



INTERSCHOLASTIC ATHLETICS
HANDBOOK FOR COACHES

Dear Colleagues:

The athletic program is an integral part of the Great Neck Public Schools Middle and Senior High School educational program and is organized to meet the needs and interests of our students. The program has as its major goal the total development of the individual through wholesome competition.

This handbook has been prepared for use by all coaches in the Great Neck Public Schools Athletic Department. It clearly defines all policies and procedures of the Great Neck Public Schools as well as those of **Section VIII** and the **New York State Public High School Athletic Association** (NYSPHSAA) relating to the interscholastic athletic program. It has been written to ensure uniformity in the conduct of all sports and to serve as a basis for periodic re-evaluation of the total program. By agreeing to coach, you have accepted the responsibility to familiarize yourself with the contents of this manual and to comply with all policies and procedures of the Great Neck Public Schools, the Great Neck Public Schools Athletic Department, as well as the Section VIII Athletic Council and the New York State Public High School Athletic Association. You are obligated to uphold them, regardless of personal feelings or differences of opinion. In the event that a policy proves undesirable or outmoded, it can be revisited, revised or eliminated through careful review and shared dialogue.

The Athletic Director shall distribute this handbook and make available the New York State Public High School Athletic Association Handbook and Section VIII Directory to all coaches. The coaches, in turn, will be expected to know all of the duties, responsibilities, rules and regulations pertaining to their sport and to conduct their programs accordingly.

It is my desire, as I am sure it is yours, to do the very best job possible for our students, school, and community. Toward this end, your continued input is vital and encouraged. If you have any suggestions as to how we can improve our program, please feel free to discuss your concerns with me at your convenience. I will do everything in my power to make your job as a coach more enjoyable and rewarding. If you have any questions, please call me at (516) 441-4045/46. Thank you for agreeing to become a valued member of the Great Neck Public Schools Athletic Department. I wish you much continued success.

Sincerely,

Dave Zawatson
Director of Physical Education, Recreation and Athletics

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PART I

INTRODUCTION TO THE GREAT NECK PUBLIC SCHOOLS INTERSCHOLASTIC ATHLETIC PROGRAM- EXPECTATIONS AND CONDITIONS OF EMPLOYMENT

A. PHILOSOPHY OF THE GREAT NECK PUBLIC SCHOOLS INTERSCHOLASTIC ATHLETIC PROGRAM

We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. The Great Neck Public Schools (GNPS) affirms the right of every student to participate in the interscholastic athletic program without regard to gender, race or creed. We support the regulations and spirit of Title IX legislation and do not limit one sex in the enjoyment of any right, privilege, advantage or opportunity.

Since interscholastic athletics are philosophical extensions of the physical education program and classified as co-curricular activities, the goals and objectives of athletics should be supportive of and consistent with the goals and objectives of the total educational program. When conducted properly, athletics can positively contribute to intellectual, physical, social and emotional development. Growth is accomplished when an athletic program, conducted by educationally oriented coaches, provides the means to achieving these ends. Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. In order to maintain their eligibility for participation athletes will also be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority.

In order to more fully realize the educational value of athletics, the athletic program should:

- promote the physical and emotional well being of all,
- be part of the total education program,
- be conducted by certified coaches
- supplement the district's physical education program, and,
- be conducted within the letter and spirit of all applicable rules and regulations, if necessary.

B. MIDDLE SCHOOL

The Middle School interscholastic athletic program addresses the physical, social, and emotional needs of early adolescence. The approach to athletics is less competitive, with opportunities to participate expanded in recognition of the physical, mental, and social changes middle school students are experiencing. Participation is not based solely on athletic ability; students are encouraged to participate in a program that includes:

- Four 10-week seasons to allow for exposure to more athletic activities,
- The avoidance of cutting the roster unless the number creates concerns for health, safety, and instruction
- Coaches who value playing all team members in each contest,

- Extended time contests (5 period format) to allow for more individual participation, when possible.
- Voluntary participation in practices during vacation periods and weekends if necessary.

C. HIGH SCHOOL

Athletic participation at the Varsity level is more competitive than the Middle School program, and the junior varsity (JV) program functions as a transition between the two. Varsity competition is based on ability and participation in this program requires a significant commitment of time as well as adherence to more stringent team and Athletic Department rules. Parents and athletes are advised to take this into consideration when deciding whether or not to participate at the JV or Varsity level. In order to fully appreciate a family's commitment to JV/Varsity competition and to avoid miscommunication and unrealistic expectations, parents and students must understand that:

- Practices/contests are often scheduled on weekends and during vacation periods. Athletes are required to participate in all practices/contests unless excused by the coach after adequate notice. Excessive unexcused absences will result in disciplinary action, which might include, as the most severe consequence, dismissal from the team.
- Squad selection is based on the staff's assessment of ability and "cuts" are made at the discretion of the coach.
- "Playing time" is based on ability and substitutions are made at the discretion of the coach.
- Athletes who fail to complete a season may not be awarded a letter/certificate or receive credit for the season.

D. PRINCIPLES OF COACHING

The coach of an interscholastic athletic team assumes a very responsible position in education. He/she has the unique opportunity to work with the students in an activity that many times has a profound and lasting impact on the lives of the athletes. Coaches are viewed as role models and can directly influence the decisions made by athletes, and personal rapport can be quickly established. Through this close association, coaches can achieve a unique and seldom attained relationship in education – a personal involvement in the lives of students who willingly and eagerly seek guidance, advice and counsel. The sport serves as the vehicle for creating this climate. Therefore, coaches should be ever mindful of this role and conduct themselves accordingly. No other teachers enjoy so rich an opportunity for molding the character of our youth. Coaches are also official representatives of the GNPS. It is their personal and professional obligation to have a thorough knowledge of the policies and procedures of the Athletic Department and to vigorously enforce them.

E. CODE OF BEHAVIOR FOR COACHES

1. Set an example both on and off the playing area. Be a living example of sound personal values and good sportsmanship.

2. Recognize that athletic competition is a means toward an end, not an end in itself. Specifically, athletics should lead to the development of healthy, well-adjusted young men and women.
3. Approach competition as a healthy and constructive exercise. It should be fun and enjoyable.
4. Recognize that the participants in individual or team sports are young men and women with human frailties and limitations who are capable of making mistakes.
5. Be modest in victory and gracious in defeat and instruct your players accordingly.
6. Be sensitive to the feelings and needs of your players, and use good judgment when addressing them, avoiding offensive or sexist comments.
7. By personal attitude and behavior, command the respect of the players.
8. Personal appearance is an indication of self-respect and helps set the tone for the individual or team performance.
9. Do not use, or allow the use by others, of profanity, crude or abusive language with players, opponents, officials or spectators.
10. Respect the judgment of the officials. Although it is reasonable for the coach to question an official's decisions or even disagree with decisions, the official's decision must be accepted graciously. If unhappy with an official, use the rating system to register your dissatisfaction.
11. Instruct the players to respect the officials and not to argue, demonstrate or be abusive. Any questions with officials concerning rules interpretation should be made by the captain or coach.
12. Avoid behavior in game situations that will incite players, opponents or spectators.
13. Instruct players in the elements of good sportsmanship and remove players from competition who demonstrate un-sportsmanlike behavior.
16. Discourage the use cell phones during practices and games as an unnecessary distraction and lead by example.

(Excerpted from: NYSPHSAA Nassau County Section VIII Guidelines and Recommendations for Codes of Behavior for Coaches, Participants, Spectators and Administrators in Inter-Scholastic Competition)

F. INTERSCHOLASTIC ATHLETIC COACH –JOB DESCRIPTION

All interscholastic athletic team coaches are directly responsible to the Building Athletic Director. In fulfilling their duties and responsibilities, all coaches are expected to:

1. Assume responsibility for the conduct of their team.
2. Establish training rules above and beyond the Building Athletic Department's rules and ensure that these rules are fully explained to all athletes.
3. Establish positive relationships with coaches, athletes, parents and community members.
4. Supervise the use, issuance, return, cleaning, inventory and storage of equipment, uniforms and supplies.
5. Submit equipment and supply requests to the Athletic Director.
6. Make recommendations for use and improvement of school facilities not limited to the immediate reporting of any hazard or damage to the Building Athletic Director.
7. Attend meetings called by the Building Athletic Director or Principal. Attend league, section and coaches' association meetings, and end of the season school and district culminating dinners/banquets when required.
8. Support and conform to the District, Athletic Department and Building policies and decisions, both in fact and spirit.
9. Prior to the start of each season, conduct a mandatory organization meeting with athletes to explain try-outs, method of selection, cutting procedures, and other key matters.

10. Ensure all student-athletes are appropriately cleared medically and have necessary parental permission for participation.
11. Prepare a schedule of scrimmages and non-league contests and submit it to the Building Athletic Director prior to the start of the season.
12. Submit a team roster to the Athletic Director within one week of the start of the season and update it as necessary,
13. Administer first aid as required and report all serious injuries to the Health Office.
14. Report scores to news media when required.
15. Notify the Athletic Director of any canceled games, scrimmages or practices and any unusual events or incidents.
16. Schedule and conduct practices on a regularly scheduled basis,
17. Supervise team members after practices/games until reasonably assured they have departed school grounds.
18. Secure the facility before leaving.
19. Complete end of season reports in the time and fashion requested by the Building Athletic Director.
20. Display professional conduct during all practices and games.
21. Keep abreast of the latest development, changes and modifications in their sport.
22. Make decisions regarding his/her particular team, in keeping with established policies and procedures. However, when decisions are of a broader scope, which might affect other coaches and other teams or when the problem clearly falls within the jurisdiction of the Building Athletic Director, action should be reserved for the Building Athletic Director to review and discuss the matter more fully.

G. APPOINTMENT TO A COACHING POSITION

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated coaches. All coaching positions are yearly appointments. Each coach will be evaluated annually by the Building Athletic Director and a satisfactory evaluation will be essential for continuation in that position for the next school year.

Incumbent coaches with satisfactory evaluations will, usually, continue with their assignments. All vacancies and newly created coaching positions will be posted internally to each school. A selection will not be made based on internal posting for at least 10 school days. If an appropriate candidate cannot be found within the school district the position will then be posted externally. All candidates will be interviewed by the Building Athletic Director and an approved GNTA staff member. The successful candidate will be confirmed by the Building Principal or appropriate designee. Upon selection, a candidate will be recommended to the Superintendent of Schools by the District Athletic Director.

The NYSED promulgates certification requirements for coaches (paid and volunteer) based on their teaching certification status (Physical Education, Certified other than PE, non-teacher coach). These requirement can be best accessed by visiting the NYSED website dedicated to this issue:

<http://www.p12.nysed.gov/ciai/pe/toolkit.html>

The requirements, as of publication of this document, are included in the appendix of this document and will be reviewed with prospective coaches by the district office after their recommendation for appointment by the building.

Modified 2017

H. COACHES EVALUATION SYSTEM

The sole purpose of the coaches' evaluation system is to improve the quality of our athletic program by recognizing and encouraging the use of successful coaching practices and techniques. A minimum of one evaluation will be written by the Athletic Director during the school year for each coach. Information contained in the evaluation will be based upon observations made at practices and contests during the athletic season, the quality of compliance with policies and procedures, and personal relations with athletes, professional colleagues and parents. At the end of season review, the evaluation will be discussed with each coach, and the coach will be given the opportunity to comment or respond to any item in the evaluation. The original evaluation will be kept on file in the Building Athletic Director's office and copies will be distributed to each coach and the District Director of Athletics.

I. LEGAL DUTIES OF COACHES

1. **A safe environment is important**

Facilities and equipment must be safe for both the users and others involved in the competition. Adverse weather conditions must also be taken into account during competition and practice sessions.

2. **Activities must be adequately planned**

Impaired learning ability and injury may be the result of unplanned practice sessions. Using appropriate progressions in teaching new skills, especially potentially dangerous skills, is imperative.

3. **Athletes must be evaluated for injury and incapacity**

Athletes with an injury or incapacity should not be expected to perform any potentially harmful activity. No athletes should ever be forced to take part in any activity that they do not wish to. Individual differences must be accounted for.

4. **Young athletes should not be mismatched**

Young athletes should be matched not only according to age, but also height, weight and maturity. Skill levels and experience should also be considered.

5. **Safe and proper equipment should be provided**

Existing codes and standards for equipment should be met and all equipment should be kept in good order. It should always be adequately repaired so that it is safe to use at all times.

6. **Athletes must be warned of the inherent risks of the sport**

The inherent risks of any sport can only be legally accepted by the participants if they know, understand and appreciate those risks. In some situations, even such a warning may not be enough, for example where young people are involved in a school activity.

7. **Activities must be closely supervised**

Adequate supervision is necessary to ensure the practice environment is as safe as possible. Each sport will have its own specific requirements in this regard.

8. **Coaches should know first aid**

Coaches should have knowledge of the basic emergency procedures and keep up to date on them. Coaches should know STOP (Stop, Talk, Observe, Prevent further injury) and RICE (Rest, Ice, Compression, Elevation) procedures for managing injuries. Coaches should have a written emergency plan and ensure that appropriate medical assistance is available. At the very least, coaches should ensure nothing is done that will aggravate the injury.

9. Clear written rules for practice and general conduct are necessary

Many injuries are the result of fooling around in change rooms and practice venues. Clear written rules should be developed for general conduct and behavior in such situations.

10. Coaches should keep accurate records

Adequate records are useful aids to planning and are essential in all cases of injury. Record cards should be kept on all athletes, including relevant general and medical information and progress reports. Accident reports (not diagnoses) should be made as soon as possible after each injury occurs

(Adopted from R. Martens [1990] Successful Coaching. Champaign, Ill: Leisure Press.)

J. LEAVES FROM COACHING ASSIGNMENT

As a matter of principal we prefer to retain and build on the relationships that develop among coaches, parents/athletes and building supervisors/administrators. We also recognize that professional or personal obligations, medical events, and other conflicts sometimes arise that might result in the need to be away from a coaching appointment for some period of time. This set of guidelines attempts to balance those considerations in a fair way, while also being financially responsible.

First, of course, is the responsibility for the appointed coach to notify their Building AD/PE Chair at the very earliest opportunity of their need to be absent from the position. In response the Building AD/PE Chair will:

1. Bldg AD/PE Chair will attempt to cover absences with volunteers/supervision pay for up to 3 consecutive days ("short term leave").
2. Anything more than 3 days in duration will be considered an "extended absence" and call for a per diem substitute coach.
3. Extended absences declared 10 or more days before season will allow District Office to post as per the Agreement. Shorter notices may require abbreviated posting to be discussed and agreed with the GNTA.
4. For extended absence requiring a per diem sub coach The District Office will work with the building AD to establish the per diem rate for the absence considering the following:
 - Following practice, the duration of the appointment is from the BOCES first date of the season to the NYS Champs date (HS) or last date of BOCES season (MS). Both sets of dates are published in the Section 8 directory. Each week can have at most 6 (HS) or five dates (MS) practice/contest dates.
 - The Bldg AD will need to consult with both the coach going out on leave and the appointed per diem sub coach to agree on the actual number of days (which can include or exclude dates over holiday breaks) that the per diem rate will apply and notify the district office of this determination.

- Before sending the final determination to payroll the District Office will send a confirmation of the final details (start date, end date, per diem rate for the sub, pay deduct for the appointed coach, etc.) to the bldg AD, and both coaches.

Added June 2017

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PART II

DEPARTMENTAL GUIDELINES AND PROCEDURES

A. CANCELLATION OF CONTESTS

1. All cancellations circumstances should be made by the Building Athletic Director after consultation with the coach. When the Athletic Director is not available, the coach, in consultation with a building or school administrator, will be responsible for cancellations and informing the necessary parties.
2. After consultation with the coach, the Building Athletic Director will reschedule all canceled contests.
3. The coach will be responsible for promptly notifying athletes of any changes in the schedule.
4. Cancellations on school days will be made by 2:00 PM at the latest. There may be exceptions to this timeframe especially during playoffs.
6. When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day may be canceled. The coach is responsible to contact the building A.D. for information.

B. CHANGING SPORTS

Whenever students enlist in the athletic program by joining or “trying-out” for a specific team, they assume a responsibility and commitment to that team and coach. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. The dropping of a sport and transferring to another sport should occur within the following guidelines:

1. An athlete who is suspended/dismissed from a squad for disciplinary reasons shall not be allowed to participate in another sport for the remainder of that sports season or until the period of suspension expires.
2. An athlete who wishes to leave a team and transfer to another may do so if he/she leaves in good standing and after discussing with the coach the reason for leaving and after returning all issued uniforms and equipment.
3. Changing teams after the final “cut” (if necessary) has been made on a team the athlete wishes to transfer to is not encouraged and will allowed after an appeal to the Building A.D.

C. CONFLICTS WITH EXTRACURRICULAR ACTIVITIES

The Great Neck’s High Schools and Middle Schools provide numerous opportunities for its students to participate in extracurricular activities. These activities are conducted according to an overriding philosophy that is consistent with the academic program. Students are encouraged to take advantage of these opportunities; however, students should not be allowed to sacrifice the quality of their academic program to participate in athletics.

The Athletic Department recognizes that students should have the opportunity to engage in a broad range of learning experiences. However, a student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of conflicting responsibilities. Students should be cautioned not to overextend themselves. Participation on athletic teams requires a demanding commitment of time to a rigorous schedule of practice and competition. Parents and student-athletes should be informed of this at the earliest opportunity. If it becomes apparent that

conflicts will continue on a regular basis and a student cannot fulfill his/her obligation, he/she should be counseled appropriately.

D. ELIGIBILITY RULES

In order to participate on an interscholastic athletic team, a student must satisfy the following eligibility rules. These standards are established by the New York State Public High School Athletic Association (NYSPHSAA).

1. **Bona Fide Student:** An athlete must be a bona fide middle school or senior high school student and must be taking at least four subjects plus physical education. A student attending an alternative education program may represent only his/her home school. Students who have completed graduation requirements are not permitted to participate in an interscholastic athletic program.

2. **Registration:** A student must have enrolled during the first fifteen school days of a semester and must have been in regular attendance 80 percent of the school time.

3. **Age:** A student shall be eligible for inter-school competition in grades 9, 10, 11 and 12 until his/her 19th birthday. If the age of 19 years is reached on or after July 1, the student may participate during that school year in all sports.

4. **Health Examination:** A student who engages in interscholastic competition shall receive an adequate health examination and health history update when required. Students may not practice or participate without the approval of the school medical officer.

5. **Duration of Competition:** A pupil shall be eligible for senior high athletic competition in each sport for only four consecutive seasons of each sport after entry into the ninth grade and prior to graduation. An appeal for an extension of athletic eligibility can be made if the Superintendent of Schools can show that a student's failure to enter competition during one or more seasons of a sport was caused by illness, accident, or other circumstances beyond the control of the student.

6. **Transfer Rule:**

a. A student in grades 9-12 who transfers, with a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) shall become eligible after starting regular attendance in the second school. A residence change must involve a move from one school district to another.

Furthermore, when a student moves from one public school district to another public school district, for athletic eligibility the student must enroll in the public school district or in a private school within that district's boundaries of his/her parents' residency. The Superintendent, or designee, will determine if the student has met district residency requirements.

b. A student who transfers without a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one (1) year if as a 9-12 student participated in that sport during the one (1) year period immediately preceding his/her transfer. Students who transfer from any school to the public school district of the residence of his/her parents (or other persons with whom the student has resided for at least six months) or a private school within that district's boundaries shall be exempt from the Transfer Rule. Such a transfer without penalty will only be permitted once in a high school career. NOTE: A student in a foreign exchange program listed by CSJET has a one

year waiver of the Transfer Rule. If such a student elects to stay a second year he/she becomes a foreign student at the start of the school year with item (b) in effect.

Exemptions to (b): For athletic eligibility a student must enroll in the public school district or in a nonpublic school within that district's boundaries of his/her parent's residency.

1. The student reaches the age of majority and establishes residency in a district and can substantiate that they are independent and self supporting.

2. If a private or parochial school ceases to operate a student may transfer to another private or parochial school of his/her choice. Otherwise, a student must enroll in the public school district of his/her parents' residency.

3. A student who is a ward of the court or state and is placed in a district by court order. Guardianship does not fulfill this requirement.

4. A student from divorced or separated parents who moves into a new school district with one of the aforementioned parents. Such a transfer is allowed once every six months.

5. A student who is declared homeless by the superintendent pursuant to Commissioner's Regulation 100.2. A student of a military employee who is transferred to an active military base may enroll in the non-public school closest to their residence and maintain eligibility if the student enrolls in a non-public school immediately following the change in residence.

NOTE: It is provided, however, that each school shall have the opportunity to petition the section involved to approve transfer without penalty based on an undue hardship for the student.

c. Transfer students trying out for sports before school opens in the fall shall register and be accepted by the principal of that school before the medical examination and the first practice. This shall constitute the start of the regular attendance for falls sports.

NOTE: After approval by the school medical officer a student may practice immediately and must satisfy the specific Sports Standard according to the number of practice sessions required.

d. Practices at the previous school may be counted toward the minimum number of practices required provided the principal or athletic director of the previous school submits, in writing, the number and dates of such practices to the principal or athletic director of the new school.

7. **Practice Sessions:** All required practice sessions shall be organized and planned for a reasonable length of time and shall include activities specific to the sport. Depending on the sport and level of play (i.e. modified or JV/Varsity), each team and team member is required to participate in a minimum number of practice sessions prior to the first team scrimmage and/or contest. Practice sessions are sport specific so that practices in one sport would not apply to another sport in the event an athlete changes teams. Athletes must have an approved medical examination and health update before being allowed to practice. In the event an athlete is allowed to attend a practice without medical approval, the practices the athlete attended prior to the approval will not count toward the required number of practices. *(NYSPHSAA Section VIII practice session minimums listed in appendix).*

E. FIRST AID PROCEDURES

First aid is the immediate and temporary care given to an injured or ill athlete until the services of a physician or emergency medical technician can be obtained. To this end and in order to protect athletes from further injury, the following steps should be followed:

1. STOP play immediately at the first indication of possible injury or illness.
2. LOOK for obvious signs of injury or illness.
3. LISTEN to the athlete's description of the complaint.
4. APPLY appropriate first aid techniques according to your training.

Coaches are expected to have a fully stocked first aid kit with them during all practices and games. A first aid kit and supplies for re-stocking should be obtained from the athletic trainer and should be checked daily to ensure that it is fully stocked. Ice or cold packs are useful for almost all injuries and should be available at all home and away games. The following items (at minimum) should be in your first aid kit:

- | | |
|-------------------------------------|---|
| 1. Athletic tape | 12. Petroleum jelly |
| 2. Pre-wrap | 13. Ice bags |
| 3. Band-aids (various sizes/shapes) | 14. CPR mask |
| 4. Sterile Gauze | 15. Athlete medical emergency cards/authorizations |
| 5. Antiseptic solution | 16. Injury report form |
| 6. Antibiotic ointment | 17. List of contact number for local emergency responders |
| 7. Latex gloves | 18. Items required for specific athletes (inhalers, epi-pen, prescribed meds) |
| 8. Scissors | |
| 9. Eye wash with cup | |
| 10. Dental kit for tooth loss | |
| 11. Saline solution | |

Drinking water should be available at all practices and games. Each coach is responsible for securing a water cooler at the beginning of the season from the Building Athletic Director. Coolers should be rinsed out after every use and allowed to dry. Under no circumstances should water be left in coolers overnight or should coolers be used for any other purpose.

❖ GENERAL PROCEDURES-RESPONDING TO EMERGENCY

1. Render appropriate first aid.
2. Coaches should have in their possession at all times, a listing of athletes' home and emergency telephone numbers.
3. If, in your judgment, the injury requires immediate medical attention, emergency services should be contacted using the 9-1-1 system.
4. Parent(s)/guardian(s) should be contacted and instructed to either meet their child at school or at the hospital emergency room. Students may only be released to the care of an adult who is listed as an emergency contact or to the care of a responsible adult designated by the parent(s).
5. If a parent/guardian or emergency contact cannot be reached, the coach or designated supervisor must accompany the athlete to the hospital and remain with the athlete until a family member arrives.
6. If the injury occurs during an AWAY contest and the coach must accompany the athlete to the hospital, the contest will be stopped at that point, and the team will return to the school under the supervision of the bus driver and/or supervisor.

7. PROMPTLY NOTIFY THE HEALTH OFFICE OF THE INJURY. An accident form must be completed within 3 days of the date of the injury.
8. When reporting an injury to a parent/guardian, advise them that the school insurance plan is a supplemental policy designed to assist families by reimbursing them for out-of-pocket expenses only after claims have been processed by the family's primary health insurance.
9. Notify the Athletic Director in the event that a serious injury occurs.
10. Students requiring medical care due to injury shall not be allowed to practice or play in a contest until they have a medical release.

Modified June 2017

❖ INFECTION CONTROL

Prior to participating in practice/competition, athletes must cover any open wound. In the event a student-athlete begins to bleed during practice/competition, he/she must be removed from play and cannot return until the bleeding is stopped and the wound covered. Section 8 requires that when blood spills onto a uniform, the athlete must leave the contest and cannot return until the uniform (jersey and/or shorts) is changed. Therefore, coaches must carry an extra uniform with them at all home and away contests.

❖ UNIVERSAL PRECAUTIONS

1. Avoid contact with body fluids.
 2. Encourage athletes to clean their own injury or secretions whenever possible.
 3. Use a protective barrier (e.g. disposable gloves, paper towels, gauze, and tissue) making contact with body fluids during care, treatment, and cleaning procedures.
 4. Use disposable items to handle body fluids
 5. Dispose of all contaminated materials in plastic bags.
 6. Plastic bags should be disposed of in trash containers.
- Procedures to follow in case of accident or illness

❖ HEAD INJURIES (See also Part II, K. Return to Play – Guidelines following a concussion)



1. Recognize the concussion. Did the athlete suffer:
 - A blow/jolt to the head AND
 - Loss of consciousness OR
 - Amnesia OR
 - Confusion OR
 - Poor motor coordination OR
 - Slurred/garbled speech OR
 - Memory problems OR
 - Irritability/over emotional OR
 - Headache, dizziness, nausea, sensitivity to light/noise, or fatigue?
2. Conduct sideline evaluation, focusing first on recent memory:
 - What period is it?
 - Who are we playing?
 - What is the score?
 - How did you get hurt?
3. Continue sideline evaluation, now focusing on cognitive ability:
 - Recite the months of the year, in reverse.
 - Countdown numbers in reverse (i.e. "Countdown beginning with 95")

- Give the athlete three words to remember, after a few minutes ask him/her to recall the words.

(Excerpted from: Concussion Management for Interscholastic Athletics, NYSPHSAA 2007)

F. ELECTRICAL STORMS

In the event we experience thunderstorms, coaches must take immediate action to provide for the safety of their athletes. *If lightning or thunder is observed anywhere in the sky, all activity must stop immediately.* All team members must be escorted into the building, or in the event you are away, onto the team bus or into a building. Visiting team members, coaches and officials must also be invited into the school building.

Once the storm has passed the area, *activity can resume only if no lightning or thunder has been observed for a minimum of thirty (30) minutes.* Coaches must exercise good judgment; it should be on the conservative side. If your team is engaged in an official contest in which officials have been assigned, the decision as to if and when to resume the contest must conform to the above guidelines. If you feel the thunderstorm has not completely left our area, under no circumstances should you resume the contest. The Athletic Director will make arrangements to continue the contest. *(Derived from NYSPHSAA Section VIII Thunder and Lightning Policy, 10/25/04)*

G. HEAT/COLD INDEX PROCEDURES



HEAT INDEX PROCEDURES

Administration of Heat Index Procedures:

- Feels Like Temperature (Heat index) or THI using a Wet Bulb indicator on the field 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 www.weatherbug.com. Schools may also use a Wet Bulb indicator on the field that will be used.
- Enter zip code or city and state in the location section of the app or on-line or determine the THI by using a Wet Bulb indicator.
- If the Feels Like temperature (heat index) or the Wet Bulb Indicator is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature (heat index) or Wet Bulb indicator at halftime or midway point of the contest. If the Feels Like temperature (heat index) or Wet Bulb indicator 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) or Wet Bulb indicator 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) or Wet Bulb indicator 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) or Wet Bulb indicator 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) or Wet Bulb Indicator 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) or Wet Bulb indicator 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.
- 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	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.

Modified June 2017

❖ EMERGENCY ACTIONS FOR HEAT STRESS

I. HEAT EXHAUSTION

A response to heat characterized by weakness, fatigue, and collapse due to inadequate intake of water to compensate for loss of fluids through sweating.

a. Signs and Symptoms

- Normal body temperature
- Profuse perspiration
- Pale, clammy skin
- Weakness, tiredness
- Rapid respirations
- Headache, dizziness, possible fainting
- High-pitched, raspy voice
- Cramps, nausea, possible vomiting

b. Emergency Actions

1. Move the person out of the heat to a cooler place, use fans or air conditioning if available.
2. Loosen clothing and make the person comfortable, reclining if possible.
3. Sponge face, neck, and other exposed skin surfaces with cool water.
4. Give water as the person can tolerate it, and only if fully conscious.

5. Notify parent/guardian if the victim is a student, or the victim's supervisor if an employee.
6. If refusing water, vomiting, complaining of chest pain, or any changes in level of consciousness, Call 911.

II. HEAT STROKE

A response to heat characterized by extremely high body temperature and sweat mechanism shutdown. This is an Immediate Life-Threatening Emergency.

a. Sign and Symptoms

- Hot, red, dry skin
- Very high body temperature
- Small pupils
- No Sweating
- May be unconscious
- Rapid pulse
- Shallow breathing

b. Emergency Actions

1. Call 911
2. Cool the victim off immediately by any means available: fanning, shade, cool liquids, removing clothing, adding ice packs to the neck, armpits and groin.
3. Provide respiratory and circulatory support if needed (Rescue Breathing, CPR)

G. OBSERVANCE OF RELIGIOUS HOLIDAYS

The Great Neck Public Schools recognizes the rights of all students to practice their religion, observe religious holidays, and attend religious services and education programs. All requests to be excused from practice and/or games for religious purposes should be honored without penalty. Coaches are expected to establish a climate of mutual respect, tolerance, and appreciation among team members and be sensitive to a student's religious beliefs. Under no circumstance will a student be discouraged from practicing their religion. Student-athletes need to be made aware of their responsibility to inform the coach when they will miss practice for religious reasons. The scheduling of scrimmages or games shall not occur on the following religious holidays as listed by NYSPHSAA Section VIII as Holy Days of Observance:

- Rosh Hashanah (two days beginning at sunset of previous day)
- Yom Kippur (beginning at sunset of previous day)
- Christmas Eve
- Christmas Day
- Passover (first day beginning at sunset of previous day)
- Good Friday
- Easter Sunday

In the absence of a formally adopted policy, and on the eve of the holidays, the following guidelines should inform the conduct of each member of the coaching staff:

- All activity ends by 4:30 PM on the day before Rosh Hashanah and Yom Kippur.

- On any of the above listed Holy Days of Observation head coaches may decline to schedule practices, but must inform the building A.D. with adequate notice.
- Any assistant coach may decline to attend any practices scheduled by the head coach on Holy Days of Observation with adequate notice to the head coach and building A.D.
- Practices sessions on Holy Days of Observation must be advertised as completely voluntary for student-athletes. Absences will be excused without question.
- The content of any practice sessions on Holy Days of Observation must not include new material, but may only serve as a review and an opportunity to practice already acquired skills, tactics, or strategies.
- A student's decision to not attend any or all of the sessions conducted on Holy Days of Observation may not in any way affect their future playing time or status with the team (i.e. starter, first substitute, team captain, etc.).
- Students should make every effort to indicate their non-attendance to their coach or building athletic director at the earliest possible opportunity.
- Coaches must inform their building A.D. of their intention to conduct a voluntary practice including the date(s) and start/end times so necessary arrangements can be made with buildings and grounds.

H. OVERNIGHT TRIPS

Overnight athletic trips are regulated by the BOE policy #4531, which should be reviewed in its entirety before planning any overnight trip. Any coach seeking to plan an overnight trip must consult their Building Athletic Director before publicizing such a trip to student-athletes or parents to coordinate and ensure approval. The trip approval process requires the following elements:

- **Timely submission of request:** All requests for approval of field trips must be submitted to the principal, then the District Athletic Director, in writing on forms provided by the district (Exhibits 4531-E5 and 4531-E6) within the following timeline: Trips of one or more nights away from home must have the approval of the school principal and the Superintendent at least 60 days in advance. All trips out of the continental U. S. must have the approval of the school principal, the schools, and the Board of Education at least six months in advance.
- **Written parental permission:** must be obtained for every student in advance of the trip. Permission forms will include any health concerns that should be brought to the attention of the staff member in charge..
- **Transportation:** When school buses are used, the teacher in charge will submit a signed and completed *Pre-Trip Report* (Exhibit 4531-E1) to the principal prior to departure, and will submit a signed and completed *Post-Trip Report* (Exhibit 4531-E2) upon return.
- **Supervision:** Along with every request for an overnight trip, a supervisory plan must be prepared and submitted. The plan shall include, but not be limited to, provisions for overseeing students' activities during the day, monitoring students' sleeping quarters throughout the night, a detailed schedule of events and activities, and the relationship of students and supervisors to these events and activities. Accompanying adults, in

addition to the teacher in charge, will be assigned according to a ratio of one adult per 15 students.

- **Parent Notification:** Parents will receive an information sheet from the teacher at least one week prior to the trip. Information shall include the following: costs, arrival and departure time, mode of transportation (e.g., bus, private car), lodging arrangements (if applicable), emergency telephone number, activities, itinerary, teacher in charge, and any accompanying adults.
- **Financial Considerations:** All field trips funded by the District must fit within the school's budget allocation for such activity. Any expenses for which students are responsible must be paid in advance of the trip. Prior to approving a trip, the principal will ensure that adequate funding is available so that no student will be denied participation for financial reasons. The principal and the Superintendent have the right to cancel a trip at any time. In the event a trip is cancelled for any reason, the school district will not be responsible for refunds.

I. PHYSICAL EXAMINATIONS AND MEDICAL UPDATE

NYS law requires approved medical examinations for all students before they will be allowed to practice with an interscholastic athletic team. Approved physicals are valid for a period of twelve (12) months. The physical examination is good until the end of the month in which it is administered. The District will conduct medical examinations according to a schedule established through a collaboration of the District Athletic Directors, the School Physician and Nursing Staff. Announcements regarding the examination date, time, and location will be made in each building. Students who fail to report for a school sponsored medical examination will have to be examined by their private physician at their families' expense. Results of the examination must be reported on the [District's FORM A](#) and submitted to the school nurse for final approval. Only then may a student engage in an athletic program. To avoid any delay in eligibility, we strongly recommend that students who have a physical examination by their own physician return the forms at least one week prior to the start of the season.

Prior to each sports season, the school nurse is required to update each athlete's health history (FORM A) using the [FORM B](#). This will be accomplished by having each athlete's parents complete a short questionnaire. This health examination update (FORM B) includes parental consent and is required prior to the start of each athletic season. The update will become a part of each student-athlete's medical record, and in the event a medical condition may have an effect on a child's performance, the school nurse will share this information with the coach on a confidential basis. As the health history is actually a part of an athlete's medical examination that is required for participation in interscholastic athletics, it is imperative that coaches ensure that each athlete has submitted an updated health history form before an athlete is allowed to practice with a team.

J. RETURN TO PLAY

❖ GENERAL GUIDELINES

- If an athlete requires medical treatment due to injury medical documentation describing limitations and the excluded period of time or return to play date must be provided and adhered to.

- Pain-free full range of motion: the injured body part should have full movement and flexibility with little or no discomfort.
- Return of strength: the injured body part should be approximately equal (90-95 percent) to the opposite side before returning to full activity.
- Minimal pain or swelling: some mild discomfort, stiffness and/or swelling during or after exercise are to be expected during the initial return to activity.
- Functional retraining: the athlete should be able to perform the specific motions and actions required for the sport effectively before returning to activity. For example, retraining a lower-extremity injury in basketball should involve the ability to run, stop, change directions, and jump.
- Progressive return to activity: start at 50 percent of normal activity and progress use incrementally as tolerated.
- Continue general conditioning with cross-training: using an alternative exercise allows maintenance of general cardiovascular fitness while not interfering with the healing of an injury.
- Mental confidence in ability to do exercise: the athlete must feel ready to perform at the level required for a particular activity.

Written by Lawrence M. Magee, M.D., FACSM and approved by the American College of Sports Medicine (ACSM).

❖ GUIDELINES FOLLOWING A CONCUSSION

When an athlete shows **ANY** signs or symptoms of a concussion:

- The athlete will not be allowed to return to play in the current game or practice and on on-site evaluation conducted by the coach and/or athletic trainer using [Page 1 of Concussion Document](#).
- The athlete should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.
- The athlete should be medically evaluated following the injury using [Page 2 of Concussion Document](#).
- Return to play must follow a medically supervised stepwise process.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport. The program is broken down into six steps in which only one step is covered a day. The six steps involve the following ([see Page 3 of Concussion Document](#)):

1. No exertional activity until asymptomatic for seven consecutive days.
2. Light aerobic exercise such as walking or stationary bike, etc. No resistance training.
3. Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.
4. Non-contact training/skill drills.
5. Full contact training in practice setting.
6. Return to competition

If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24 hours of rest. The student-athlete should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.

This protocol has been established in accordance to the National Federation of State High School Associations and the International Conference on Concussion in Sport, Prague 2004

Modified June 2017

PLEASE SEE SIDELINE MANAGEMENT OF ACUTE HEAD INJURY CARDS ON FOLLOWING PAGE



GUIDELINES FOR MANAGEMENT OF HEAD TRAUMA IN SPORTS

Even A Minor Concussion Without Loss of Consciousness Can Have Devastating Results

Head trauma is a common problem in sports and has the potential for serious complications if not managed correctly. Use these guidelines as a protocol, but not in place of, the central role physicians and certified trainers must play.

1. PROBLEMS IN BRAIN FUNCTION:

- Confused state** - Dazed look, vacant stare, confusion about what happened or is happening.
- Memory problems** - Can't remember assignment on play, opponent, score of game, or period of the game. Can't remember how or with whom he or she traveled to the game, what he or she was wearing, what was eaten for breakfast, etc.
- Symptoms reported by athlete** - Headache, nausea or vomiting, blurred or double vision, oversensitivity to sound, light or touch, ringing in ears, feeling foggy or groggy.
- Lack of Sustained Attention** - Difficulty sustaining focus adequately to complete a task or a coherent thought or conversation.

2. SPEED OF BRAIN FUNCTION: Slow response to questions, slow slurred speech, incoherent speech, slow body movements, slow reaction time.

3. UNUSUAL BEHAVIORS: Behaving in a combative, aggressive or very silly manner, or just atypical for the individual. Repeatedly asking the same question over and over. Restless and irritable behavior with constant motion and attempts to return to play or leave. Reactions that seem out of proportion and inappropriate. Changing position frequently and having trouble resting or finding a comfortable position. These can be manifestations of post-head trauma difficulties.

4. PROBLEMS WITH BALANCE AND COORDINATION: Dizzy, slow, clumsy movements, inability to walk a straight line or balance on one foot with eyes closed.

reference: www.nfhs.org - sports medicine - information on concussion - pdf

SIDELINE MANAGEMENT OF ACUTE HEAD INJURY

- Did a head injury take place?** Based on mechanism of injury, observation, history and unusual behavior and reactions of the athlete, even without loss of consciousness (LOC), assume a concussion has occurred if the head was hit.
- Does the athlete need immediate referral for emergency care?** If confusion, unusual behavior or responsiveness, deteriorating condition, LOC, or concern about neck and spine injury exist, the athlete should be referred at once for emergency care.
- If no emergency is apparent, how should the athlete be monitored?** Every 5-10 minutes mental status, attention, balance, behavior, speech and memory should be examined until stable over a few hours.
- No athlete demonstrating symptoms of concussion should return to practice or play (RTP) the day of injury.** RTP should be on a following day after appropriate neurological testing and the school physician's clearance.
- Close observation of athlete should continue for a few hours.** Parents or guardians of the athlete should be made aware of proper protocol, symptoms to watch for - contact medical personnel if concerned.
- After medical clearance, RTP should follow a stepwise protocol with provisions for delayed RTP based on return of any signs or symptoms.**

MEDICAL CLEARANCE RTP PROTOCOL

- No exertional activity until asymptomatic.**
- When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.**
- Initiate aerobic activity fundamental to specific sport such as skating, running, etc.**
- Begin non-contact skill drills specific to sport such as dribbling, ground balls, batting, etc.**
- Then full contact in practice setting.**
- If athlete remains without symptoms, he or she may return to play.**
 - Athlete must remain asymptomatic to progress to the next level.**
 - If symptoms return, the athlete must return to the previous level.**
 - Medical check should occur before contact.**

K. SCHEDULING PRACTICES, SCRIMMAGES, GAMES

- Each coach shall plan and conduct practices on a regularly scheduled basis. Practices should be held for a reasonable amount of time each day.
- Athletes must be excused from practice with no penalty for religious reasons or for "extra help" sessions with classroom teachers.
- Coaches have the discretion on whether or not to excuse athletes from practices/games for all other reasons. Coaches must establish procedures by which

athletes request permission to be absent with sufficient advance notice for the orderly conduct of the team.

4. Sunday Practice – As a general rule, there will be no team practices on Sundays; however, in instances when a practice can be justified, it can be scheduled with the Building Athletic Director's prior approval. When a Sunday practice is held, another team practice must be canceled so that athletes are not practicing on more than six consecutive days (NYSPHSAA Seven Day Rule).
5. On days when ACT, SAT, and PSAT tests are administered, consideration should be given to the scheduling of practices and scrimmages so that conflicts do not arise with the test times.
6. The Athletic Director will be responsible for the scheduling of all interscholastic athletic contests. All league contests will be scheduled by the League and BOCES, and all nonleague contests and scrimmages may be arranged by each individual coach then scheduled through the Building Athletic Director.
7. All contests rescheduled for weather or other reasons will be done by the Building Athletic Director with input from the team coach.
8. Whenever regularly scheduled contests conflict with school or community activities the Building Athletic Director will attempt to resolve these conflicts if provided adequate notice. Since changes in the schedule affect other schools, officials, and transportation, requests to change a scheduled contest cannot always be fulfilled.
9. The number of required practices, scrimmages and contests in any sport shall be scheduled within the limits established by Section VIII and the NYSPHSAA. The standards for modified (grades 7 & 8) and high school (grades 9 - 12) sports are included in the appendix. These standards indicate the required number of practices, maximum number of contests, minimum time between contests, and individual limits for athletes per day.

L. ADVANCED PLACEMENT PROGRAM OF MIDDLE SCHOOL STUDENTS

1. The Board of Education has approved the Advanced Placement Program. This program allows for the selection and classifying of seventh and eighth grade students for interscholastic athletic competition at the high school. Through the use of physical maturation, physical fitness, and skill criteria, those students who demonstrate the highest level of skill in a sport will be considered for this program.
2. Only the very highly skilled athletes shall be considered for this program according to one of the following criteria:
 - a. The athlete has played, at and demonstrated unquestionable superiority, in competition at the Middle School level
 - b. The highly skilled athlete does not have the opportunity available at the Middle School level
 - c. The athlete's level of skill is so that he/she will start a majority of the games at the JV or Varsity level (this program is not intended to round out a roster due to its weakness or lack of participation from the pool of eligible HS athletes)

3. It shall be the responsibility of any member of the district coaching staff from the sport in question to initiate the request to move a Middle school student up to JV or Varsity level of competition.
4. All requests for consideration made to the Middle School Building Athletic Director should be made not less than 10 school days prior to the commencement of the relevant High School season of play. Requests for consideration for the Fall High School season should be made before the end of the preceding school year.
5. Under no circumstances should the suggestion to classify an athlete to a higher level of competition be made to a student or to the student's parents until after the Building Athletic Director has rendered an affirmative decision.
6. After discussing the relative merits of reclassifying an individual student with the Middle School Building A.D., it shall then be the Building A.D.'s responsibility to determine, in consultation with a committee composed of: the High School Building A.D., child's guidance counselor and any other district staff considered to have insights as to the child's suitability for Selection Classification, if testing and screening should proceed. If it is decided that a student should be given the opportunity to be tested, the A.D. will provide counsel to the child's parents on the benefits and concerns regarding Selection Classification, obtain parental permission, secure all necessary data, and arrange for fitness testing and a medical examination as detailed in the NYSED Guidelines for Select Classification.
7. The screening procedure applies only to a student's eligibility for one sport for a specific sports season. The screening procedure must be repeated for each subsequent season.
8. The final evaluation and determination will be made by the committee after evaluating all pertinent data.

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M. SEXUAL HARASSMENT IN THE ATHLETIC SETTING

(Excerpted from, Sexual Harassment in the Athletic Setting. NASPE 2000)

The Supreme Court has established the liability of a school district official or staff member that has knowledge of sexual harassment yet fails to respond or is indifferent to the misconduct. Sexual harassment and sexual relationships with athletes violate ethical boundaries and, if ignored or not reported, is likely to continue and become worse. Sexual harassment is a form of prohibited discrimination under *Title IX of the Education Amendments of 1972*. Accordingly, no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Two types of conduct constitute sexual harassment:

(1) *Quid Pro Quo Harassment*—Occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct (sexual advances; requests for sexual favors; or other verbal, non-verbal, or physical conduct that is sexual in nature) in order to participate in a school program or activity, regardless of whether the student submits to the demands.

(2) *Hostile Environment Harassment*—Occurs when the unwelcome sexual conduct is so severe, persistent, or pervasive, that it affects a student's ability to participate in the educational program or activity (62 Federal Register 12038).

Sexual and/or romantic relationships cannot be tolerated between coaches and athletes. Such relationships are unprofessional and represent an abuse of professional status and power. Coaches cannot absolve themselves of the responsibility of avoiding intimate sexual relationships with athletes simply because the intimacy may be initiated by the athlete. Because of the superior-subordinate relationship, the coach must realize that the subordinate is not in a position of taking responsibility for eliminating the sexual harassment, especially if the athlete is a minor. The nature of the coach/athlete relationship requires that the coach is always responsible for maintaining the professional relationship. Intimacy initiated by the subordinate must be anticipated, discouraged, and avoided by the coach.

Sexual harassment can include:

- *Peer harassment (student on student/ non-employee)*
- Sexual advances
- Touching of a sexual nature
- Graffiti of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, and written materials
- Sexual gestures
- Sexual or dirty jokes
- Pressure for sexual favors
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating students regarding sexual activity or performance

(U.S. Department of Education Office for Civil Rights, *Sexual Harassment: It's Not Academic*, 1997)

Tips for Avoiding an Accusation of Sexual Harassment

- Use discretion when alone with an athlete, and when coaching students, try to have another coach or supervisor present.
- Don't touch an athlete outside of necessary touch to teach a skill.
- Don't drive alone with an athlete.
- Stay in separate sleeping quarters when traveling for athletic events.
- Educate your athletes about sexual harassment. Encourage them to talk to you if anyone makes them uncomfortable.
- Document any behavior by students toward you that is sexual in nature. Include witnesses, how you dealt with and whom you talked to about the situation. Tell your athletic director or school principal about any situation of concern.

N. SUPERVISOR'S RESPONSIBILITIES

The Building Athletic Director will be responsible for providing adequate event supervision to support the coaching and officiating staff in the orderly conduct of an athletic contest.

Supervisors will be responsible to:

- Arrive on site twenty minutes prior to the start of the contest.
- Meet and greet the opposing team at the bus and escort them to the field or gym.
- Identify themselves to all coaches as the supervisor.
- Be active and visible throughout the contest.
- During the game, escort any athletes from the opposing team to the bathroom facilities.
- Assist coaches, in any way needed, in the setting up and breaking down of the playing area, and contest management.
- Ensure that all students and spectators are in their designated areas (maintain control throughout the game.)
- Be prepared to address inappropriate spectator behavior, and if behavior persists, request individual to leave (if not compliant, call Building Athletic Director or Great Neck Public Schools Security.)
- At the conclusion of a home contest, escort the visiting team to their bus.
- Report any incidents to the Building Athletic Director as soon as possible.
- Provide assistance to the coach if a player is injured. If at an away contest, the supervisor may be asked to accompany this athlete to the hospital.
- Wear the appropriate supervisory clothing at all times (jacket or t-shirt.)
- At the conclusion of an away contest, escort the coach, team, and cheerleaders to the bus.
- Remain on site until released by the coach or Athletic Director.

O. TRANSPORTATION

All requests for transportation should be made by the coach to the Building Athletic Director at the beginning of each season. Each request should indicate the date, exact trip location and time of departure. Additional transportation requests can be arranged provided they are made at least two days in advance. Coaches must inform their athletes of these rules for bus trips, and strictly enforce them. It is the coach's responsibility to ensure that his/her athletes behave responsibly while on the trip. Athletes should be reminded that as team member, they are representing Great Neck and any misconduct will negatively reflect on their team, coach, and school. The following rules apply to all bus trips:

- A coach must accompany the team on a bus. Only in emergencies, such as the need for a coach to accompany an injured athlete to the hospital, will a team be allowed to travel supervised only by the driver.
- The team must make every effort to leave the bus as clean as possible. Cleats should be cleaned as well as possible before entering. All refuse (paper, tape, wrapping, bandages etc.) shall be picked up before getting off.
- Athletes shall remain seated. Heads, arms, and hands shall remain inside the bus.
- Emergency doors shall not be used as an exit, except in an emergency.

- All equipment (ball bags, hurdles, water coolers, etc.) are to be placed so that all emergency exits are kept clear.
- All team members shall return to the school of origin.
- Students are expected to use provided transportation to and from contest. Only under unusual circumstances may parents be permitted to drive their children to or from contests and only with the knowledge and consent of the Building Athletic Director. In such instances parents should speak to the coach prior to the contest/event and put their request in writing to the Building Athletic Director.

P. TRYOUTS AND SQUAD SELECTION

When facilities warrant the limiting of squad size or when an unusually large number of students try out for a team, coaches must establish a plan for selecting those students who will make the greatest contribution to the team. Such plans should be discussed with the Building Athletic Director and include:

- Equal opportunity for all eligible candidates
- Appropriate methods of selection taking place over multiple days
- Acceptable procedures for notifying students in a respectful and dignified manner

Each coach shall be responsible to discuss the selection process and demonstrating that tryouts were conducted fairly if and when requested to do so by the Building Athletic Director.

Q. CONFLICTING PARTICIPATION IN CLUB AND SCHOOL SPORTS

1. It is NOT sufficient for an student-athlete to attend only their sport specific and state mandated practices necessary to establish initial competition eligibility
2. The necessary level of attendance and participation in school practice sessions and contests following initial competition eligibility can be influenced by many factors
3. It is the responsibility of the district coach to identify as early as possible any potential team member who may have conflicts resulting from participation in outside club athletics
4. Once such a situation is identified the coach and building athletic director must discuss and establish expectations regarding attendance at practices and competitions after competition eligibility is achieved
5. The coach and building athletic director must convey the school program's expectations to the student-athlete and, having taken into consideration the expectations of the student athlete's club sport, finalize the school program's expectations with the student-athlete
6. The student athlete's adherence to the school program's expectations will be primarily monitored by the coach with oversight from the building athletic director. The student-athlete's eligibility to compete will be subject to his/her fulfillment of those expectations

Modified 6/18/2012

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APPENDIX I

HIGH SCHOOL SPORTS STANDARD CHART FOR INTERSCHOOL COMPETITION

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
Sport	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	8	6	10	8	20	1 night	1 contest	NF-Boys NCAA-Girls	
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	5000 meters or 3.1 miles	NFHS	1
Fencing	10	8	15	13	20	1 night	3 contest	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 hole M non-school days.	USGA & Local course rules	1
Gymnastics	10	8	15	13	16	1 night	6 events (boys) 4 events (girls) 1 contest	NFHS Boys USAGJO - Girls	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
Skiing	8	6	10	8	16	1 night	2 events	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

All Standards Apply to Boys and Girls Teams Equally
NFHS RULES BOOKS ARE NOT AVAILABLE ONLINE-See the building A.D.

MODIFIED SPORTS STANDARDS CHART FOR INTERSCHOOL COMPETITION

SPORT	Number 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 Pitcher	10/8 10	12/10 12	14	1 night 2 nights*	2 games* 1 game	NFHS	7 innings Pitchers*
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 run	NFHS	
Field Hockey	8/6	10/8	12	2 nights	1 game	NFHS	25 min. halves
Football	13/12	17/16	7	4 nights **	1 game	NFHS	10 min. 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 min. periods
Lacrosse- Boys	10/8	12/10	12	2 nights	1 game	NFHS	9 min. quarters

Lacrosse- Girls	10/8	10/8	12	2 nights	1 game	US Lacrosse	25 min. halves
Skiing	10/8	10/8	12	2 nights	2 events	FIS & ESA	
Soccer	8/6	10/8	12	2 nights	1 game	NFHS	15 min. quarters
Softball	8/6	10/8	14	1 night	2 games*	ASA	7 innings
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	
Outdoor Track	10/8	10/8	10	2 nights	3 events* 1 contest	NFHS	
Winter Track	10/8	10/8	10	2 nights	3 events* 1 contest	NFHS	
Volleyball	8/6	10/8	14	2 nights	2	NCAA-Girls and Boys	
Wrestling	12/10	15/13	14pts.	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/sortimage

(***) 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.

APPENDIX II

**NYSPHSAA SECTION 8 TABLE OF ACTIVITIES-NUMBER OF APPROVED
SCRIMMAGES/CONTESTS***

ACTIVITY	APPROVED MAXIMUM		
	VARSITY	JV	MODIFIED
Badminton	15	15	11
Baseball	19	19	11
Basketball	19	19	11
Bowling	19	19	11
Cross Country	15	-	8
Fencing	19	-	-
Field Hockey	15	15	9
Football	8	8	6
Golf	15	15	-
Gymnastics	15	-	8
Lacrosse	15	15	9
Rifle	15	-	-
Soccer	15	15	9
Softball	19	19	11
Swimming	15	-	11
Tennis	15	-	11
Track	15	-	8
Winter Track	15	-	-
Volleyball	19	19	11
Wrestling	20 pts.	19 pts.	10 pts.

*Updated June 2017

Junior Varsity-Three scrimmages permitted prior to the first contest with Athletic Director approval.

Modified-Two scrimmages permitted prior to the first contest with Athletic Director approval.

APPENDIX III

SECTION VIII SPORTSMANSHIP POLICYRecognition

The High School Association of Section VIII established a Sportsmanship Committee to function under the auspices of the Athletic Council, in order to monitor, to report to school districts and to take action related to incidents of unsportsmanlike conduct and/or flagrant misconduct.

Purpose

The purpose of this action is to take a positive step in an effort to control disruptive behavior at all Section VIII events.

A. What is to be reported (from arrival to departure):

1. A Player - who is ejected from a contest for flagrant misconduct and/or a derogatory gesture
2. A Spectator - who acts in a disruptive and/or abusive manner.
3. A Coach - who conducts himself/herself in an unsportsmanlike manner.
4. An Official - who demonstrates unsportsmanlike conduct.
5. A School - that permits spectators to conduct themselves in an abusive, disruptive or harassing manner. This also includes schools that do not provide adequate supervision at home or as a visitor to control their spectators.

B. Responsibility for reporting:

1. Coaches - must report all incidents to their respective athletic directors, even if only one team/player was cited for misconduct.
2. Athletic Directors - must file reports with the Executive Director within 24 hours of any incident of unsportsmanlike behavior.
3. Officials - must file reports with the Executive Director within 24 hours of any incident of unsportsmanlike behavior.

C. Reporting Procedure

1. All disruptive incidents are to be reported by the coaches to their respective athletic directors immediately following the contest.
2. The Athletic Directors of both teams involved (even if only one had received a penalty for the misconduct) are to file reports with the Office of the Executive Director as soon as possible, but no later than the morning following the contest/incident.
3. The Officials assigned to the contest are to file a report with the Office of the Executive Director as soon as possible, but no later than the morning following the contest/incident.
4. The Executive Director will forward copies of all reports to the Sportsmanship Committee Chairperson and Sports Coordinators.

D. Committee Actions:

1. All member schools, and all individuals representing these member schools who are involved in unsportsmanlike conduct are subject to actions deemed appropriate by the Sportsmanship Committee.
2. The Sportsmanship Committee may recommend action in instances of unsportsmanlike conduct and is authorized to recommend penalties which may include, but are not limited to: Censure, Reprimand, Suspension, Loss of Eligibility, or any other actions that are deemed appropriate by the Sportsmanship Committee.
3. All recommendations of the Sportsmanship Committee will be filed with the Office of the Executive Director and forwarded to the Athletic Director(s) of the school(s) involved.
4. All actions of the Sportsmanship Committee are subject to review by the respective

Athletic Director(s) for the possible imposition of further disciplinary action.

5. Copies of all reports of the Sportsmanship Committee shall be kept on file with the Sportsmanship Chairperson, the Executive Director, and the Sports Coordinator.

E. Penalties:

1. Player Expulsion: Any player who commits a serious violation of game rules or takes part in flagrant misconduct during play shall be subject to ejection from the contest and disciplinary action. Ejection from a contest for violation of sportsmanship rules carries with it a mandatory additional one game suspension from the next regularly scheduled contest, including post-season play. Disqualifications from one season will carry over to the player's next season of participation where necessary. Any player suspended from participation may not be on site or involved in any capacity (spectator, time keeper, score keeper, etc.) on the day of the suspension. Failure to comply with this aspect of the suspension could result in additional sanctions being levied against the coach and/or team.

2. Second Occurrence of Misconduct: Any person (coach, player, spectator, school official, etc.) who is ejected from a second contest for an unsportsmanlike infraction shall prompt the Sportsmanship Committee to review the matter which may lead to severe disciplinary action including suspension of participation privileges for the remainder of the season. Such disciplinary action could carry over into subsequent sports seasons as part of the penalty. Additional terms and conditions may also be recommended by the Sportsmanship Committee before a review or a bid for reinstatement is reviewed by the committee.

3. Intentional Physical Contact by a Player: Any player who strikes, shoves, kicks, or makes other physical contact, with the intent to do so and/or results in intentionally inflicted physical harm to another person, (an official, another player, a spectator, coach, school district employee or supervisor, etc.) shall be ejected from the contest immediately. The incident must be reported to the Sportsmanship Committee which is empowered to review any such case of unsportsmanlike behavior and which can levy penalties which may include but are not limited to: Censure, Reprimand, Suspension, Loss of Eligibility, or another action that is deemed appropriate by the committee.

4. Team Member/Non-Participant - Pre- or Post-Game Misconduct: Any player, coach, or spectator who commits a serious violation of sportsmanship rules or takes part in flagrant misconduct as a non-participant prior to the start of the contest will be excluded from play in and/or subject to removal from the site of the contest. Any player, coach, or spectator who commits a serious violation of the sportsmanship rules or takes part in flagrant misconduct as a non-participant after the contest has been concluded (post-game) will be suspended from participation in or attendance at the next regularly scheduled contest including post-season.

5. Spectators: Any spectator who acts in a disruptive or abusive manner may cause the game to be suspended until the situation is resolved or the spectator removed. A letter from the Sportsmanship Committee may be sent to the appropriate Athletic Director(s), Building Principal(s), and Superintendent(s). Continued incidents of disruptive behavior may result in additional disciplinary action by the Sportsmanship Committee.

6. Coaches: A coach who conducts herself/himself in an unsportsmanlike manner will be reported to the Sportsmanship Committee and subject to local disciplinary action. A coach who is ejected from a contest will be suspended from the next regularly scheduled contest. Any coach ejected from a contest for unsportsmanlike conduct will be excluded from the next regularly scheduled contest (including post-season contests). Such disqualification and subsequent suspension penalty will carry over

from one season to the next season in which the involved coach is serving as a coach, regardless of the sport or level. During any such suspension, the suspended coach may not be present in any capacity (supervisor, spectator, faculty member, etc.) on the day of the suspension. Failure to comply with this aspect of the suspension could result in additional sanctions being levied against the coach and/or team.

7. Intentional Physical Contact: Any coach who strikes, shoves, kicks, or makes other physical contact, with the intent to do so, to another person (e.g., an official, another coach, player, fan) shall be expelled from the game immediately and banned from further coaching in all sports for a period of time to be determined by the Athletic Council.

8. Officials: An official who demonstrates unsportsmanlike conduct will be reported to the Sportsmanship Committee. The Sportsmanship Committee may request disciplinary action to be taken against the official via communication with the official's governing body.

9. Taunting: Taunting includes, but is not limited to, any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule or demean other players, coaches, or game officials. Included in this is conduct that berates, needles, intimidates or threatens based on gender, ethnic origin or background and conduct that attacks religious beliefs, size, economic status, speech family, special needs, or personal matters. Examples of taunting that would lead to ejection include, but are not limited to, physical and verbal intimidation outside the spirit of the game ("trash talking"), reference to sexual orientation, "in-the-face confrontation" by the one player to another, standing over, straddling a tackled or fallen player, etc. See NYSPHSAA Handbook #27 (page 72) Section on Sportsmanship.

10. Bench Clearing: If an altercation occurs during a contest and members of either team leave their bench or sideline area or playing positions, and go onto the field/court/participation area, they will be immediately ejected from the contest for unsportsmanlike behavior.

F. Due Process

1. Students, coaches, and schools have the right to be heard by the Sportsmanship Committee. This right must be claimed within 24 hours of the incident occurring and must be made to the Office of the Executive Director of Section VIII. All actions of the Sportsmanship Committee are subject to review and appeal. Any such appeal may eventually be made to the Section VIII Athletic Council.

Revised 2004

APPENDIX IV

SECTION VIII OUT OF SPORTS SEASON ATHLETIC PARTICIPATION POLICY

In order to protect all eligible student-athletes from exploitation and coercion, the following principles should be adhered to:

- We, all member districts, do not limit individual students' opportunities to participate in other sports and athletic experiences.
- We do not exert pressure on student athletes to participate in an athletic activity outside of any sport season (as defined by the Section).
- We support and preserve the integrity of each interscholastic sports program by enforcing these principles.
- We insure that the spirit and intent of this policy be understood and adhered to by all members of the Section.

To that end, the following guidelines will be in force replacing the former "Camp and Recreation Rule":

- Section VIII members will conduct programs which are recreational in nature as defined by this regulation. Intramurals, strength and conditioning programs, and recreation programs which are **open to all students** are permitted.
- During any approved activity **individual sport skills** may be taught to students.
- The same opportunity for instruction and personal improvement must be available to all students participating in the activity.
- **Team strategy and roster specific workouts limited to members of an athletic team are prohibited.**
- Recreational activities must be open and publicized to all eligible bona fide students.
- During the summer, Section VIII members may conduct leagues, camps, clinics, and similar activities at their facilities.
- Members shall observe the starting and ending dates of each sports season as set by the Section annually.

It is also the spirit of this rule that we encourage, enable, and permit athletes to participate in more than one sport during the course of the year. Students should not be coerced to participate in other activities organized during a specified sports season to maintain good standing in an out of season sport. It is the responsibility of the local athletic administrator to regulate, monitor, and require compliance with the tenets of this rule for it to be effectively observed. All who are concerned with the proper conduct and with the intent and spirit of any interscholastic sport are obligated to report any violation or perceived violation to the Ethics Committee through the Executive Director's office. All violations will be adjudicated by the Ethics Committee which could result in forfeiture of eligibility and/or sanctions of the students, teams, coaches, or schools involved. It is recommended that this policy and standard be made available to all students, parents, coaches and other school personnel concerned with the conduct of our interscholastic programs.

GREAT NECK PUBLIC SCHOOLS
Department of Physical Education, Recreation and Athletics
ACKNOWLEDGEMENT FORM

It is the responsibility of the coach to read the Great Neck Public Schools Interscholastic Athletic Coaches Handbook. The information contained in this handbook outlines the Policies, Rules, and Regulations that govern our program and the expectations for our coaches.

Please sign this Acknowledgement Form and return it to the Building Athletic Director

I have read the Great Neck Public Schools Interscholastic Athletic Coaches Handbook. I understand the Policies, Rules and Regulations and the Guidelines for all coaches that govern and guide the program.

Follow this link to acknowledge electronically <https://goo.gl/forms/LeE41WKoqBQUZBZn1>

OR print this page, sign below and return it by mail or fax to:

Dept. of Recreation, PE and Athletics
Phipps Administration Building, Rm. 21
Great Neck, NY 11020
Fax: 516-441-4066

Coach's Name _____

Coach's Signature _____

(Date)