

Index

Introduction	3
Statement of General Philosophy	3
Cardinal Athletic Principles	4
Coaching Ethics	4
Marlboro Athlete’s Code of Conduct	6
Eligibility	11
Spectator Code of Behavior/Ethics.....	14
Student-Athlete Code of Behavior/Ethics	15
Parent/Coach Relationship	16
Marlboro Athletic Philosophy	18
Job Description & Responsibilities for All Head Coaches & Assistant Coaches	19
Athletic Injuries & Care	22
Squad Size	23
Awards Policy.....	23
Inclement Weather	24
Volunteer Coaches	24
Coaching Clinic	24
Status of Coaches	24
Sports Physical Forms	24
Training Rules for All Sports.....	25
Discipline	25
Due Process Procedure for Marlboro Athletes	26
Selective Classification	26

Procedure for Certifying Athletes.....	27
Section 9 Unsportsmanlike Conduct Rule	28
Section 9 Lightening Policy	30
NYSPPHSAA Heat Index Procedures	32
NYSPPHSAA Wind Chill Procedures	33
Emergency Medical Plan Procedure	34
Instruction	35
Student Transfer Information	37
Official Confirmation	38
Activity Release Form	39
Uniform Check Out – Sample	40
Health Appraisal Form	41

Introduction

All coaches and personnel concerned with the administration of the Athletic Program in the Marlboro School District must be thoroughly familiar with the rules and regulations of the National Federation, the N.Y.S.P.H.A.A., Section IX and the Mid-Hudson Athletic League. The policies of the Marlboro Board of Education, Administration and Athletic Department are reviewed in this handbook.

Statement of General Philosophy

The National Education Association has defined the true role of competitive athletics in this manner: "Under good leadership, sport provides an opportunity to develop and express through sportsmanship a sense of fair play, good will and poise which neither the heat of competition, the elation of victory nor the experience of defeat can upset."

Competitive Athletics provide our young people with the opportunity to be accepted by a group. They can render satisfaction in performing a given task and a learning experience to help young people adapt to the give and take rules of a game.

Athletics have a tremendous appeal to young people and therefore can be a source through which school spirit, community pride and individual growth can be fostered.

It should be understood that interscholastic athletics are only a part of our educational program. While the academic program is primary, interscholastic athletics are certainly an integral part of the balanced education we hope to provide our students.

CARDINAL ATHLETIC PRINCIPLES

To be of maximum effectiveness, the athletic program will:

1. Be a well-coordinated part of the secondary school curriculum.
2. Justify the use of the tax funds and school facilities because of the educational aims achieved.
3. Be based on the spirit of amateurism.
4. Be conducted by secondary school authorities.
5. Provide opportunities for many students to participate in a wide variety of sports in every sport season.
6. Eliminate professionalism and commercialism.
7. Foster training in conduct, game ethics and sportsmanship for participants and spectators.
8. Engender respect for local, state and national rules and policies under which the school program is conducted.

COACHING ETHICS

It is the duty of all concerned with High School and Middle School Athletics.

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To be courteous to visiting teams and officials.
5. To establish a friendly relationship between visitors and hosts.
6. To respect the integrity and judgement of sport officials.

7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgement by the player on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
10. To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school official, fan, community, state or nation.

Marlboro Athlete's

Code of Conduct

The following Code of Conduct shall govern all student participants in the Marlboro School District's athletic programs. These rules must be read and signed by all athletes and their parents/guardians indicating an agreement to abide by the rules contained in the Code of Conduct.

Infractions of these rules may result in penalties. If the penalty is not specified in the Athletic Code of Conduct or the Student Code of Conduct, the Athletic Director will make a recommendation to the Administration with the maximum penalty being removal of the student from the activity for the remainder of the sport season or school year, whichever is appropriate. The student/parent will be afforded the opportunity to discuss the incident with the Athletic Director and Administration (See Due Process for Marlboro Athletes).

A. Responsibilities:

The privilege of participating in our athletic program is extended to all students, provided they assume certain responsibilities. The greatest responsibility is to uphold the integrity of the student body, school and teammates at all times both on and off the field of play. Therefore, it is required that you:

1. Display high standards of social behavior. General conduct in and out of school shall be such to bring no discredit to the athlete, his parents, school or team.
2. Display respect for those in authority, including officials of the school and fields, teammates, opponents and coaches.
3. Players attending an event away from home are expected to dress with special care. They represent the school, and a well dressed appearance is essential.

4. No gambling is allowed on school grounds, bus or school property.
5. Athletes medically excused from Physical Education class on a given day may not practice or play that day.
6. All student participants in the Marlboro School District's interscholastic athletic Program are expected to demonstrate the same standard of acceptable behavior and level of responsibility as expected in the classroom. Further, all participants expected to abide by all rules applicable to the general student body, including the Student Code of Conduct.
7. Demonstrate good sportsmanship, win or lose.
8. Refrain from the use of profane or vulgar language or gestures.
9. Be prompt for school and all required practice sessions. Athletes are expected to be in school the entire day prior to and following an athletic contest. The Athletic Director on an individual basis will review extenuating circumstances.
10. Participants are required to maintain a maximum level of attendance at practice and training sessions as established by the coach. Participants are to abide by additional rules established by the coach of their particular sport. Failure to conform to training standards may result in suspension from the athletic activity during the remainder of the sport season or school year.
11. Absences from Practices and/or Contests:
 - A. The following procedures are to be followed by each team for vacation periods:
 1. Team members and their families must be aware that there may be games and/or practices during certain vacation schedules and/ or weekends.

2. Students must meet with the coach to obtain approval if they are faced with the possibility of missing practices or contests during these times. This must be done well in advance of the absences, preferably before the season starts.
 3. When a request is made for an excused absence, the student must give the reason for the absence such as a family vacation that could not be scheduled at another time.
- B. Reasons for other absences. Some examples of reasons beyond the student's control which will permit him/her to legitimately miss practices and/or contests are:
1. Medical and/or dental work which must be scheduled at a particular time.
 2. Death in the family.
 3. Sudden personal or immediate family illness.
 4. Other specific unavoidable causes of conflict.
 5. Each case will be judged on its' own merits.
 6. School events and school functions.

In the event that the coach approves the student's absence, the athlete should be aware that there is a strong possibility that he/she could miss games upon his/her return to the team. Reasons of safety as well as team continuity and the philosophy of a coach will govern the duration of suspension from active participation in games. Also, an extended absence may mean that the student will have to requalify by completing the number of practice dates stipulated by New York State in order to compete.

12. Hazing of any kind including initiations is prohibited.
13. Wear athletic equipment issued by the Marlboro Central Schools only for scheduled practices, games or when authorized by the coach. Failure to return items issued will result in the athlete being billed for replacement costs. Students must satisfy all outstanding debts before participating in the next sport season.

14. Not to remove personal effects or athletic equipment from opponent's school nor damage any equipment or facilities home or away.
15. Maintain grades commensurate with the Marlboro Extra-curricular Policy.
16. Participants who are under in-school suspension or after school detention may participate in athletics at the discretion of the building principal. Students who are subject to out-of-school suspension cannot practice or participate during the time of suspension.
17. Students must ride the team bus to and from the game or activity. A coach may release athletes if a written request from the parent is submitted on the day of the contest and visual contact is made with the parent/guardian after the athletic contest. Under no circumstance is the student to be released to anyone other than the parent/guardian.
18. Athletes are permitted to participate in two sports per season, with permission by both coaches and the Athletic Director.
19. An athlete who is a member of one sport squad may not transfer to another squad during a current season without permission of both coaches and the Director of Athletics.
20. Athletes who are dismissed from a particular sport squad for disciplinary reasons may not "try-out" for another sport until the completion of the squad's schedule from which he has been dismissed.
21. It is the policy of the Board of Education that students who have been removed from a particular team or sport for disciplinary reasons, receive no recognition from the District for having participated in that sport.
22. A student athlete with an unexcused absence from Physical Education class may not participate in practice or a game on that day.

B. Substance Use and Possession

Participants are not to use, or be under the influence of alcoholic beverages, illegal substances (drugs), tobacco products or performance enhancing drugs.

Suspensions carry over from season to season and school year to school year.

- First Offense - Two week suspension from participation (practices and contests). On the first offense, students may have their suspension reduced to as little as one week providing they complete an intervention/education program offered by Student Assistance Prevention Specialist.
- Second Offense – Two month suspension
- Third Offense – Removal from the athletic program for one year.

ELIGIBILITY

1. The deadline for tryouts in a specific sport is generally fifteen calendar days after practice begins. Any exception to this regulation should involve consultation of the coach involved with the Director of Athletics.
 - A. Under no circumstances shall any student be permitted to participate in any capacity until the coach has received written clearance from the Director of Athletics indicating that evidence of a physical exam and a completed Athletic Permit (Parental Consent) is on file in his/her office.
 - B. Restrictions concerning athlete's transferring programs during the same sport season:
 - a. During a try-out period, any athlete who fails to make the squad in one sport may be encouraged by the coach to try out for another team, especially in the Middle School.
 - b. At no time should any coach attempt to induce a student to terminate participation on one squad to participate on his/her squad. Needless to say, this practice would be considered highly unprofessional.
2. A student-athlete may not "try-out" for a team in another sport season until completion of the sport season, which he/she is competing. This also applies to athletes who have decided to terminate participation in a particular sport season.
3. An in-season coach may not forbid an in-season athlete from participating in outside activities that do not interfere with that in-season sport. However, the in-season coach may set certain guidelines to protect the in-season athlete from injury. Once an in-season team has qualified for post season play, the athlete may not participate in any outside athletic activity until the completion of the season.

4. Academic eligibility will be determined at five-week intervals. A student that is failing two or more subjects will be placed on academic probation. After a probationary period of two weeks (during which a student can continue to participate without restriction) the student's academic progress will be determined. A student that has demonstrated academic progress (failing no more than 1 subject) may continue to participate without probation. A student that has not demonstrated satisfactory progress (failing 2 or more subjects) will be declared ineligible to participate (in any contest or performance, but may practice) until the next grade report. A student failing two or more subjects and no longer eligible for probationary status will be ineligible for a minimum of 5 weeks. A student no longer eligible for probationary status may apply for continued probation to the Academic Eligibility Committee. Application must be made to the Building Principal within 5 days of suspension of eligibility.

The Academic Eligibility Committee may:

1. Deny the student a hearing
2. Grant the student a hearing and
 - a. deny continued probation
 - b. grant continued probation

Final grades will be used to determine academic standings for fall activities. (Students who fail 2 or more subjects are ineligible).

1. It is the responsibility of each coach/ advisor to inform his/her team about district regulations pertaining to eligibility. The coach/advisor should direct his team/club members to report to the director when notified of their probationary status.

SPECTATOR CODE OF BEHAVIOR/ETHICS

1. Direct all energies to encouraging your team.
2. Avoid actions, which offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a more intelligent spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgement of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Be positive.
9. Spectators are not allowed to confront coaches or officials at any time.
10. Any spectator displaying unsportsmanlike conduct will be escorted from the premises.

STUDENT-ATHLETE CODE OF BEHAVIOR/ETHICS

1. Demonstrate self control and respect for other at all times, be they officials, spectators, and or other athletes.
2. Remember that participation in athletics is a privilege that is not to be abused by unsportsmanlike conduct.
3. Deal with the opponents with respect. Shake hands after the competition.
4. Respect the integrity and judgment of officials.
5. Remember that improper behavior while in uniform reflects poorly upon yourself, your family, your school and your community.
6. Understand and abide by the rules and regulations of the game.
7. Accept victory with class and defeat with dignity.
8. Remember that the use of tobacco, alcohol and drugs is prohibited and detrimental to the game and its participants.

PARENT/COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off- season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that results in the denial of your child's participation.

Communication coaches expect from Parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the program in the Marlboro School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is difficult to accept your child's not playing as much as you may hope. **Coaches are professionals.** They make judgement decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with you child's coach. Other things, such as those on the following page, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, the procedure you should follow

1. Call to set up an appointment. Please do not call the coach at home.
2. The Marlboro High School telephone number is 236-5810.
3. If the coach cannot be reached, call the Athletic Director at 236-5806. He/she will set up the meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

THE NEXT STEP

What can a parent do if the meeting with the coach did not provide a satisfactory resolution

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope that the information provided within this pamphlet makes both your child's and your experience with the Marlboro High School Athletic program less stressful and more enjoyable.

Marlboro Athletic Philosophy

Marlboro Athletic program shall have an integral part of the Marlboro School District educational experience. It is a time of learning and growth – a chance to follow passions and develop potential. For student-athletes at Marlboro all of this happens most importantly in the classroom and through a high school diploma.

The Marlboro Athletic experience provides the passionate participation in a competitive athletic environment, where student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. While an athletic program helps to build the reputation of the school, it is the department's responsibility to maintain the school district's integrity.

Our student-athletes are encouraged to pursue the full spectrum of opportunities available during their time in school. In this way, Marlboro provides an integrated environment for student-athletes to take responsibility for their own paths, follow their passions and find their potential through a comprehensive educational experience.

Excellence in skill and the desire to be the best will be stressed, as well as emphasis being placed on high school completion, strong moral values and standards of character.

I. JOB DESCRIPTION AND RESPONSIBILITIES FOR ALL HEAD COACHES

1. Be responsible for the administration of All State, Conference, League and District Policies Regulations pertaining to the Athletic Program (See NYSPHSAA Handbook, Student-Athlete Handbook and the Academic Eligibility Policy).
2. Attend scheduled coaches meetings.
 - a. District Seasonal Meetings
 - b. League meetings are held before and after each season (Varsity Coaches)
3. Varsity Coaches are responsible for calling and reporting all contest results to the Newspapers. (Poughkeepsie Journal, Times-Herald Record, Kingston Freeman & local paper)
4. The Head Varsity Coach is responsible for over seeing all levels of that sport. This Includes but not limited to; developing a sport philosophy that is consistent at every level, conducting staff meetings, delegating responsibilities to assistant coaches and having input into the hiring of coaches within the sport program.
5. All head coaches are responsible for rating officials through BOCES.
6. Plan and administer practices with regularity, frequency and predetermined time – i.e. the customary schedule would be five (5) or six (6) days per week. Coaches should report to games and practices punctually. Vacations must be avoided during the season.
7. Attendance records of all athletes are to be kept.
8. Be responsible for the safety and proper supervision of the athletes on their squad during scheduled practices and contests as well as for an appropriate amount of time before and until student is picked up and transported home.
 - a. Supervise locker room.
 - b. Supervise practice and game facilities
 - c. Supervise athletes to and from game and/or practice facilities.
 - d. Inspect all equipment for proper fit.
 - e. Inspect playing area.
9. Be responsible for all equipment, uniforms, and the practice or game facility.
10. Check carefully the eligibility of each athlete. This included medical examination, written parental permission, verification of age, Academic Eligibility, and signed student-athlete agreement contained on the 3-part form.
11. Be responsible for all student team managers, statisticians, or assistants.
 - a. All of the above must be bona fide students.
 - b. All of the above must follow the same policies and procedures as student-athletes.
12. All coaches are expected to follow and enforce the **District Academic Eligibility Policy.**
13. Prepare and submit to the Athletic Director a Team Roster.
14. Write and submit accident reports within 24 hours to the School Nurse.
15. When possible acquire and check absentee bulletin and revised bulletins each for athletes' absences and/or suspensions.
16. Have available at all times a list emergency phone number, i.e.athlete, Athletic Director, Principal, Superintendent of Schools, ambulance and Marlboro Police Department.
17. Prepare at the End of the Season and submit to the Athletic Director the following:
 - a. Final Roster
 - b. Signed Athletic Certificates
 - c. Lost or Unreturned Equipment.
 - d. Budget recommendations (varsity)
18. If there is a serious injury to an athlete, or when an incident occurs involving players or fans, contact the Athletic Director as a soon as possible.

II. JOB DESCRIPTION AND RESPONSIBILITIES FOR ASSISTANT COACHES

1. Assistant Coaches are expected to attend and be punctual for all practices and games.
2. Assistant Coaches must accept all responsibilities delegated by the Head Coach.
3. The Assistant Coach or the Head Coach is expected to be involved in all levels of the program.
4. Assistant Coaches should have the ability to conduct practices or coach games in the absence of the Head Coach.
5. The Assistant Coach must have knowledge of the sport.
6. The Assistant Coach may be asked to fill in on temporary basis for the Head Coach, JV Coach or the Modified Coach.
7. The Assistant Coach needs to conduct him/herself in an appropriate manner when dealing with officials, parents, coaches and athletes.
8. The Assistant Coach must actively participate in practices.
9. The Assistant Coach must provide proper supervision at all times (i.e. gym, locker room, bus).
10. The Assistant Coach must develop an appropriate rapport with athletes.
11. The Assistant Coach must be loyal to the head coach.

III. GENERAL ATHLETIC POLICIES

1. Equipment

- a. Coaches should keep accurate records of all equipment issued or returned.
- b. Provide inventory of all athletic equipment issued and in the end of the season report.
- c. Secure all athletic equipment during the season and at the end of the season.
- d. Uniforms should be cleaned and stored neatly for the following year.
- e. Contact athletes of unreturned equipment. If equipment is still not returned, give the list of names to the Main Office.

2. Keys

Coaches are responsible for signing out and returning keys.

3. Locker Room Supervision/Supervision

- a. Coaches are responsible for supervision of the locker room. Actual supervision involves visual presence, cleanup, seeing that the showers and lights are turned off and maintaining an orderly room, free from horseplay. The coach should be the **last** to leave the locker room
- b. The locker room should be locked when practicing or during a contest, **Never leave the locker room unlocked!**
- c. Once practice is over or a contest is over athletes should not be left unsupervised in the school. Be sure all athletes have left the building.
- d. Remind athletes to lock their lockers!
- e. A coach must stay with an athlete after competition or practice until their ride has arrived.

4. Transportation

- a. Only coaches, squad members, managers, statisticians and student assistants may ride the school bus to and from away contest. All coaches or designated school personnel must ride the bus with their team.
- b. All squad members must be transported on District vehicles to and from away contests. Only parental requests, in the event of extenuating circumstances, will be honored for any deviation of this policy. **Only student/athletes may ride home from away contests with their parents or legal guardian.**
- c. It is the **responsibility** of the coach to see to it that athletes:
 - 1) **Do not eat or drink on the bus. However, this rule can be waived at the discretion of the bus driver.**
 - 2) **Remain seated and orderly on the bus. Athletes should refrain from putting their feet on the seat. Foul language will not be tolerated on the bus.**
 - 3) **Do not reach or yell out of the windows.**
 - 4) **No radios or “boom boxes”. Head phones are permitted.**
 - 5) **Cleats (football, soccer, softball, baseball, track) may not be worn on the bus.**
- d. It is advised that coaches check the inside of the bus before and after the trip. Be sure that all garbage is picked up before the athletes get off the bus. Any damage should be reported immediately to the bus driver.
- e. Be sure all athletes have rides home once the bus arrives back at the school. **NO athletes should be left unsupervised without a ride.**

New York State Education Law

Where the district has provided transportation to students enrolled in such district to a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district, unless the parent or legal guardian of a student participating in such event has provided the school district with written notice, consistent with district policy, authorizing an alternative form of return transportation for such student or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the district impractical, a representative of the school district shall remain with the student until such student’s parent or legal guardian has been (a) contacted and informed of the intervening circumstances which make such transportation impractical and (b) such student had been delivered to his or her parent or legal guardian.

5. Budget Requests

- a. Budget requests are to be given to the Athletic Director at the conclusion of the fall and winter seasons. Spring coaches must submit their budget request by February.
- b. Be specific when ordering, especially when ordering uniforms.
- c. The budget request should also include fee (tournaments, track meets, entry fees, etc.)
- d. No guarantee is made that items ordered will be honored. Please prioritize all budget requests.
- e. Never order or purchase any equipment or supplies without authorization from the Athletic Director.

6. Scheduling

- a. Coaches are responsible for scheduling all practice games (scrimmages).

- b. Coaches should consult with Athletic Director about scheduling of non-league contests.
- c. When possible all rain outs (canceled contests) will be made up on the next available date. The Athletic Director should consult with coaches on make-up dates for weekend.
- d. Coaches should not schedule or cancel contests without prior approval of the Athletic Director.

7. Accident Reports/Injured Athletes

- a. Accident reports should be submitted to the school nurse within 24 hours.
- b. Once the accident report is completed and submitted, the school nurse will file an insurance form for the injured athlete.
- c. All injured athletes **must be cleared in writing** by their attending physician and the school nurse before returning to the sport.

ATHLETIC INJURIES & THEIR CARE

- 1. All injuries should be reported to the supervising coach immediately.
- 2. A trainer is present at contest whenever possible. The trainer gives emergency aid to athletes during a contest. An ambulance will be summoned at once if, in the coaches or trainers judgement, such needed transport is required.
- 3. All students/athletes must have a signed 3 part Interscholastic, Athletic Parent Consent, Eligibility and Health Status Review Form before they can participate.
- 4. Please inform the coaching staff of any special medical problems or medical history your child may have.
- 5. Should an injury be discovered after the participant has returned home, the coach of the sport should be contacted at once.

SQUAD SIZE

1. The head coach should carefully evaluate the contribution that a freshman or sophomore student will make a varsity squad if he is to be kept on a varsity roster. Otherwise, it is recommended the sophomore be permitted to gain experience on JV squads.
2. The same evaluation should be made concerning the retaining of seniors who have not had previous experience or will not be making an adequate contribution to the varsity squad.

AWARDS POLICY

1. Requirements for earning an athletic award are to be made known to all squad members at the start of each sport season. Coaches are directed to inform athletes that in addition to any criteria set by individual coaches, they are required to satisfactorily complete the entire schedule including league, non-league, play-offs, section, and state tourney competition, in order to be eligible for a "Letter".
2. A student will be awarded one Varsity "M" chenille letter during his or her Varsity career.
3. Students earning a Junior Varsity letter will receive a Certificate of Merit.
4. Requirements for earning a letter should be submitted to the Athletic Director by each varsity coach. If unusual circumstances exist the Director of Athletics will make final decisions concerning the awarding of letters.
5. For every Varsity Sport/Season the athlete participates , they will receive a gold pin to be placed on their "M".

INCLEMENT WEATHER

When school is cancelled due to inclement weather, all student activities in the school district will also be cancelled.

VOLUNTEER COACHES

1. Anyone interested in being a volunteer coach must be interviewed by the Athletic Director.
2. Recommended to the Superintendent of Schools and Board of Education for approval.
3. Volunteer Coach must meet New York State coaching requirements.
4. Must be finger printed
5. Certified in First Aid, CPR/AED and Heat (If required for that season)

COACHING CLINIC

1. Request should be made in writing to the Director of Athletics at least six weeks in advance.
2. My Learning Plan

STATUS OF COACHES

1. Coaching appointments are made on a yearly basis. Coaches are asked to request re-appointment in writing to the Director of Athletics at the appropriate time. There is no tenure in coaching positions.

SPORTS PHYSICAL FORMS

Effective immediately, the following form or a similar document with a physician's letterhead will be accepted as evidence of medical clearance (not school administered). Coaches are not to make a judgement on the authenticity of documents. In other words, have the students deliver the

papers to the school nurse or the athletic director. Again, a student should only participate after you receive a pink copy from the athletic director or the nurse.

TRAINING RULES FOR ALL SPORTS

1. All coaches must discuss training rules with their players prior to and during the sport season.
2. Coaches are directed to read to all squad members the District Policy on Drugs and Alcohol during the first practice session or meeting.
3. A participant is considered a team member as soon as he/she participates in the first official practice session of an interscholastic squad. The individual team member is expected to maintain the high standards of training.

DISCIPLINE

Incidents regarding discipline or incidents of an unusual nature should be reported to the Director of Athletics. The Director, in turn, will report and discuss the incident with the Building Principal. Generally speaking, there should be a punishment for every breach of discipline, but the severity of punishment should be consistent with the seriousness of the act. Being dismissed from a team is a very serious punishment, and should be viewed as a final alternative. Suspension for brief periods (one contest etc.) for certain violations is often sufficient. The best interests of the team and the individual involved should be our primary consideration.

DUE PROCESS PROCEDURE FOR MARLBORO ATHLETES

Coaches who deem it necessary to suspend an athlete from participation should consult immediately with the Athletic Director.

If there is a violation of our Athletic Code of Conduct, the Athletic Director will consult with the athlete and parent if they are suspended from a contest for one week. If the suspension is for more than one contest or one week, the parents will be informed of the rule, the facts of the violation, the penalty and procedure for appeal by registered mail, or in person.

The parents must request a hearing in writing within forty-eight hours of formal notification of suspension.

A hearing will be scheduled before an Athletic Review Board consisting of the High School Principal (Middle School Principal), the Director of Athletics and a neutral coach. The athlete and the coach involved may be permitted to testify along with witnesses to the alleged violations.

The results of the hearing will be put in writing and a copy shall be sent to the athlete and his/her parents within five days of the hearing. A final appeal may be requested by the parents before the Board of Education.

SELECTIVE CLASSIFICATION

(Possibly changed to ADVANCED ATHLETIC PLACEMENT)

Students elevated to advanced levels of competition by this process should be few and far between. The program is intended only for the unusually **gifted athlete** who has the physical maturity and the athletic skills to be placed beyond other youngsters in his/her chronological age bracket. Abuses in the program by the decisions maker who seek to satisfy the needs of the team rather than considering the well being of the individual cannot be condoned. There are many potential social/emotional pitfalls that must be avoided, and once the student is elevated, the decision is irreversible.

The Selective Classification Procedure

1. Meeting with Parent and Athletic Director
2. Parent Permission Form must be completed.
3. Physical Form must be completed
4. Developmental Rating by School Physician must be completed
5. Athletic Performance (all the above must be successfully completed before the test will be given)

Please note that student-athletes must successfully complete the above five (5) requirements before attending practices.

PROCEDURE FOR CERTIFYING ATHLETES

Athletic permits should be distributed by coaches or other school personnel, school nurse, athletic director P.E. instructors, Etc. The permit with parent and student signature must then be returned to the school nurse. The school nurse will then pass the appropriate copies of the documents to the athletic director after medical eligibility is verified by the school physician. A coach should never permit an athlete to participate in any manner without evidence (pink copy). A tentative roster should be submitted to the Athletic Director after the first practice session and updated as needed. This is necessary particularly on the modified level where age requirements vary by sport, and sport season. This roster is a vital part of a check and balance system that hopefully will never permit an ineligible athlete to participate.

Forms are available for emergency treatment of athletes when the parent cannot be reached. Distribute these to team members. In many families both parents work and should have the opportunity to complete these forms. It should be understood that this is a parental decision, therefore optional.

Coaches are responsible for informing athletes of all eligibility information including academic (and monitoring such), training rules (including but not limited to drug-alcohol policy). It should be informed in writing of any rules unique to athletic squad.

Athletes are the coaches responsibility in the locker rooms, in the hallways after practice, basically until they board transportation bound for home. Coaches are never to leave the building while athletes are waiting for transportation home.

As has been our practice the past several years, a professional ambulance service had been contracted to cover all home football contests. In the event that the Athletic Director is not present at a home contest at any level, be advised that the athletic event should not begin until an ambulance is on the premises. Also be advised that a doctor or an ambulance may not be present at away contests. Be certain that you have prepared in advance for a potential emergency. Please refer to the emergency procedures in this handbook. Emergency telephone numbers and emergency authorization forms should be carried at all away contest.

SECTION IX BY LAWS
Unsportsmanlike Conduct Rule
Revised by Section IX

Sportsmanship: The NYSPHSAA and Section IX recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition. However, it must also be seen that the NYSPHSAA AND Section IX has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. This standard applies to all regular season and post schedule play.

I. Coach:

Any coach excluded by a certified official from an interschool competition for unsportsmanlike conduct is ineligible to coach any interschool competition in that sport until after the next previously scheduled contest at the same level (e.g. junior varsity, varsity, etc.) has been completed. **The coach may not be present at the game site. NOTE:** “Not being physically present at the site” means the disqualified coach is not to be present in the locker room, on the sidelines, in the stands or site area before, during or after the game/meet.

1. A coach who strikes, shoves, kicks or makes other physical contact with the intent to do so to another person (e.g. official, another coach, player, fan) shall be expelled immediately and banned from further participation or coaching in all sports for one year from the date of the offense.
1. The coach of the player(s) who was ejected will notify his/her Athletic Director of the incident on the same day that it occurred. The Athletic Director will then contact the League Coordinator to confirm that the player(s) will not be allowed to participate in the school’s next scheduled game/games as above.

II. Player:

1. Any member of a squad ruled out of a contest for unsportsmanlike conduct or for a flagrant foul will have the following occur:
 - A. First Ejection – that player(s) cannot attend or participate in the next scheduled contest **in that sport**. If the season has ended the player(s) cannot attend or participate in the next scheduled contest in his/her next season of participation.
 - B. Second Ejection – that player(s) cannot attend or participate in the next two scheduled contests **in that sport**. If the season has ended the player(s) cannot attend or participate in the next two scheduled contests in his/her next season of participation.
 - C. Third Ejection – that player(s) cannot attend or participate in any remaining scheduled contests for the remainder of that sports season. If the season has ended the player(s) cannot attend or participate in the next three scheduled contests in his/her next season of participation.

Please note: Disqualified from one season carry over to the next season of participation. Section IX By Laws

1. Any member of the squad who strikes, shoves, kicks or makes other physical contact with the intent to do so to an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense. **NOTE:** "Member of the squad" includes player, manager, scorekeeper, timers, statisticians.

III. Official:

1. Unprofessional conduct on the part of official such as, but not limited to, taunting, baiting, use of profanity, shall be reported by a school administrator from the aggrieved school to the Section Executive Director. A request will be made to the appropriate sport officials' chapter to investigate the incident and to report their action to the Section in a timely manner.
1. The official who ejected the player(s) or coach shall notify the League Coordinator prior to 12:00 Noon the following day of the name(s) of the player(s) or the coach and the infraction(s). The League Coordinator shall notify the Athletic Director of the offending school.

Section 9 Lightning Policy
Prepared by the Section 9 Safety Committee

I. Purpose/Philosophy

The purpose of a lightning policy is to provide a safeguard for athletic contests, events, and practices.

II. Policy

The occurrence of lightening is NOT subject to interpretation nor debate. Lightening and thunder necessitates that contest, events or practices be immediately suspended.

III. Procedures

A. Chain of command

1. The chain of command at athletic events is defined as:
 - a. Superintendent of Schools
 - b. Principal/Building administrator
 - c. Sport chairs or their designees
 - d. Athletic Coordinator
 - e. Host site athletic director or the designees
 - f. Officials
 - g. Sponsoring Coach
 - h. Security personnel

IV. Sequential Response will include:

- A. Suspend play and direct participants to shelter in a public building or if a building is unavailable, to a vehicle with a solid top.
- B. Monitor weather scanners/stations
- C. After lightening and thunder has passed, wait a full 30 minutes after the last lightening strike and/or sound of thunder before resuming play.
- D. Event suspension or evacuation procedures to be outlined during pre event announcements

V. Host school responsibilities will include:

- A. To make a pre-event announcement that notes rules, regulations and evacuation procedures.
- B. Announcement to be read: "All spectators, competitors and personnel should go inside to the nearest school building as quickly as possible. A vehicle with a metal roof and the windows rolled up is a safe alternative to a sturdy building. DO NOT take shelter under trees or other lone objects. DO NOT remain on, under or near metal bleachers, fences or backstops."
- C. Authority to execute the sequential response shall be governed by the chain of command.
- D. Consideration to cancel or resume play must take into account a minimum 30 minute wait from the time of interruption. The rules of the sport will determine whether the contest is official or if the contest must resume at a later date.

E. To plan for the occurrence of bad weather.

VI. Communication of Lightening Policy

A. Section workshop

B. League meetings

C. Preseason coaches meetings

D. Section IX heat clinics

E. Health Science and First Aid Update classes

F. Published plan sent to superintendent, principals, etc.

VII. Evaluations

A. Yearly

HEAT INDEX PROCEDURES

Administration of Heat Index Procedures:

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.

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

If the RealFeel temperature (heat index) is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the RealFeel (heat index) at halftime or midway point of the contest. If the RealFeel (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: RealFeel (Heat Index) under 79 degrees		Full activity. No restrictions
R E C O M M E N D E D	Heat Index Caution: RealFeel (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: RealFeel (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 ReelFeel 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: RealFeel (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 RealFeel 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: RealFeel (Heat Index) 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

WIND CHILL PROCEDURES

Administration of Wind Chill Procedures:

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

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

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

RealFeel (wind chill) above 40 degrees		Full activity. No restrictions
R E C O M M E N D E D	Wind Chill Caution: RealFeel (wind chill) 36 degrees to 20 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing.
	Wind Chill Watch: RealFeel (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: RealFeel (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 RealFeel temp is much higher. Consider reducing the amount of time for an outdoor practice session.
REQUIRED	Wind Chill Alert: RealFeel (wind chill) -11 degrees or lower	No outside activity, practice or contest, should be held.

EMERGENCY MEDICAL PLAN PROCEDURES

Organization _____ Sport _____ Team _____

Year _____

In the event of a medical emergency, the on-duty physician, certified athletic trainer, or paramedic will administer immediate emergency aid to the injured person. If none of the above are present, then the head coach or designated first aider will assume responsibility.

The designated person will immediately initiate the Emergency Medical System (EMS). Please follow these procedures for a prompt and efficient response.

1. The designated care provider will remain with the injured athlete at all times.
2. Designated person go to predetermined phone location and dial 911 or other predetermined number.
 - A. Identify self and exact location.
 - B. State nature of injury. (Head/neck, fracture, loss of consciousness or heat illness.)
 - C. Instruct the emergency vehicle exactly where and how to reach activity area:
 - 1) Street access
 - 2) Entry gate
 - 3) Building location
 - 4) Building entry
 - D. Stay on line until operator disconnects.
 - E. Return to injury scene in case needed for other assistance.
3. Designated person meet the vehicle at the gate entrance. This person will have all necessary gate/door in his/her possession.
4. Designated person contact security for crowd control and other needs.
5. Designated person immediately call parents and advise them of circumstances; then call designated administrator and advise of circumstances.
6. Designated person be responsible for documenting all information relating to injury and emergency response.
7. Designated person accompany the injured athlete to the hospital and remain until parents or designated administrator arrive.

INSTRUCTION

1. The athletic director is responsible for assuring that all athletes receive proper instruction.
 - A. Establish qualifications required for each coaching position. These shall include, at at a minimum.
 1. Current certification in an approved sports injury first aid course.
 2. Current certification in CPR as approved by the American Heart Association.
 3. Knowledge of fundamental principles of education for the age-group involved.
 4. Skill in teaching sports performance to the age-group.
 5. Knowledge of psychological concerns for the age-group.
 6. Knowledge of applicable sports skills, techniques, rules and safety concerns.
 7. Knowledge of legal requirements for risk and warning and informed consent.
 8. Skill in communicating with parents and other sports professionals.
 9. Knowledge of program policies and procedures.
 - B. Interview each in-coming coach to assure qualifications.
 - C. Develop guidelines for continuing education of coaches. Each coach shall receive at least 24 hours of continuous classroom education, exclusive of first aid and CPR, each calendar year.
 - D. Develop an appropriate in-service training program for coaches.
 - E. Implement an appropriate procedure for evaluating coaching performances.
 - F. Annually meet with coaches to discuss performance and further education in a pre-season and post-season meeting.
2. The head coach of each team is responsible for assuring that all athletes receive proper instruction.

- A. Verify that all coaches possess minimum qualifications required above.
- B. Review current rules of sport and accepted safety procedures.
- C. Determine accepted approaches for teaching required skills and techniques of sport.
- D. Conduct in-service training of coaching methods.
- E. Periodically observe and evaluate coaching performance of each assistant.
- F. Identify and inform coaches of sport specific educational programs and materials.

STUDENT TRANSFER INFORMATION

COACH: THIS FORM IS TO BE FILLED OUT BY EVERY STUDENT / ATHLETE ON YOUR TEAM AND IS TO BE TURNED IN TO THE DIRECTOR OF ATHLETICS

Name of Athlete: _____

Name of Parent: _____

Age: _____ Date of Birth: _____

Grade: _____ Date Entered HS: _____

(1) Have you changed your address since the last school year? YES NO

(2) What was the name of the school you attended in the last school year?

Please indicate the town or city where it is located.

(3) Are you living with your parents or the person you have lived with in the past six months? YES NO

(A) If no, please indicate the relationship, to you, of the person with whom you are presently living _____

(B) Do your parents live in this school district? YES NO

(4) Are you claiming Emancipated Minor Status? YES NO

Parent Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

MARLBORO OFFICIALS CONFIRMATION FORM

DATE: _____

SPORT: _____

LEVEL: _____

OPPONENT: _____

OFFICIALS:

Rating

Print name

UNUSUAL CIRCUMSTANCE:

Marlboro Central School District
Activity Release Form

Student Name:

(Print)

Name of Parent/Legal Guardian:

(Print)

**I, the above named parent/guardian will be responsible for the
return of my child, _____ from the
following activity: _____
on the following date: _____**

Signature of Parent/Guardian:

MARLBORO CENTRAL SCHOOL DISTRICT HEALTH CERTIFICATE / APPRAISAL FORM

Name: _____ Date of Birth: _____

School: _____ Gender: M F Grade: _____

IMMUNIZATIONS / HEALTH HISTORY

- | | |
|---|--|
| <input type="checkbox"/> Immunization record attached
<input type="checkbox"/> No immunizations given today
<input type="checkbox"/> Immunizations given since last Health Appraisal: | Sickle Cell Screen: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done Date: _____
PPD: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done Date: _____
Elevated Lead: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not done Date: _____
Dental Referral <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not done Date: _____ |
|---|--|

Significant Medical/Surgical History: See attached _____

Allergies: LIFE THREATENING Food: _____ Insect: _____ Other: _____
 Seasonal Medication: _____

PHYSICAL EXAM

Height: _____ Weight: _____ Blood Pressure: _____ Date of Exam: _____

Body Mass Index: _____ . _____ Weight Status Category (BMI Percentile): <input type="checkbox"/> less than 5 th <input type="checkbox"/> 5 th through 49 th <input type="checkbox"/> 50 th through 84 th <input type="checkbox"/> 85 th through 94 th <input type="checkbox"/> 95 th through 98 th <input type="checkbox"/> 99 th and higher	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Vision - without glasses/contact lenses</td> <td style="width: 10%;">R</td> <td style="width: 10%;">L</td> <td style="width: 20%;"></td> </tr> <tr> <td>Vision - with glasses/contact lenses</td> <td>R</td> <td>L</td> <td></td> </tr> <tr> <td>Vision - Near Point</td> <td>R</td> <td>L</td> <td></td> </tr> <tr> <td>Hearing <input type="checkbox"/> Pass 20 db sc both ears or:</td> <td>R</td> <td>L</td> <td></td> </tr> </table>	Vision - without glasses/contact lenses	R	L		Vision - with glasses/contact lenses	R	L		Vision - Near Point	R	L		Hearing <input type="checkbox"/> Pass 20 db sc both ears or:	R	L	
Vision - without glasses/contact lenses	R	L															
Vision - with glasses/contact lenses	R	L															
Vision - Near Point	R	L															
Hearing <input type="checkbox"/> Pass 20 db sc both ears or:	R	L															

Referral

EXAM ENTIRELY NORMAL Tanner: I. II. III. IV. V. Scoliosis: Negative Positive:

Specify any abnormality (use reverse of form if needed): _____

MEDICATIONS

Medications (list all): None Additional medications listed on reverse of form

Name: _____ Dosage/Time: _____

Name: _____ Dosage/Time: _____

If AM dose is missed at home: _____

I assess this student to be self-directed Yes No Student may self carry and self administer medication Yes No

Note: Nurse will also assess self-direction for the school setting. Please advise parent to send in additional medication in the event that emergency sheltering is necessary at school or if the morning medication has not been given.

PHYSICAL EDUCATION / SPORTS / PLAYGROUND / WORK QUALIFICATION / CSE CONSIDERATION

Free from contagions & physically qualified for all physical education, sports, playground, work & school activities OR only as checked:

- ___ Limited contact: cheerlead, gymnastics, ski, volleyball, cross-country, handball, fence, baseball, floor hockey, softball.
 ___ Non-contact: badminton, bowl, golf, swim, table tennis, tennis, archery, riflery, weight train, crew, dance, track, run, walk, rope jump.

Specify medical accommodations needed for school: _____ None

Known or suspected disability: _____ Please monitor

Restrictions: _____ Please monitor

Protective equipment required: Athletic Cup Sport goggles/impact resistant eyewear Other: _____

OPTIONAL INFORMATION, if known

Specify current diseases: Asthma Diabetes: Type 1 Type 2 Hyperlipidemia
 Hypertension Other: _____

Provider's Signature: _____ Phone: _____

(Stamp below)

Provider's Name/Address: _____ Fax: _____

Parent Signature: _____ Date: _____