility and citizenship in each team member.
- Emphasize good sportsmanship, exemplary conduct, and the spirit of fair play
- Teach respect and consideration for opponents as either the guest or the hosts at the game.
- Discourage profanity and obscene language at all times.
- Provide a safe, challenging and encouraging environment for practice and competition.
- Supervise the locker rooms and other facilities used by athletes.
- Gain an awareness of the importance of prevention, care and treatment of athletic injuries.
- Respect the integrity and judgment of the game official(s).
- Teach and abide by the rules of the game in letter and in spirit.
- Build and maintain ethical relationships with coaches and administrators.
- Strive for excellence in coaching skills and techniques through professional improvement.

### **HEAD COACH JOB DESCRIPTION**

#### **BASIC FUNCTIONS**

The Head Coach **will** engage in the following:

1. Evaluate the development and success of the program on an annual basis.
2. Establish training rules.
3. Keep abreast of the latest developments and modifications in their respective sport.
4. Develop budget and equipment requests for all levels of their programs.
5. Supervise the maintenance and inventory of equipment for their sport.
6. Help in the development of their assistant coaches.
7. Assume leadership of their staff and be responsible for harmony and professional behavior of the staff.
8. Provide guidance to the student athletes in their future endeavors.
9. Promote further development of student athlete in all areas of interscholastic sports i.e. Building of: Character, sportsmanship, and athletic ability.

10. It is strongly recommended that coaches join their respective County or Section 1 Association. At this time the District does not reimburse for membership in an Association.

### **C. SUGGESTIONS FOR DEALING WITH PROBLEM SITUATIONS**

1. Always identify the problem.
2. Pick the best time and place to address the problems.
3. Try not to use the word "I".
4. Try not to take comments personally.
5. Be a good listener; don't always be ready to say "but...."
6. When necessary, be able to say you were wrong or to use the word "compromise."
7. Be prepared ahead of time for meetings that address concerns or problems.

### **D.AGENDA FOR PARENT MEETING**

#### **OVERVIEW:**

1. Welcome by the head coach
2. Introduction of Assistant coaches and other staff members, including athletic trainers
3. Coaching Philosophy

#### **INFORMATION:**

1. Required team forms (FamilyID)
2. Communicating with the coach and staff
3. Selection of team members/tryouts
4. Preseason practice information/expectations
5. In-season practice expectations
6. Off-day expectations
7. Team Rules
  - A. Training rules and code of conduct

- B. Alcohol, tobacco, drugs, steroids and other performance-enhancing drugs
  - C. Non-school parties, parents who host etc.
  - D. Set the final date to join squad
  - E. Criteria for lettering and other awards
  - F. Procedure for quitting the squad
8. Athletic trainers, doctors and injury procedures, including treatment on non-school days
9. Uniforms and equipment
10. Home game expectations
- A. What to wear during school, to and from contest
  - B. Pre-game meals
  - C. Arrival times at school to be eligible for practice/competition
11. Away game procedures
- a. What to wear during school, to and from contest
  - b. Pre and post-game meals
  - c. Departure time from school
  - d. Parent pick up on return to school
  - e. School policy for parent transportation
12. Summer and off season expectations
13. Fund raising requirements and booster information
14. Goals for the season
15. Parent roles
16. Explanation of player participation in contests
17. Eligibility

## QUESTIONS & ANSWERS

## **IV. SAFETY**

### **A. CONSIDERATIONS**

Safety must be a major concern for every coach. Before equipment is given out at the start of the season, it should be checked to see that it is in good working order. Players should be encouraged to inform the coaching staff if any equipment is malfunctioning. Coaches should inform students that any personal equipment used in the activity must be appropriate for that activity, and kept in good working order. Some equipment must be recertified each new sports season.

Students must be taught techniques and skills of the sport with safety in mind. Students must realize that there are necessary and unnecessary risks even in the most dynamic activities offered. Students must also be made aware of the potential risks of performing specific dangerous techniques (i.e. spearing with the helmet in football).

### **B. FIRST AID KITS**

First Aid Kits are available from the Athletic Trainer. Teams should ensure that their kits are filled with the necessary items, and that items are replaced immediately as they are being used. First Aid Kits should contain the following:

Adhesive bandages—assorted sizes	Plastic bags ice/instant ice packs
Alcohol/alcohol preps	Powder
Antibacterial ointment	Resuscitation mask/face shield
Roller gauze	Moleskin
Antiseptic towelettes	Safety pins
Arm sling (triangular bandage is fine)	Nail Clippers
Bandage scissors	Sterile gauze pads—assorted sizes
Butterfly closures-1/8" X 3"	Sunscreen
Check-list for First Aid / CPR	Tape under wrap
Cotton swabs	Tweezers
Elastic tape—2"	White tape
Elastic wraps—2", 4", and 6"	Emergency Information Cards
Emergency blanket	
Emergency Care Guidelines	
Eye patch	

Eyewash  
Flashlight and batteries  
Foam padding, assorted thicknesses  
Hydrogen peroxide  
Non-Latex/nitrile gloves (Multiple pairs)  
Nonstick wound dressing pads—3" X 4"

Minor injuries such as bruised legs, or arms, scrapes, minor bleeding, etc., can be treated on site by the coach or designee. Athletes should be removed from the activity if, in your opinion, further injury could occur. Apply minor first aid. Instruct the student to have a parent examine the injury at home. A follow-up phone call to the parents might be necessary in some cases.

### **C. CARE FOR INJURED ATHLETE (EMERGENCY ACTION PLAN)**

Unless you have received specialized training in advanced first aid techniques, leave the care to the professionals. The key to the Emergency Action Plan is getting the professional care to the player as quickly as possible. For that to happen efficiently and effectively you must be prepared with an Emergency Action Plan. This is best done before your season begins. When developing your Emergency Action Plan you must keep the following in mind - "If the player cannot start a movement by himself, do not move the body part for him." If the player is breathing and not bleeding seriously there is no need to rush through the procedure and risk further injury. There is a need for at least 2 people on the team to participate in the Emergency Action Plan: The "Charge Person", and the "Call Person".

#### **THE PARTS OF THE PLAN**

##### **The Charge Person**

The Charge Person in the event of an injury will likely be the teacher/coach, although it could be the manager or trainer. Unless a student has had specific injury care training, it is not advisable to delegate this job to a student. Ideally, two individuals should be familiar with this role, so that there is a backup if one person is absent.

The duties of the person in charge include all of the following:

- \*Initially when coming in contact with the injured athlete, take control and assess the situation.
- \*Instruct any players and bystanders to leave the injured player alone.
- \*DO NOT MOVE THE ATHLETE.

\*Leave the athlete's equipment in place.

\*Evaluate the injury (it would be a good idea to have the Emergency Care Guidelines from your First Aid Kit to assist in your evaluation). This evaluation could include everything from an unconscious athlete to an athlete with a sprained finger. Once you have assessed the severity of the injury, decide whether or not further assistance is required. If you are in doubt, treat the injury as a serious one.

\*If an ambulance is not needed, you may attempt to contact a parent and have him/her transport the student to the hospital or home.

If an ambulance is required, notify your call person (the person designated to contact emergency medical services and dial 911), give a brief explanation of the injury and tell that person to make the call for an ambulance while you (the person in charge) stay with the athlete.

Once the call has been placed, observe the athlete carefully for any change in condition and try to reassure the injured player until professional help arrives.

Do not be forced into moving the athlete unnecessarily.

Stay calm. Keep an even tone in your voice. Keep the injured student warm.

Keep other people away from the student unless it is EMS or the parent/guardian.

Before the ambulance arrives, have the student's gear/ clothing brought to the venue, if possible. Retrieve the Student's Medical Information Form to accompany him/her to the hospital.

### The Call Person

If it is deemed necessary to summon emergency medical services and transportation, someone must be pre-assigned to be the Call Person. The duties of the call person include all of the following:

Know the location of all available telephones to use for placing the call. This will require pre-planning, particularly at remote field locations or in buildings with which you are not familiar.

Place the call (dial 911). State that it is a "medical emergency". Give the following information.

- The site of the activity
- Directions to or address of facility (not usually necessary)
- Type of emergency (how serious, brief details about consciousness, bleeding, breathing, etc.)
- Give the exact location and best access route to the injured student

Report back to the person in charge, and confirm that help is on the way.

Go the access entrance to direct the ambulance personnel to the injured student.

Once the coach has ensured that the injured student's needs are fully taken care of, he/she must see that the remainder of the team has continued supervision. Parents should be contacted as soon as possible about the emergency. The Main Office should be informed if it is still open, or a member of the administration should be called as soon as you are able to. As soon as practical an Incident Report should be completed and sent to the health office. The coach should follow up with the parents that evening or the next morning.

#### **D. AED'S**

(Addendum)

#### **E. BLOOD SPILL**

##### **Universal Precautions**

re: Blood & Bodily Fluids

- \*Use impermeable gloves if blood or body fluids containing visible blood are anticipated.
- \*Stop the bleeding, cover the wound, and change the uniform if contaminated with excessive amounts of blood.
- \*Wash hands and skin after contact with blood.
- \*Clean any surfaces or equipment with appropriate disinfectant and clean clothes or skin with soap and water or an appropriate antiseptic.
- \*Use proper disposal procedures for equipment and contaminated clothing.
- \*Use a ventilation device for emergency resuscitation.
- \*No direct contact patient care if you have an open skin condition.
- \*Dispose of disinfected clothes and/or towels.
- \*Follow accepted guidelines for control of bleeding and for any body fluids containing visible blood.

#### **F. LIGHTNING POLICY, WIND CHILL & HEAT INDEX**

(Addendum)

#### **G. DEHYDRATION**

Please schedule frequent water breaks to help avoid dehydration in student athletes. If the athlete's thirst is used as the only gauge of water need, it may take 12 to 24 hours to replace the water lost through physical activity. During exercise and heavy sweating, it is recommended that athletes be encouraged to drink water before they feel thirsty. Please emphasize to the student athlete the importance of drinking 15 minutes before, during and after activity.

## V. STATE AND SCHOOL RULES AND REGULATIONS

The following requirements apply to any person (paid or unpaid) that is approved by the Board of Education to coach interscholastic athletics in the Arlington Central School District. All coaches must possess a valid teaching certificate or coaching certificate, issued by the New York State Department of Education.

- First Aid (updated every 3 years)
  - CPR/AED (updated every 1-2 years)
  - Child Abuse Identification & Reporting
  - School Violence Prevention & Intervention (SAVE)
  - Fingerprint Clearance
  - *Philosophy, Principles, & Organization of Athletics* (completed prior to third appointed year)
  - *Health Sciences Applied to Coaching* (completed prior to fifth appointed year)
  - *Theory & Techniques of* (sport specific – completed prior to fifth appointed year)
  - Participation in the NYSPHSAA anti-hazing webinar or approved alternative.
  - Participation in the NFHS *Concussion in Sports: What You Need to Know*. (Every two years)
  - Second pathway for certification through NFHS.org
  - DASA
- The Director of Athletics will work with coaching staff as there are several pathways to become certified dependent upon the individual's background.

### QUESTIONS MOST ASKED ABOUT COACHING CERTIFICATION

1. Can those individuals who are certified to coach under the grandfather clause (coaching prior to September 1, 1974) coach any sport in any school in which they are currently teaching?

Answer: Yes, if you are grandfathered in one district and transfer to teach in another district, you are still qualified. Exception: If you are grandfathered in one district and teach in that district and wish to coach in another district where you are not teaching you are not qualified under the grandfather clause.

2. What are the procedures for obtaining a temporary coaching license and a professional coaching certificate for non-teacher coaches?

Answer: On February 5, 2001, the New York State Board of Regents approved and amendment to section 135.4 of the Commissioner's Regulations to establish a three-year renewable professional coaching certificate. The amendment became effective on March 1, 2001.

The amendment allows non-teacher coaches to be issued a professional coaching certificate once they have met the following requirements:

- Completed the first aid and CPR requirements
- Completed the three course requirements established for coaching by the State Education Department (Philosophy, Principles and Organization of Athletics in Education, Health Sciences Applied to Coaching and the Theory and Techniques of Coaching); and
- A minimum of three years coaching experience in a specific sport in a New York State interscholastic athletic program.

A professional coaching certificate will be valid for a three-year period and may be renewed for an additional three-year period upon the submission of a renewal application in a form prescribed by the commissioner.

Any non-teacher coach who has not fulfilled the three State Education Department coaching courses and does not have three years coaching experience in a specific sport must continue to apply for a temporary coaching license at the BOCES through established procedures.

3. How many years does a certified teacher have to complete the coaching certification courses?

Answer: All courses must be completed by the end of the third year unless you have an extension approved by the State Education Department.

4. How many years does a certified teacher have to complete the Philosophy and Principles course?

Answer: Within two years of his/her initial appointment.

**COURSES ACCEPTED FOR FIRST AID/ CPR REQUIREMENTS**  
**Current on the district website**

**VI.ATHLETIC AFFILIATIONS**

**A. NYSPHSAA**

Arlington Central School District is a member of the New York State Public High School Athletic Association (NYSPHSAA) and shall conduct all aspects of its interscholastic athletics program in accordance with the regulations and eligibility standards of this association.

**B. Section I**

Arlington Central School District is a member of Section I and shall conduct its interscholastic athletics program in terms of the guidelines, regulations, and bylaws as they pertain to interscholastic and sectional competition.

**C. Conference 1**

Arlington Central School is a member of the Conference 1 and shall conduct its interscholastic athletics program in terms of competition with member schools in accordance with the Constitution of the Conference.

**VII. PROCEDURAL POLICIES**

The following policies are either mandated by the NYSPHSAA, Section I, Conference 1, the ACSD Board of Education, or the ACSD Department of Athletics. It shall be the responsibility of the coaching staff and Athletic Director to see that the intent and contents of the policies are carried out in a professional manner.

**A. Health Evaluations**

A student wishing to participate in interscholastic athletics must receive a health examination which is to remain on file in the ACSD health office and be valid for a period of twelve months during the last day of the month in which the physical was conducted. If the twelve month period for the physical expires during a sports season, participants may complete the season as long as a health history was conducted prior to the season.

A student may not practice or participate (in any manner) without the approval of the District Physician.

#### **B. Sports Participation Forms**

Sports participation forms will be issued online through FamilyID. They must be completed by student-athletes (and their parent/guardian) prior to each sports season. These forms must be submitted online to the through FamilyID before a student-athlete can participate in any athletic practice or contest. Once approved by the District Physician, the original (signed) form will be given to the coach. The coach must keep a copy of this form with the team/players at all times for use in an emergency situation (form should be kept in team med-kit).

#### **C. Accident Report Form**

All injuries sustained by an athlete must be reported using the Accident Report Form, whether or not the injury required medical attention. This form must be completed by the coach immediately after the injury and submitted to the District Physician. 1) contact the student-athlete's parent/guardian and accompany the athlete to the hospital if a parent/guardian is not available 2) notify the Athletic Director of the injury as soon as possible.

#### **D. Medical Excuses/Illness**

Students that seek medical attention for an injury or illness and are seen by a physician may not return to practice or competition until he/she receives a release from a physician. All such correspondence shall be communicated through the School Health Office and the coach shall not permit the athlete to return to play until clearance is received (in writing) from the School Health Officer.

#### **E. School Attendance**

A student must be in attendance half the day on the day of athletic activity in order to participate. **Any absence, including tardiness, with or without a note, will cause forfeiture of that day's practice or event.** Extenuating circumstances will be evaluated on an individual basis.

- a. Athletes are to provide coaches with prior notification of all anticipated excused absences (i.e., religious observances,

college visits).

- b. If an athlete arrives at school after period 4. He/she will be prohibited from practicing or playing in a contest on that day.
- c. If an athlete does not participate in his or her regularly scheduled physical education class he/she cannot participate that day.
- d. Participation in athletics does not excuse a student from serving an assigned detention.
- e. If a student is ill during the day and must spend one academic class or more in the nurse's office, he/she will be ineligible to practice or play that day.
- f. In school or out of school suspension.
- g. The principal and athletic director reserve the right to make final determinations as to participation based upon individual mitigating circumstances.

#### **F. Contest Schedules**

Conference 1 athletic schedules are created by the league's sports chairperson and approved by the league for all sports. Non-league contests may be scheduled by the Athletic Director who may consult with the team coach prior to the start of the season.

Rescheduling, postponement, or cancellation of a contest is handled by the Athletic Director who will, in turn, notify all necessary individuals involved in the scheduling of the event (officials, transportation, etc).

#### **G. Facilities**

It is the responsibility of the Athletic Director to schedule all athletic facilities for games and practices. It is the responsibility of a coach (in conjunction with the building and grounds staff and the Athletic Director) to make all of the necessary arrangements for setting up a home site for a contest or practice.

#### **H. Lockers**

Each team member of an interscholastic athletic team will be assigned a locker. A coach, physical education teacher, or the Athletic Director may enter any locker at any time without the consent of the individual assigned to the locker. Lockers are considered school property and there is no expectation of privacy.

**I. School Equipment & Uniforms**

Any item purchased by the school district and intended for use by the Athletics Department is not to be used by an athlete for personal reasons. It shall be the responsibility of the coach to ensure that all items assigned to student athletes are collected at the end of each season.

**J. Early Dismissal**

If there is a need to dismiss a team early for an athletic contest, team members are responsible for any assignments, labs, tests, or quizzes they miss. It is up to the student-athlete to communicate with teachers in order to reschedule missed exams or make-up missed classroom assignments.

**K. Transportation**

All team members will be transported to away contests by a school authorized vehicle. The only exception to this policy is a written request from the parent or guardian to transport their child. The Athletic Director or his designee must approve the request in advance. It is understood that the athlete must be transported by his/her parent or guardian only – not other family members or friends. Parent/guardians of student-athletes wishing to travel home from an away contest must sign a ACSD Bus Transportation Release, of which the head coach is responsible for maintaining.

**L. Team Supervision**

It shall be the responsibility of every coach to supervise all team members of their squad. This includes locker room (before and after practice or competition), practice or contest areas, and travel. A coach cannot leave an area of supervision until all team members have left and the area is secured. It is important that a coach refrain from allowing athletes to practice by themselves or to remain in a school area unsupervised.

VIII. LETTER AWARD STANDARDS AND REGULATIONS

**A. Varsity Letter Awards**

The varsity letter is an award given to those students who have contributed and participated on a varsity athletic team in the Arlington Central School District. It is to be used as a symbol of achievement and should be recognized as a prestigious award given to an athlete by their coaches and school. The following standards for awarding a varsity letter are to be used by all varsity coaches within the ACSD Department of Athletics:

- A player must have completed a season in good standing. If a player is injured during the course of a season or suffers from an extended illness they will still receive a letter.
- It is recommended that a varsity letter winner must have been a member of the team for 50% or more of regular season.
- If a Coaches would like other conditions for earning a varsity letter It must be approved by the Athletic Director and shared with the athletes in the pre-season.
- A player who has violated the Interscholastic Athletics Code of Conduct and is dismissed from a team has subsequently given up his/her right of being awarded a letter.

The following regulations will be applied to the awarding of varsity letters:

- **1<sup>st</sup> Year: Maroon "A" & Sports Insignia:** Each student athlete receives one maroon "A" for his/her entire career for each sport.
- **2<sup>nd</sup> Year and Subsequent Years: Sport Insignia:** One insignia per sport, per season.
- League All-Stars will receive a star insignia.
- Team Captains will receive a captain's patch.
- Team managers will receive a manager's patch.

#### **B. JV Letter Awards**

JV awards will be awarded on the basis of participation and completing a season in good standing.

#### **C. Modified Sports**

No letters, awards, or symbols of achievement will be awarded by coaches.

## **IX. SENIOR PLAYER RECOGNITION**

Coaches may choose to recognize senior players (and their parents) at one of the final home contests of the season. For consistency, coaches are to adhere to the following protocol:

- Athletes will be introduced by name along with their parent(s). Coaches should refrain from having biographies read for each player, including mentioning favorite sports memories, plans after graduation, etc. Information such as this should be shared at end of season team banquets and award nights and not at the expense of visiting teams and officials.
- Player and parent introductions shall be made prior to the commencement of the contest (not during halftime) and shall not delay the scheduled start time of the event.
- Any gifts (flowers) to parents will be made at the expense of organizations and individuals other than the District, thus avoiding improper usage of taxpayer funds.

## **X. HELPFUL INTERNET LINKS**

- NYSPHSAA [www.nysphsaa.org](http://www.nysphsaa.org)
- Section I <http://athletics.swboces.org/>

## **XI. FORMS**

- \*Accident Report Form
- \*ACS Interscholastic Athletics Code of Honor
- \*Season Closeout Form
- \*Bus/Transportation Release Form
- \*Concussion Policy
- \*Hazing Policy

## **XII. ADDENDUM**

- 7. High School Sports Standards**
- 8. Middle School Sports Standards**
- 9. AED Protocols**
- 10. Heat Index Procedures**
- 11. Wind Chill Procedures**
- 12. Thunder & Lightning Policy**

**STUDENT/VISITOR INCIDENT REPORT**

School District: \_\_\_\_\_ School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ (am/pm)

Home Address/Telephone: \_\_\_\_\_ Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of Location: \_\_\_\_\_ Grade: \_\_\_\_\_

**ALLEGED INCIDENT INFORMATION**

Reported By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ (am/pm)

Describe How the Alleged Incident Occurred:

\_\_\_\_\_

Person Supervising Student: \_\_\_\_\_

Please Describe Alleged Injury (Include part of body): \_\_\_\_\_

Name/Address/Telephone of any witnesses (Please indicate if none): \_\_\_\_\_

Was first aid rendered? YES \_\_\_\_ NO \_\_\_\_ If Yes, by whom/date/time: \_\_\_\_\_

Did student remain in school remainder of day/activity? YES \_\_\_\_ NO \_\_\_\_ Describe first aid: \_\_\_\_\_

Did student receive medical attention by a doctor or hospital? YES \_\_\_\_ NO \_\_\_\_ If Yes, describe medical attention. If unknown, please state: \_\_\_\_\_

Name/Address/Telephone # of physician or hospital: \_\_\_\_\_

<p><b>EMERGENCY CONTACT INFORMATION</b></p> <p>Person Contacted/Relationship: _____</p> <p>Address: _____ Telephone: _____</p> <p>Contacted by: Date: ____/____/____ Time: _____ (am/pm)</p> <p>If Emergency Contact Was Not Contacted, Please State Reason: _____</p>
--

<p>Completed by Name: _____ Date ____/____/____ Title: _____</p> <p>Reviewed by Name: _____ Date ____/____/____ Title: _____</p>
--

**ARLINGTON CENTRAL SCHOOL DISTRICT INTERSCHOLASTIC ATHLETICS  
CODE OF HONOR CONTRACT**

<http://ahs.arlingtonschools.org>

Good sportsmanship is a top priority for the Arlington Athletic Department. Displaying proper conduct is an expectation for all participants, coaches, parents/guardians, spectators and administrators. The guidelines listed below are for all athletic contests:

- To be a good host by treating visitors as guests.
- To treat opponents with respect.
- To respect the judgment of the contest officials and coaches.
- To avoid profane or abusive language.
- To avoid taunting and other obnoxious behavior.

Any individual who chooses to ignore these guidelines will be subject to removal from the contest.

I hereby acknowledge that I (student athlete and parent) have read the athletic rules and regulations in this student athlete handbook/contract on-line at <http://ahs.arlingtonschools.org> concerning:

Eligibility, Medicals, Discipline Policies, Sportsmanship, Concussions, Equipment and Uniforms, Transportation, Locker Rooms and Parking

I have read and understand all of the above and I agree to adhere to the regulations to the best of my ability while participating in athletics in the Arlington Central School District.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ has my permission to participate in \_\_\_\_\_  
(Print Student's Name) (Sport)

during the school year 20\_\_\_\_.

I give my consent for my child to engage in approved sports activities and receive school provided transportation to and from athletic events. I also understand that participation in various activities involving bodily contact creates risks normally associated with such activity. I give my permission to the appropriate certified school staff, medical staff available to the school district or medical personnel to render treatment if required in association with an athletic injury or illness.

Parent/Guardian Signature: \_\_\_\_\_

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

***\*This contract must be signed by both the parent and student athlete and returned to the coach prior to the first contest.***

**AHS Athletics  
Season Closeout Form**

Sport & Level \_\_\_\_\_ Season \_\_\_\_\_ Coach \_\_\_\_\_

**Team Results:**

League Record \_\_\_\_\_ Non-League Record \_\_\_\_\_ Overall \_\_\_\_\_

Championships \_\_\_\_\_

League All-Stars \_\_\_\_\_

All Section \_\_\_\_\_

4 Years \_\_\_\_\_

Team Captain(s) \_\_\_\_\_

Team Manager(s) \_\_\_\_\_

**Award Winners**

	Circle One	Years
1. _____	F JV Varsity	_____
2. _____	F JV Varsity	_____
3. _____	F JV Varsity	_____
4. _____	F JV Varsity	_____
5. _____	F JV Varsity	_____
6. _____	F JV Varsity	_____
7. _____	F JV Varsity	_____
8. _____	F JV Varsity	_____
9. _____	F JV Varsity	_____
10. _____	F JV Varsity	_____
11. _____	F JV Varsity	_____
12. _____	F JV Varsity	_____
13. _____	F JV Varsity	_____

14. _____	F JV Varsity	_____
15. _____	F JV Varsity	_____
16. _____	F JV Varsity	_____
17. _____	F JV Varsity	_____
18. _____	F JV Varsity	_____
19. _____	F JV Varsity	_____
20. _____	F JV Varsity	_____
21. _____	F JV Varsity	_____
22. _____	F JV Varsity	_____
23. _____	F JV Varsity	_____
24. _____	F JV Varsity	_____
25. _____	F JV Varsity	_____
26. _____	F JV Varsity	_____
27. _____	F JV Varsity	_____
28. _____	F JV Varsity	_____
29. _____	F JV Varsity	_____
30. _____	F JV Varsity	_____
31. _____	F JV Varsity	_____
32. _____	F JV Varsity	_____
33. _____	F JV Varsity	_____
34. _____	F JV Varsity	_____
35. _____	F JV Varsity	_____



# ARLINGTON CENTRAL SCHOOL DISTRICT

MICHAEL G. CRING, DIRECTOR  
DEPARTMENT OF INTERSCHOLASTIC ATHLETICS/PHYSICAL EDUCATION & HEALTH  
1157 ROUTE 55  
LAGRANGEVILLE, NY 12540  
OFFICE: (845) 486-4873 FAX: (845) 350-4185

## TRAVEL RELEASE FOR ATHLETICS

Secretary:  
Maureen Mongelli

Baseball

Sport \_\_\_\_\_

Basketball

This is to certify that \_\_\_\_\_ has my  
permission to ride \_\_\_\_\_  
(Student's Name)

Bowling

(to/from) the athletic contest on \_\_\_\_\_ 20\_\_\_\_\_, at  
(Date)

Cheerleading

Crew  
(Club)

\_\_\_\_\_  
(Location of Contest)

Cross Country

Fencing

I certify that I am personally transporting the above name student. I understand that the Arlington Central School Athletic Rules require that the student athlete ride the bus to and from all athletic events and a departure of this requirement will release the Arlington School District from all liability for any adverse results that may occur. I agree to release the Arlington School District and its employees and officers from all liability with reference to the above stated transportation.

Field Hockey

Football

Golf

Intramurals

Lacrosse

Soccer

Softball

\_\_\_\_\_  
(Signature of Parent/Guardian or Authorized Individual)

Student Athletic  
Council

Swimming

\_\_\_\_\_  
(Signature of Coach)

Tennis

Track & Field

Volleyball

\_\_\_\_\_  
(Signature of Athletic Director – required for transportation to and event only)

Wrestling



HOME OF THE ADMIRALS





## **Erie - 7522 - CONCUSSION MANAGEMENT**

The Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities and can have serious consequences if not managed carefully. The physical and mental well-being of our students is a primary concern. Therefore, the District adopts the following Policy to support the proper evaluation and management of concussion injuries.

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

### **Concussion Management Team (CMT)**

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

### **Staff Training/Course of Instruction**

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

Components of the training will include:

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

### **Information to Staff**

Additional awareness training shall be provided to all other staff.

### **Information to Parents**

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

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

### **Identification of Concussion and Removal from Athletic Activities**

The District shall require the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a concussion. Any student demonstrating signs, symptoms or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity shall be removed from the class, game or activity and must be evaluated as soon as possible by an appropriate health care professional. Such removal must occur based on display of symptoms regardless of whether such injury occurred inside or outside of school.

If there is any doubt as to whether the student has sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. The District shall notify the student's parents/guardians and recommend appropriate evaluation and monitoring.

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

#### **Return to School Activities and Athletics**

The student shall not return to physical activity (including athletics, physical education class and recess) until he/she has been symptom-free and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner's Regulations, the School District's Medical Director will give final clearance on a return to activity for extra-class athletics. All such authorizations shall be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

The District will hold an athlete out of participation a minimum of five (5) days following a concussion once the student is symptom free. The athlete must also complete each day of the Return to Play Protocol (RTP). If at any time the athlete begins to have symptoms during the RTP, the student will rest, then repeat the same step the following day if asymptomatic.

Day 1: Low Impact, non-strainous, light aerobic activity.

Day 2: High Impact, higher exertion, moderate aerobic activity. No resistance training.

Day 3: Sport specific non-contact activity, non-contact drills. Low resistance weight training. (Impact Re-test)

Day 4: Sport specific activity, non-contact drills. Higher resistance weight training.

Day 5: Full Contact participation in practice, training drills and intense aerobic activity.

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

#### **Ref.**

Education Law Sections 207, 305(42), and 2854

8 NYCRR 135.4 and 136.6

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

Adoption Date: November 12, 2013

**Arlington Central School District**

## XVII. Student Harassment and Bullying Prevention and Intervention

### STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION

The Board of Education is committed to providing an educational environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate in and/or witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events as described in this policy. The Board also prohibits discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, including cyberbullying, which creates or would foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

#### Definitions

##### **Bullying**

Bullying, under the amended Dignity for All Students Act, has the same meaning as harassment (see below).

##### **Cyberbullying**

Cyberbullying is defined as harassment or bullying through any form of electronic communication. In order to be actionable under this Policy, cyberbullying that occurs off campus must create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

##### **Discrimination**

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

##### **Hazing**

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

##### **Harassment**

The creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

Discrimination or harassment within the meaning of this policy shall include a single severe incident or multiple incidents that are pervasive in nature that creates a hostile environment or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

The discriminating behavior or harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race,
- color,
- weight,
- national origin,
- ethnic group,
- religion,
- religious practice,
- disability,

- sex,
- sexual orientation, or
- gender (including gender identity and expression).

For the purpose of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

In order to streamline the wording of this policy and regulation the term bullying will be used throughout to encompass harassment, intimidation, cyberbullying and hazing behaviors.

### Prevention

In order to implement this program the Board will designate at its annual organizational meeting a Dignity for All Students Act (DASA) Coordinator for each school in the district. In addition, the Board shall appoint a district-wide DASA coordinator. The role of each DASA coordinator is to oversee and enforce this policy.

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key district value. A program geared to prevention is designed to not only decrease incidents of bullying, but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Staff members and students will be sensitized, through district-wide professional development and instruction, to the warning signs of bullying, as well as to their responsibility to become actively involved in the prevention of bullying before overt acts occur. The components of such an effort involve the following:

- Learning about and identifying the early warning signs and precursor behaviors that may lead to bullying.
- Gathering information about bullying at school directly from students.
- Establishing clear school wide and classroom rules about bullying.
- Training adults in the school to respond sensitively and consistently to bullying.
- Providing adequate adult supervision, particularly in less structured areas such as in the hallways, cafeteria and playground.
- Raising parental awareness and involvement in addressing problems.
- Providing instruction in civility, citizenship and character education that emphasizes tolerance and respect for others.

### Intervention

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill-building. In addition, intervention will focus upon the safety of the target. Staff is expected, when made aware of bullying, to either refer the student to designated resources for assistance, or to intervene in accordance with this policy.

### Training

The Board recognizes that in order to implement an effective bullying prevention and intervention program, professional development is needed. The Superintendent, the District-wide DASA Coordinator and the District Dignity for All Students Act Committee will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including but not limited to bus drivers, cafeteria and monitors and all staff who have contact with students. Vendor employees (e.g.: cafeteria, bus, etc.) shall be trained by the District or by the vendor in accordance with this policy. The DASA Coordinators will be thoroughly trained in human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, sex and gender (including gender identity and expression)

### Incident Reporting and Investigation

Students who have been bullied, parents whose children have been bullied or other students who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. Staff members who observe or learn of incident(s) of bullying are required, in accordance with State law, to make an oral report to the building principal within one school day and to fill out the district reporting form within two school days. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with his/her supervisor. A district employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the target complains.

At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy. Where the nature of the bullying or harassment also warrants investigation under another District Policy that addresses wrongful discriminatory practices (e.g. Title VI/CRA, Title IX/ESEA, Section 504 RA/Title II/ADA, Disability Discrimination), there shall be coordinated investigation. The building principal will prepare a quarterly report for the Superintendent based on complaints filed.

An equitable and thorough investigation will be carried out by the building principal or the Building DASA Coordinator. If either of the parties disagrees with the results of the investigation, they can appeal the findings to the Superintendent of Schools. In the event that the complaint involves the Superintendent of Schools, the appeal of the complaint shall be filed with the Board of Education for its review and decision. Verified bullying incidents that meet the criteria established by the state will be included in the statewide reporting system when applicable, in accordance with law and regulation.

If the Building Principal or the Building DASA Coordinator who conducted the investigation believes that any harassment, bullying or discrimination constitutes a crime, he or she will immediately report the incident to the appropriate law enforcement agency and immediately notify the Superintendent of Schools and submit a written report to him or her within one day.

The Board will receive the annual VADIR report, as well as any other state-required report relevant to bullying and/or school climate, for each building and for the district as whole. Based on the review of the data, the Board may consider further action, including but not limited to modification of this policy and additional training.

#### Confidentiality

It is district policy to respect the privacy of all parties and witnesses to complaints of bullying. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the bullying and preventing the bullying of other students.

#### Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, acts of bullying may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action that is measured, balanced and age-appropriate will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the district's Code of Conduct. The District shall ensure the safety of the student or students against whom such harassment, bullying (including cyberbullying) was directed and take reasonable measures to prevent recurrence of the offending behavior.

#### Non-Retaliation

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

#### Dissemination, Monitoring and Review

This policy, or a plain language summary, shall be published in student registration materials, student, parent and employee handbooks, and posted on the district's website. The district will ensure that the process of reporting bullying is clearly explained to students, staff and parents on an annual basis.

Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration.

The district will ensure that reporting of information to the public in conjunction with this policy will be in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act (FERPA).

## HIGH SCHOOL SPORT STANDARDS

Sport	Number Practices Prior to First Scrimmage		Number Practices Prior to First Contest		Team and Individual Maximum No. Contests *	Min. Time Between Contests or Scrimmages	Individual Contest Limitations Per Day	RULES	Scrimmage Limitations Per Day
	TEAM	IND	TEAM	IND					
Badminton	6	4	8	6		1 night	3 matches 1 contest	USBA	1
Baseball	10	6	15	8	20	1 night	2 contests	NFHS	2
Battery	10	8	15	13					
Basketball GIRLS/ BOYS	8	6	10	8	20	1 night	1 contest	NF-Boys NCAA-Girls	1
Bowling	Training		Training		20	1 night	6 games	USBC	1
Competitive Cheerleading	10	8	10	8	12	1 night	1 competition	NFHS	1
Cross-country	10	8	10	10	16	2 nights	5000meters or 3.1miles	NFHS	1
Fencing	10	8	15	13	20	1 night	3 contests	USFA	1
Field Hockey	8	6	10	8	16	1 night	1 contest	NFHS	1
Football	11	10	15	14	10	4 nights(1)	1 contest	NFHS	1
Golf	Training		Training		16	1 night	1 match 2 - 9-holeM non-school days.	USGA& Local course rules	1
Gymnastics	10	8	15	13	16	1 night	6 events (boys) 4 events (girls) 1 contest	Boys- NFHS Girls- USAG/O/ Tech HB	1
Ice hockey	8	6	10	8	20	1 night	1 contest	NFHS	1
Lacrosse	8	6	10	8	16	1 night	1 contest	NFHS-Boys US Lacrosse -Girls	1
Rifle	3	2	5	3	16	1 night	1 contest	NRA	1
Skating	8	6	10	8	16	1 night	2 ovents	FIS & USSA	1
Soccer	8	6	10	8	16	1 night	1 contest	NFHS	1
Softball	6	4	8	6	20	1 night	2 contests	ASA	2
Swimming/ Diving	12	10	12	10	16+	1 night	4 events 1 contest	NFHS	1
Tennis	6	4	8	6	16	1 night	2 matches ++	USTA	1
Outdoor Track	10	8	10	10	16+	1 night	4 events 1 contest	NFHS	1
Winter Track	10	8	10	10	16+	1 night	3 events 1 contest	NFHS	1
Volleyball	6	4	8	6	20	1 night	2 matches/day	NCAA	1
Wrestling	10	8	15	13	20 points+	1 night	4 bouts 5 bouts tournament only	NFHS	1

(1) 2 nights for scrimmage

\* Indicates maximum plus section, state championships and games necessary to break divisional or league ties

+ indicates maximum number of contests in which an individual competitor may participate

++ Modified scoring system must be used (see Tennis Standard)

**MODIFIED SPORTS STANDARDS CHART FOR INTERSCHOOL  
COMPETITION**

Sport	# of Practices Prior to First Scrimmage Team/ Individual	Number of Practices Prior to First Contest Team/ Individual	Team and Individual Maximum No. Contests	Minimum Time Between Contests*	Individual Limitations per Day	Rules	Time and Distance Limits
Badminton	6/4	6/4	14	1 Night	2 Matches/ 1 Contest	USBA	
Baseball	10/8	12/10	14	1 Night	2 Games *	NFHS	
Baseball Pitcher	10	12	14	2 Nights *	1 Game	NFHS	Pitch Count Restrictions
Basketball	8/6	10/8	14	2 Nights	1 Game	NFHS- Boys NCAA- Girls	7 Minute Quarters
Bowling	3/3	3/3	14	1 Night	3 Games	USBC	
Cross Country	8/6	8/6	10	3 Nights	1 Meet	NFHS	
Field Hockey	8/6	10/8	12	2 Nights	1 Game	NFHS	25 Minute Halves
Football	13/12	17/16	7	4 Nights**	1 Game	NFHS	10 Minute Quarters
Golf	3/3	3/3	14	1 Night	1 Match	USGA & Local Course Rules	
Gymnastics	10/10	15/15	10	2 Nights	3 Events * / 1 Contest	NFHS- Boys USA/O- Girls	
Ice Hockey	10/10	15/15	14	2 Nights ***	1 Game	NFHS	13 Minute Periods
Lacrosse- Boys	10/8	12/10	12	2 Nights	1 Game	NFHS	9 Minute Quarters
Lacrosse- Girls	10/8	10/8	12	2 Nights	1 Game	NFHS/ US Lacrosse	25 Minute Halves
Skiing	10/8	10/8	12	2 Nights	2 Events	FIS & BSA	
Soccer	8/6	10/8	12	2 Nights	1 Game	NFHS	
Softball	8/6	10/8	14	1 Night	2 Games *	ASA	
Swimming & Diving	10/8	12/10	14	2 Nights	3 Events/ 1 Contest	NFHS	
Tennis	6/4	6/4	14	1 Night	2 Matches *	USTA	
Track & Field (Outdoor)	10/8	10/8	10	2 Nights	3 Events/ 1 Contest	NFHS	
Track & Field (Indoor)	10/8	10/8	10	2 Nights	3 Events/ 1 Contest	NFHS	
Volleyball	8/6	10/8	14	2 Nights	2	NCAA	
Wrestling	12/10	15/13	14 Pts.	2 Nights	2 Bouts *	NFHS	Max of 10 Pts. Thru 2 Pt. Contests

(\*) See details in Game Rules Section

\*Except in football and cross country, contests may be played with only one night's rest.

(\*\*) Three nights/scrimmage

(\*\*\*) In Ice Hockey, contests may be played with only one night's rest three times per season scheduling or rescheduling. See details in Game Rules section.

## ARLINGTON CENTRAL SCHOOL DISTRICT

### PROTOCOLS FOR AED USE

These protocols are to be followed whenever the AED is needed at an Arlington school or office in the event that a person becomes unconscious/unresponsive:

- Assess the scene for safety
- Assess the victim for responsiveness
- If unresponsive, notify the main office by telephone, intercom, or portable communication device to call 9911 and activate the AED Responder Team.
  - One person in the main office will call 9911 (this person will need to remain on the phone until the ambulance arrives on the scene).
  - One person from the main office will make the announcement that the AED Responder Team is needed at a particular location.
- One person from the main office will bring the AED unit to the scene of the emergency. In buildings with AED units in multiple locations, the AED Responder Team member closest to the victim will bring the AED unit located in the vicinity.
- AED Responder Team members will do the following:
  - Check ABC's (Airway/Breathing/Circulation)
  - Initiate CPR if needed until the AED arrives
- When the AED arrives:
  - Continue CPR until the AED is attached and ready to analyze
  - Place AED next to the patient's left ear
  - Turn on the AED
  - Attach the pads to the chest, first making sure that it is dry and bare
  - Plug in the connector
  - Announce "Stand Clear" and "clear" the victim
  - Deliver shocks if indicated by the AED (up to 3, then 1 minute of CPR followed by up to 3 more)
  - Continue CPR if needed until relieved by the ambulance crew
- One person will meet the ambulance and direct the crew to the location of the incident.
- One person will manage crowd control.

ARLINGTON CENTRAL SCHOOL DISTRICT

AED USE DATA COLLECTION SHEET

SCHOOL/SITE \_\_\_\_\_

DATE \_\_\_\_\_

TIME ON SCENE \_\_\_\_\_

PATIENT AGE (IF KNOWN) \_\_\_\_\_

PATIENT SEX \_\_\_\_\_

ESTIMATED TIME FROM ARREST TO CPR \_\_\_\_\_

ESTIMATED TIME FROM ARREST TO FIRST SHOCK \_\_\_\_\_

NUMBER OF SHOCKS ADMINISTERED \_\_\_\_\_

TRANSPORT AMBULANCE SERVICE \_\_\_\_\_

PATIENT OUTCOME AT INCIDENT SCENE\* \_\_\_\_\_

\* i.e. Remained unresponsive, Became responsive, etc.

Completed By: \_\_\_\_\_  
Signature



## HEAT INDEX PROCEDURES

### Administration of Heat Index Procedures:

- Feels Like Temperature (Heat index) 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 weatherbug.com.
- Enter zip code or city and state in the location section of the app or on-line.
- If the Feels Like temperature (heat index) is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature (heat index) at halftime or midway point of the contest. If the Feels Like temperature (heat index) temperature 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) under 79 degrees	Full activity. No restrictions.
R E C O M M E N D E D	Heat Index Caution: Feels Like Temp (Heat Index) 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.
	Heat Index Watch: Feels Like Temp (Heat Index) 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. 2hr practice = 2hr recovery time).
	Heat Index Warning: Feels Like Temp (Heat Index) 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) 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

Approved May 1, 2010  
Updated July 27, 2016



## WIND CHILL PROCEDURES

**Administration of Wind Chill Procedures:**

- Feels Like Temperature (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.
- Download WeatherBug app to your phone or log into [www.weatherbug.com](http://www.weatherbug.com).
- Enter zip code or city and state in the location section of the app or on-line.
- If the Feels Like temperature (wind chill) is 10 degrees or below, the athletic trainer, athletic director, or school designee must re-check the Feels Like (wind chill) at halftime or midway point of the contest. If the Feels Like (wind chill) temperature is -11 degrees (Fahrenheit) or lower, the contest will be suspended.

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

	Feels Like Temp (wind chill) above 40 degrees	Full activity. No restrictions
R E C O M M E N D E D	Wind Chill Caution: Feels Like Temp (wind chill) 39 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: Feels Like Temp (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: Feels Like Temp (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 the Feels Like temp is much higher. Consider reducing the amount of time for an outdoor practice session.
REQUIRED	Wind Chill Alert: Feels Like Temp (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.

Approved May 1, 2010  
Updated July 27, 2016

**NYSPHSAA**  
**THUNDER & LIGHTNING POLICY**

*(Effective 10/25/04)*  
*(Revised October 20, 2008)*

Applies to regular season through NYSPHSAA Finals:

1) Thunder and lightning necessitates that contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion - thunder is thunder, lightning is lightning.

a) With your site administrator, set up a plan for shelter prior to the start of any contest.

2) When thunder is heard and/or when lightning is seen, the following procedures should be adhered to:

a) Suspend play and direct participants to go to shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).

b) Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.

c) After thunder and/or lightning have left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.