



**Cold Spring Harbor Athletics Department**  
**"A Commitment to Excellence"**  
**Athletic Roster**

**Sport:**

**Level:**

**Head Coach:**

**Assistant Coach:**

<b>Student's Name</b>	<b>Grade</b>	<b>Email</b>	<b>Position</b>
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24.			
25.			

**\*Denotes Captains**

**Athletic Director: Mike Bongino**

**Athletic Trainer: Diego Garcia**

**Sport:**

**School Year:**

**Coach:**

**COLD SPRING HARBOR HIGH SCHOOL**  
**DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND ATHLETICS**  
**“A Commitment to Excellence”**

**To:** All Coaches  
**From:** Michael Bongino  
**Re:** Athletic Paperwork Varsity/JV

Below are some bullet points that are extremely important to follow throughout your season.

- DURING THE WORKING DAY ALL BUS CONTACT WILL GO THROUGH THE ATHLETIC OFFICE-HOWEVER, IF YOU ARE TRAVELING AND NEED THE NUMBER FOR HUNTINGTON COACH, IT IS 631 271-4702.
- WEEKEND BUS COMPANY NUMBER 631 379-7520.
- CONFIRMING BUSES IN ADVANCE AT LEAST 48 HOURS.
- CONFIRMING SCHEDULE IN ADVANCE – CONTACT THE OFFICE EACH MONDAY VIA EMAIL OR PHONE TO CONFIRM THE WEEKS SCHEDULE.
- CHANGES MADE THROUGH COACH TO COACH MUST INFORM THE ATHLETIC OFFICE.
- GAME CANCELLATIONS- IMPORTANT TO RECONFIRM THE RESCHEDULE DATE AND THE BUS.
- STAY CURRENT WITH YOUR CERTIFICATIONS-CPR, FIRST AID, CONCUSSION, DASA.
- WHEN TAKING FIRST AID AND CPR MAKE SURE THE COURSE IS ACCEPTED BY THE STATE EDUCATION DEPARTMENT.
- COACHES WHO ARE NOT TEACHERS FOLLOW THROUGH WITH APPLICATION FOR COACHING LICENSE.
- ROSTERS SHOULD BE SUBMITTED TO BOCES ONLINE PRIOR TO FIRST SCRIMMAGE OR CONTEST.
- ROSTERS SHOULD BE SUBMITTED TO THE ATHLETIC OFFICE VIA EMAIL.
- END OF SEASON PACKETS WILL BE EMAILED TO YOU AND SHOULD BE RETURNED VIA EMAIL.
- IT IS IMPERATIVE THAT YOU KEEP ACCURATE RECORDS OF THE NUMBER OF YEARS A STUDENT ATHLETE COMPETES AT THE VARSITY LEVEL.
  - FORMS ARE IN THE END OF SEASON PACKET FOR YOU TO KEEP THESE RECORDS
- EACH VARSITY COACH MUST MAKE AN APPOINTMENT TO MEET WITH MR. BONGINO TO DISCUSS THE SEASON, INVENTORY, AND THE PROGRAM DIRECTION.
- EVALUATIONS WILL BE EMAILED AND MUST BE SIGNED AND RETURNED TO THE ATHLETIC OFFICE.

**Thank you very much for your attention to these details.**

**FINAL ROSTER/PAPERWORK PACKETS WILL BE EMAILED SEPARATELY**

**At the completion of your season, please see to it that all items on this checklist have been completed no later than ONE WEEK after the last game or tournament.**

- 1. Arrange for a mandatory meeting with your team either the day of the last game or within a day or two of the last game to be sure all equipment is collected or all responsibilities of all team members have been met. It is strongly suggested you collect the equipment immediately upon returning to the locker room after the last game.**
- 2. Inventory all equipment and follow-up on any equipment which has not been returned. Contact student, call home, etc.**
- 3. After you have made personal contact with those who are missing equipment, list the missing items on the End of Season Indebted Sheet –see attached. Return all the Coach’s Authorization Cards in Alphabetical order. If you teach in the school, late equipment should be returned to you, NOT to the Athletic Office. If you are out of the district, they may return equipment to the Athletic Office, but it is still your responsibility to follow-up.**
- 4. You are responsible for turning in the following items NO LATER THAN ONE WEEK after the completion of the season:**
  - A. Final Roster**
  - B. Team Record Sheets (with all the information completed, including (All Division, All Conference, etc.)**
  - C. List of needs for next year**
  - D. Keys**
  - E. Coach’s Authorization Cards**
  - F. Indebted Form**
  - G. Equipment (Balls, Ball Bags, First Aid Kit, Ice Chest, Scrimmage Vests, Air Horns, etc.)**

**Please arrange to meet with Mr. Bongino for a general post season discussion.**

**It is very important that you meet these responsibilities as soon as possible after the completion of your season.**

# SportspakOnline—Official's Ratings

Official's ratings should be submitted electronically via SportspakOnline by athletic offices and coaches as follows:

1. Navigate to the SportspakOnline homepage and click on the schools (or coaches) tab. In either case, you may choose **UPDATE RATINGS** from the menu (schools also have the option of choosing **BATCH RATINGS ENTRY**). Log into SportsPak as you normally would.

**Update Ratings**  
**Batch Ratings Entry**

2. When the screen refreshes, use the arrow buttons on the calendar to navigate to the month of the game(s) you would like to complete ratings for. Days with scheduled games will be highlighted. Click on the day for the game(s) in question.



<< September 2013 >>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3. A list of that days' games will appear. Click the game number (indicated by a hyperlink in the "game" column).

GAME	TIME	SPORT	LVL	HOME	VISITOR
<a href="#">463684</a>	04:30PM	GVB	JV	NORTH SHORE HS	COLD SPRING HARBOR HIGH SCHOOL

4. The game ratings entry screen will appear. Assigned officials will be displayed with a set of ratings criteria. Choose a rating for each criteria from the drop-down menus, and enter any comments in the appropriate boxes. The overall rating will calculate based on your entries—this field is not maintainable. Click **SUBMIT** to save.

NOTE: a hard copy of ratings with criteria receiving a four or under (which requires a comment) must be submitted to the Section VIII Office. (Coaches should submit these copies to their AD's office for subsequent forwarding to Sec. VIII.) A copy of the rating card is available online at <http://www.nassauboces.org/page/555>.

**\* Schools and coaches entering rating information of a four or under will receive a reminder that a hard copy needs to be submitted as backup; Section VIII staff will receive an e-mail notification to expect the hard copy for that particular game.**

5. Once your information has been submitted, you will see a dialogue box confirming that the rating was updated. Click **OK**, then click **CLOSE** to return to the initial ratings page to choose a new date.

Schools choosing to update their ratings via **BATCH RATINGS ENTRY** can select that option from the menu instead. At the top of the page, choose the parameters for the games you wish to rate via the drop-down menus for sport, season and level or the date range boxes. A running list of officials on games that meet those parameters will be shown on screen. Rate the officials as outlined in Step 4 above. To save your changes, scroll to the bottom of the page and press **SUBMIT**. *NOTE: This option is not available on the coaches menu.*

## SportspakOnline—Rosters

Team rosters should be submitted electronically via SportspakOnline by athletic offices and coaches as follows:

1. Navigate to the SportspakOnline homepage and click on the schools (or coaches) tab. In either case, choose **TEAM ROSTERS** from the menu.

**Team Rosters**

2. The **TEAM ROSTERS** screen will appear. From the drop-down menus, choose the team (only teams assigned to the district or coach will appear in the drop down), sport and level (year will default to the current school year) for the roster you wish to enter.

Year

School

Sport

Level

[Display](#) [Close](#)

Click **DISPLAY**.

3. The page will refresh with columns for the first name, last name, date of birth and date of entry into ninth grade for each student-athlete. Begin filling in the fields until all names have been entered. Date of birth should be entered in MM/DD/YY format; date of entry into ninth grade should be entered in MM/YY format. Use the tab key or your mouse to navigate between fields; do not use enter.

First Name	Last Name	Date of Birth	Date Entered 9th Grade	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Ins</a> <a href="#">Del</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Ins</a> <a href="#">Del</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Ins</a> <a href="#">Del</a>

**NOTE:** Eligibility criteria have been programmed into this interface. If you enter a date of birth or date of entry into ninth grade that does not meet eligibility requirements, you will receive an error message and the roster cannot be saved/submitted.

\*If your roster includes a student-athlete who has been selectively classified, e-mail the name, DOB and DOE into 9<sup>th</sup> grade to Karen Wohlrab ([kwohlrab@mail.nasboces.org](mailto:kwohlrab@mail.nasboces.org)) and we will confirm that S/C paperwork has been received for the student in question. **DO NOT** include them via the online interface.

4. Scroll to the bottom of the page and click **SUBMIT** to save your changes.
5. To add or remove students once rosters have been submitted, navigating to the roster in question as outlined in steps 1-2 above. Additions can be entered in the first blank line or inserted (if your roster is alphabetical) by clicking the **INSERT** button at the end of the line where you want the new name to appear. Names or extra lines can be removed by clicking the **DELETE** button. You must scroll to the bottom and click **SUBMIT** to save any changes.

**NOTE:** additions to or removals from an existing roster no longer need to be sent via e-mail—all edits should be done online as outlined above.

6. If you wish to print your roster, you may do so only after clicking **SUBMIT** to save your entries. To print, click the **FILE** menu in the upper left hand corner of your browser window, then click **PRINT**.