

# SOUTHERN CAYUGA CENTRAL SCHOOL



## COACH'S HANDBOOK 2014 – 2015

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## **INTRODUCTION**

Southern Cayuga athletes and coaches have represented their school and community very well throughout their years of participation and coaching in interscholastic athletics. During those years our teams have experienced tremendous success. This success is not necessarily measured in wins or losses but in the fine spirit of competition, positive learning experiences and overall enjoyment of participation in athletics.

This coach's handbook has been developed to clarify and further explain school and athletic policies governing our program. It is hoped that this document will aid in the maintenance of the high standards of participation and success we have experienced in the past.

## **ATHLETIC MISSION STATEMENT**

SCCS student-athletes are committed to strong academic growth, good sportsmanship and team excellence.

This is achieved by building strong community ties, supporting our younger student-athletes, camaraderie and mutual respect to teammates and opponents.

## **PHILOSOPHY**

Interscholastic athletics play an integral part in our school and community. Our program has always been supported and maintained by our administration, Board of Education, community and coaching staff.

In developing a philosophy for an interscholastic athletic program, there are many important goals that should be considered. A philosophy that aids in the overall development of the student athlete is a must. Too much undue pressure can be placed on the athletes, coaches and programs. Winning has its positive aspects, but should never be the ultimate goal. It is about the growth and development of our children.

Our coaching staff should strive to promote the following qualities so that the student athletes under their charge receive a positive participation experience, which will aid in their overall development.

1. Participation for the sake of participation. It is hoped that all athletes gain the enjoyment and thrill from participating. Coaches should urge athletes to become involved in as many athletic endeavors as possible to enhance their high school experience. Positive participation experiences will only aid in their overall development.
2. Development of leadership through participation in athletics can enhance lifelong leadership skills which can be carried over into real life situations.
3. Development of self-confidence can be achieved by a successful experience of participation. Even the smallest accomplishment during a sport season can increase a student's self-esteem and confidence.
4. Character building through experiencing victory as well as defeat. By winning graciously an athlete demonstrates an understanding of how his fallen opponent feels. In defeat a gracious loser can credit his opponent and set a goal to strive for.
5. Sportsmanship and ethical standards can be achieved when athletes demonstrate respect for opponents, officials, coaches and fans. Good conduct while participating will demonstrate a good understanding of sportsmanship.
6. Self-discipline and balance can be achieved when an athlete works hard, trains for the extra mile and balances academics and a healthy lifestyle in hopes that the extra work will eventually pay off.
7. Pride in accomplishment of task is achieved when you represent your school and community and have a successful participation experience. School and community pride are enhanced when athletes work hard for a common goal. Pride and feelings of accomplishment aid in self-confidence and self-esteem.

## **ATHLETIC AFFILIATIONS**

National: National Federation of State High School Activities Association

State: State Federation of Secondary School Athletic Associations  
New York State Public High School Athletic Association  
(N.Y.S.P.H.S.A.A.)

Regional: Central New York State Conference

Section: Section IV Athletic Council

Local: Interscholastic Athletic Conference

## **COACH – ATHLETE RELATIONSHIP**

Coaches of interscholastic teams are special people in the eyes of the athletes they coach. Special and important relationships develop between coaches and athletes, which are unique to the interscholastic athletic program. This section of the handbook is designed to assist the coach in developing parameters for such relationships to be defined and cultivated.

### **The coach as a model**

Part of the impact that coaches have on the personal growth of the athletes with whom they work involves that kind of adult image, or “model,” they project. As the coach interacts with his/her athletes, the following will be conformed to:

1. Encourage all students to become involved in athletics because of the potential that involvement in such activities may have on their personal growth.
2. Consider “winning” to be the natural and predictable result of the sound instruction of basic skills; and, “losing” the result of a contest ending too soon, rather than personal or collective error.
3. Interact with athletes with the kind of acceptance; respect and fairness that the coach expects to receive. The connection you make is the key to success.
4. Consider a coach’s greatest success to be his/her ability to replace any hostility, jealousy, ridicule or criticism present on a team with encouragement, praise, pride and an over-all sense of team unity.
5. Maintain self-control and self-discipline so that his/her team is a positive reflection of himself/herself.
6. Reward all students that work hard to meet your expectations.

## **PRE-SEASON RESPONSIBILITIES**

Prior to the official starting date of your sport season, a number of important tasks must be completed. It is required that all coaches:

1. Know what their specific coaching responsibilities are, in the event that they are working with another coach, or coaches.
2. Know state requirements for coaching certification and make sure they are met prior to the start of the season. Report certification information to the Athletic Director.
3. Check to ensure all candidates have had a physical and have received approval for participation. Candidates needing physicals should sign-up for the physical examination in the nurse's office.
4. Read and be aware of all school and athletic policies as described in the teacher's, coaches and athletic handbooks.
5. Obtain current rulebook from the Athletic Director to update yourself with any new rule changes and to aid you in the review of old rules.
6. Attend all appropriate meetings.
7. Obtain pre-season coach's packets from the Athletic Office, which includes hard copies as well as electronic copies of everything necessary to take you from your pre-season responsibilities through post-season responsibilities. The Coach's Checklist (see page 14) is your guide to those responsibilities.
8. Create and distribute coach's philosophy, expectations and goals.
9. Prepare to communicate clearly to candidates for a team, what athletic performances and behavioral standards will be expected.
10. Thoroughly understand the reporting process and related paperwork when an athlete is injured.
11. Ensure that all necessary equipment and supplies related to their sport are available in sufficient quantity and are operative.
12. Carefully plan for practices to ensure that a practice session, including the athletes' showers, is no longer than two and one-half hours.
13. Distribute all forms prior to the start of practice so that they may be returned no later than the 2<sup>nd</sup> practice. Athletes failing to return all completed and signed paperwork are ineligible to practice.

## IN-SEASON RESPONSIBILITIES

The in-season time is extremely busy for coaches. Good planning during the pre-season time will certainly reduce the intensity of tasks associated with scheduling, transportation, training, teaching, scrimmaging and contests.

To ensure that in-season responsibilities are carried out in a consistent manner among coaches, it is requested that all coaches:

### GENERAL

1. Apply conditioning theories, which will cause the athlete to achieve the highest level of physical fitness possible, commensurate with a sport's requirement.
2. Apply theories of coaching that will cause the athlete to achieve the kinds of educational goals expressed in this handbook.
3. Ensure that the athlete in order to reduce the potential for injury and increase the potential for success properly executes sound basic skills, indigenous to the sport being coached.
4. Ensure that a single well-planned practice session, including the athletes' showers, does not exceed two and one-half hours.
5. Treat the athletic offices and closets with an appreciation of the fact that they are places of work during the instructional day. They must be left clean and neat at the end of the practice session or contest. The same is true of the shower room and locker room facilities used by the athletes.
6. Supervise students at all times during practices and games.
7. Keep locker rooms locked when not in use.
8. By state rule, any assistant or volunteer coach must be certified.

### FIRST PRACTICE

1. Collect any remaining Parent Consent Forms, Blue Cards and Health History Forms. **NO FORM, NO PRACTICE!!!**
2. Verify that all athletes have had a physical. **NO PHYSICAL, NO PRACTICE!!!** Follow-up as necessary before next practice.
3. Collect eligibility information; date of birth, age, grade, years of participation.
4. Return all forms to the Athletic Director prior to the second practice.
5. Explain and discuss pertinent school and team policies.
6. Cover and emphasize training rules and the importance of them.
7. Explain injury notification procedures.
8. Record and issue any equipment that will be necessary for practice.
9. Discuss practice schedules for the week.

### AFTER FIRST WEEK

1. Verify team roster information, practice schedules and game schedules with the Athletic Director.
2. Forward newspaper pre-season publicity sheets to the Citizen, the Ithaca Journal and any other news media requesting information. Please provide the Athletic Office with a copy as well.

### PRIOR TO FIRST GAME

1. Issue game uniforms.
2. Keep accurate attendance records for tryouts/practices.
3. Verify travel roster information with the Athletic Director.
4. If away, check with the Athletic Director to confirm bus transportation, review bus rules and routines with students, confirm departure times, give students an idea of arrival time back at school, make sure students are aware of possible food stops on the return trip.
5. If home game, confirm field preparation and officials assignments with the Athletic Director, make students aware of starting and ending time.

## **THROUGHOUT THE SEASON**

1. Report any players who join the team late by submitting the Newcomer Form along with their Parent Consent Form. All players must be approved prior to participation. Coaches should document practice attendance so that participation can be approved.
2. Maintain daily attendance records throughout the season to ensure that athlete or team's eligibility is not negatively affected.
3. Be able to produce practice plans.
4. Periodically review the school training rules.
5. Inform the Athletic Director as soon as an infraction of a team's training rules has been identified. If disciplinary action is in order, such action shall be the result of a joint decision between the coach and the Athletic Director in conjunction with the building principal and/or superintendent.
6. Periodically review school and team policies.
7. Maintain accurate records and statistics of the team's performance. Individual and team records must be compiled after each game. Copies must accompany the end of the year report.
8. Attend league and/or sectional meetings if such meetings appear to require input of individual coaches.
9. Understand thoroughly the rulebook governing the sport being coached. IAC regulations and procedures governing protests should also be well understood. No written protests may be generated without the Athletic Director's permission.
10. Secure the approval of the Athletic Director for any changes in scheduling, transportation and practice times and/or places.
11. Inform the Athletic Director when a practice session is to be canceled, and/or when a coach is unable to be at a practice session or contest.
12. Schedule no team activities of any kind on a Sunday or legal holiday. Sectional, regional or intersectional competition may be requested of the Athletic Director for exception.
13. Allow the Athletic Director to make the final decision regarding the cancellation/postponement of a practice or contest. In the absence of the Athletic Director, the High School Principal shall decide. The coach shall decide only if the other two are not available. If this occurs, the Athletic Director must be informed of the decision as soon as possible.
14. Report game scores to newspapers immediately after the game (see publicity section.)
15. Report game score and highlights for daily announcements. Keep the announcement short.
16. Utilize Rambling Reporter and the school website to update season progress or season highlights.
17. Email contest results and officials information to the Athletic Secretary (cartnerj@southerncayuga.org).
18. Handle and follow-up on all injuries that occur.
19. Complete an accident report and deliver to the Athletic Director.
20. Bring any problems that you might be encountering to the attention of the Athletic Director.

## **POST SEASON RESPONSIBILITIES**

To receive remuneration at the completion of his or her sport season, each coach shall:

1. Collect uniforms ***immediately*** after the last game (they can be washed by the school maintenance staff.) This removes the problem of trying to collect them after they take them home.
2. Collect, inventory and store any issued equipment.
3. Complete inventory and storage of game uniforms.
4. Submit a list of students owing any item that was issued to them by the school to the Athletic Director as soon as possible, after the completion of the season.

**NOTE:** Students owing items/money to the school will not be allowed to participate in any other sport until their obligation has been taken care of. Any monies collected by coaches for supplies students will keep, must be turned into the Athletic Director with such article being named.

5. Establish MVP, MIP and MOP recipients (Awards Section.)
6. Complete and forward Season Summary Sheet to Athletic Director.
7. EACH HEAD VARSITY COACH submits their I.A.C. Sportsmanship vote sheet immediately after the regular season is over (within a few days.)
8. Make recommendations for improvements of the program.
9. Submit supply and equipment requests for the next sport season and turn in all keys.
10. Forward final season write-ups to the Yearbook, Rambling Reporter and School Website.
11. Organize your team for the post-season athletic ceremony.
12. Forward information for athletic certificates and individual awards to the Athletic Director.
13. Organize athletic awards for the post-season athletic ceremony.
14. Attend post-season coaches meeting for all-star voting, league discussions, etc.

## **PRACTICE SESSION**

1. A certified coach or teacher must supervise all practices.
2. Practices and games attendance: As a member of an athletic team, it is important to be at all practices and games. If an athlete cannot make a practice, it is his/her responsibility to notify the coach. Unexcused absences from practices and games will not be tolerated.
3. Team members should be notified in advance as to practice times and location to allow student reasonable time for planning.
4. No practices or games shall be scheduled on Sundays, Christmas, Thanksgiving or Easter. Practices on other legal holidays should be arranged with the Athletic Director so that no conflicts will arise.
5. Locker rooms must be supervised when students are present. They must be locked when practice begins. Students that arrive to practice late should not use the locker room unless they are supervised.
6. It is the responsibility of the first coach assigned a facility to make the facility available to the next scheduled event at the time that it is stated for that event to take over. All equipment and supplies should be put away and made safe for the up coming activity.
7. If the coach cancels a scheduled practice, the Athletic Office should be informed as to the cancellation. Other groups may wish to change their practice time or a new activity may be scheduled.
8. Winter sport practices will be arranged at the beginning of each month. It is important that all coaches understand that flexibility by all is of utmost importance.
9. After school practice sessions should start after 2:45 pm to allow students an activity period. Locker rooms should stay locked until this time.
10. Practice sessions should be scheduled for no more than 2.5 hours in length, which includes showers and getting dressed. Exceptions would be practicing on non-school days.
11. If a practice session is scheduled before school, it will be strictly a voluntary practice. If the weight room and gym are opened before school starts in the morning, it must be an open gym and weight room. Coaches practicing out of season must follow NYSPHSAA and Section IV guidelines.
12. Coaches scrimmaging the team – Coaches may participate in a controlled inter-squad scrimmage for the purpose of instruction and demonstration. Coaches may not scrimmage when coaching and instruction is not taking place.
13. Only Southern Cayuga students who are eligible to participate on your team should be allowed to practice or participate in scrimmages. If an ex-student or faculty member is used to demonstrate a skill, this is permissible. At no time should this individual participate in actual competition with a high school student.
14. If a coach wishes to supervise an outside group, such as during holidays, this would be allowed. However, no member of his/her team may participate in this activity. To avoid any problems, do not schedule a team practice and an outside group activity at the same time and at the same facility.

## **SUPERVISION-Before & After Practice and Contests**

1. Each coach must supervise his/her players from the start of practice **until they leave the school facility**; this includes the locker room, unless they are attending another school function. No students should be left unattended in the building. Prior to the start of late practices, coaches should be with their athletes. Emphasize to athletes that they should not arrive too soon for their late scheduled practice.
2. Fall/Spring Sports: No spikes or cleats should be worn in the halls or across gym floors. Have athletes remove and clean their footwear outside.
3. Students should not be in the academic hallways before or after practices or games. They must stay at an athletic venue. Students should bring all books/belongings to the locker room prior to practices or games. This procedure also goes for late practices or late returning trips. The maintenance staff has been instructed to report any violators.
4. **LATE PRACTICES:** During the winter season, practices are scheduled beyond the normal bus runs. It is strongly urged that athletes take the bus home and arrange for a ride back to school for the practice. We recognize that special circumstances may arise and will be handled on an individual basis by the Athletic Director or High School Principal. Students are required to be at an athletic venue in this case.
5. Each coach must supervise his/her players when returning home from an away trip, the coach must make sure that all students have rides home and should remain at school until all are gone. Communicate with your team prior to your away trip so that all students know approximate arrival time back at school. This procedure will expedite students' dispersal.
6. When leaving after a practice or game, make sure the locker rooms, equipment rooms, coaches offices and pool (if applicable) are locked and have lights out. Each coach has a key. Do not assume that someone else will get them. Males coaching a girls' sport or vice versa are expected to lock the locker room of their team.
7. If you agree to supervise a group of students during, after school or in the evening, the facility usage should be approved so that conflicts do not arise. You must be in the general vicinity to supervise properly.
8. Coaches will be given a key card to enter the building. **PROTECT IT.**

NOTE: When supervising the locker room, please do not allow food or glass containers in this area. Please make every effort to discourage students from staying after school if they are not involved in a supervised activity.

**PROTECT YOURSELF BY GOOD SUPERVISION.**

## **Coach's Legal Duties:**

### **Properly plan the activity**

- Plan using progressions appropriate for your athletes and skill level for your sport
- Always have safety as a primary focus for your activities

### **Provide proper instruction**

- Teach techniques, tactics and rules in accordance with customary methods of your sport and the development of your athletes

### **Warn of inherent risks**

- Warn your athletes of the inherent risks of the sport so they know, understand and appreciate them (videos, handouts, read helmet labels, etc.)

### **Provide a safe environment**

- Athletes have the right to practice and participate in a safe and healthy environment, with safe and properly fitted equipment, safe-playing surfaces

### **Provide adequate and proper equipment**

- Teach your athletes how to fit, use and inspect their equipment
- Use only school-approved equipment

### **Match your athletes appropriately**

- Age, size, physical maturity, technical skill, experience, conditioning level, sex, athletes recovering from injury, athletes with disabilities

### **Assess athletes for injury**

- You must ensure that an athlete's health is satisfactory for participation in your sport
- You must determine whether an illness or injury is sufficiently threatening that participation should be stopped
- You must ensure that an injured athlete is ready to return to play
- Have athlete point to injured area; be careful where you touch
- DO NOT ATTEMPT TO DO MORE THAN YOU ARE QUALIFIED TO DO MEDICALLY

### **Supervise the activity closely**

- You are expected to be immediately accessible to the activity and able to oversee the entire program and to be alert to conditions that may be dangerous to players and take actions to protect them
- You must be able to react immediately and appropriately to emergencies, providing appropriate medical assistance (First Aid; CPR/AED)



### COACH'S CHECKLIST

	Date Completed	Date to Athletic Director
Pre-Season Mtg. With Ms. Haight (before 1 <sup>st</sup> practice)		
Coach's 1 <sup>st</sup> Aid, CPR, NYS Certification (before 1 <sup>st</sup> practice)		
Coach's Expectations/Goals, Training Rules (before 1 <sup>st</sup> practice)		
Interval Health History (before 2 <sup>nd</sup> practice)		
Parent Consent Forms (before 2 <sup>nd</sup> practice)		
Practice Attendance (before 1 <sup>st</sup> contest)		
Transportation/Emergency Cards (before 2 <sup>nd</sup> practice)		
Publicity Sheets		
Uniform/Equipment Issuance Sheet		
Game Results Cards/Email Results (morning after game)		
Newcomer Forms (as applicable)		
IAC Sportsmanship Form (end of season or on request)		
Season Summary Form (end of season or on request)		
Athletic ceremony Info/Certificates (end of season or on request)		
Uniforms Collected/Inventoried (end of season)		
Equipment Inventoried/Stored (end of season)		
Sport recommendations returned (end of season)		
Sport Requisitions returned (end of season)		
Keys returned (end of season)		
Post-season meeting/Coaching evaluation completed (end of season)		



## **ATHLETIC AWARDS CEREMONY**

Coaches may hold their own ceremony or combine with other teams. All should be welcome to your ceremony; this has become a family oriented evening. Please schedule your event with the Athletic Office as early as possible.

Your awards programs should include highlights of your sports season; concluding with the presentation of all team letters, plaques and special awards. Each coach is responsible for organization of the ceremony with the help of the athletic office.

To prepare for the ceremony, each coach is requested to:

1. Complete and return the Season Summary Sheet at the conclusion of their season. Include full rosters, MVP, MIP, MOP and other award winners.
2. Complete and return certificates by the deadline requested so that they can be finalized for the ceremony.
3. Prepare for your ceremony remembering to accentuate the positive aspects of your athletes and the season. The awards evening is designed to honor our teams and athletes.

## ATHLETIC AWARDS

### JUNIOR VARSITY

1. All Junior Varsity team members who have lived up to the coaches' expectations and who successfully complete the season will receive a certificate.
2. All managers and scorekeepers who successfully complete the season will also receive a certificate.
3. Athletes who do not earn enough time, but do complete the season will receive a certificate of participation for that sport.
4. A Most Outstanding Player Plaque will be awarded to the best Junior Varsity player as determined by a vote of the coach and all team members at the conclusion of the season.

### VARSITY

1. All Varsity team members who have lived up to the coaches' expectations and who successfully complete the season will receive a varsity certificate, a metal insert designating the sport and their varsity letter. The varsity letter is a one-time award. All subsequent varsity seasons will be given a varsity certificate and a metal insert.
2. Captains will receive a special captain metal insert in addition to the metal insert of the sport and a varsity certificate.
3. All managers and scorekeepers who successfully complete the season will receive the awards listed in #1 above.
4. Athletes who do not earn enough time, but do complete the season, will receive a certificate of participation for that sport.
5. A Most Improved Player Plaque will be awarded to the individual who has improved the most for that season as determined by a vote of the coach and all team members at the conclusion of the season.
6. A Most Valuable Player Plaque will be awarded to the best varsity player as determined by a vote of the coach and all team members at the conclusion of the season.
7. A Coach's Award Plaque will be awarded by the coach to the team member that most demonstrates those characteristics that reflect the spirit of high school athletics. It is the athlete whose positive qualities; those of leadership, dedication, perseverance, integrity, responsibility, initiative, pride and optimism that stands out as an example of what our interscholastic sports program is all about.

## LEAGUE CHAMPIONS

Junior Varsity – All team members and managers will receive small trophies.

Varsity – All team members and managers will receive small trophies or appropriate awards.

## SECTIONAL CHAMPIONS

Varsity – All team members and managers will receive a team picture plaque.

## SENIOR AWARD

The following award is presented at the High School Awards Ceremony in the spring. The criterion for the award is listed below.

Outstanding Senior Athlete Award – Awarded to one senior boy and one senior girl that has achieved the most in athletics in their four years of high school.

This award is determined on a point system for letters earned, trophies/plaques won (MVP, MIP, MOP), captainships, league all-star selection, participation on championship teams and exceptional senior all-star contests, etc.

Each recipient receives a plaque and his or her name is placed on the Senior Athlete Plaque near the trophy case.

## TRANSPORTATION

1. On any trip involving students, the school is legally responsible and could be held liable if a situation developed in which a student was injured or killed. Student safety on such trips is the coach's responsibility.
2. All athletes will ride school transportation to an event unless special permission has been granted prior to the trip. A student who fails to do so will be disqualified from participating in that event. He/she may be excused to ride home with parents if the coach from the parents receives a written note or verbal approval at the contest. All other transportation arrangements must be accompanied by a note and must receive prior approval. The following arrangements will be accepted: brother, sister (senior licensed driver. aunt, uncle, grandparent, adult neighbor. Permission will not be granted under any circumstances to be transported by another student. A student may be picked up and dropped off at a designated location if it is located on the route taken to and from the game. Be sure to notify your coach before the trip is made. A student who leaves an activity early without a written excuse or caused undue tardiness will be disciplined.
3. A complete and updated Transportation Roster Form must accompany the coach on every away trip. It should be updated prior to the return trip. The bus driver should have the official roster with them for you to update.
4. The coach of the team traveling is the individual responsible for the discipline of his/her team, not the bus driver. Coach/Bus chaperones must supervise students on the bus. If a driver complains or asks the coach to quiet the students down, please conform to the request. Communication between the driver and the coach is of the utmost importance. Bus drivers are in complete charge of the bus and if they feel a situation is dangerous, they will act accordingly. If any coach has a complaint regarding busing, please put it in writing to the Athletic Director as soon as possible.
5. Before leaving the event, make sure all students are accounted for.
6. All athletic schedules contain game starting times and departure times for away games. If a coach wishes to change the time, please notify the Athletic Director and bus garage.
7. Please communicate with the Athletic Director if there needs to be a change in date for a contest due to conflicts. The Athletic Director will contact the other school and transportation.
8. Stopping to eat:
  - a. Coaches planning on stopping should communicate with the bus driver about their plans.
  - b. Coaches and bus drivers should use proper discretion on whether to stop depending on time of day, weather conditions, etc.
  - c. All stops should take an hour or less.
  - d. If a coach anticipates stopping, teams should be notified in advance so that team members and parents can plan accordingly.
  - e. The coach is to remain with the students at all times during all stops.
  - f. The students must remain with the coach at the restaurant or stay on the bus. No one should leave the restaurant premises.
9. During the winter season please communicate to your team to pack food when traveling. Due to late arrivals back to school, teams will not stop to eat unless it is approved by the Athletic Director and transportation ahead of time.
10. Please tell students to call their parents/guardians when you leave the game/event for home. This will allow parents to arrive on time to pick up their child from school.

## **SECTIONAL PARTICIPATION**

Southern Cayuga is the only class D school within the IAC. Entrance into sectional play is based upon winning 50% of contests in your class **or** 40% of contests in your division. Based on these rules, Southern Cayuga will have automatic entrance into sectional play; however seeding will be determined based on overall record

It is a feeling that sectionals are an honor that must be earned.

Individuals in the sports of swimming, wrestling, etc. should finish in the top six in IAC's in single events or top four in relays. Again, check with the Athletic Director for current eligibility policies.

**NOTE:** Certain sports have closed tournaments so further limitations may be in effect.



**NEWCOMERS**

SPORT \_\_\_\_\_

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

DATE OF FIRST PRACTICE \_\_\_\_\_

PHYSICAL VERIFIED - DATE \_\_\_\_\_

PROJECTED DATE OF ELIGIBILITY \_\_\_\_\_

All students starting practice late must be approved for competition prior to participating in any games or matches.

**Parent Consent Form** must accompany this roster addition.

Forward form to Athletic Director for approval.

DATE APPROVED \_\_\_\_\_

Approval will be granted upon verification of practice requirements.

## **PUBLICITY**

The home team must report all game results in the I.A.C. and to the Ithaca Journal, the official newspaper of the I.A.C.. Our home newspaper is The Citizen. These two newspapers are our main sources of daily reporting.

Other media include the Rambling Reporter, School Newsletter, Yearbook and the school website. This reporting is occasional in nature but as important.

The Citizen is the home newspaper for only Moravia, Union Springs and Southern Cayuga in the I.A.C.. Because all other I.A.C. schools are not familiar with The Citizen, the Varsity Coach must report all games (home or away) to The Citizen unless playing a Cayuga County school.

Student athletes like to see and hear their name. Their quest for accomplishment and recognition for their hard work is part of their reason for participation.

Publicity is a season long responsibility beginning with pre-season write-ups and carrying through the completion of the season.

Please also forward the scores as well as any announcements to the Athletic Secretary (cartnerj@southerncayuga.org) so that they may be posted on the school website.

**Pre-Season** (Form – Varsity Only)

Complete pre-season information sheet and forward to all listed newspapers.

**The Citizen**

25 Dill Street  
Auburn, NY13021

**Sports Editor**.....Kristin Wolford  
Code-a-phone.....253-5311 ext. 258 (anytime)  
Daytime.....253-5311 (any reporting on day following contest will not  
make the afternoon paper)

Fax.....253-6031  
E-mail.....Kristin.wolford@lee.net  
To report scores.....citizensports@lee.net

**Ithaca Journal**

123 W. State Street  
Ithaca, NY 14850

**Sports Reporter**.....Tom Fleischman  
Night Phone.....1-800-365-0077 (7-10 p.m.)  
Day Phone.....607-274-9214 (after 8 a.m. but before 9 p.m.)  
Fax.....607-272-4248  
E-mail.....ith-sports@gannett.com

**Cortland Standard**

110 Main Street  
Cortland, NY 13045

**Sports Editor**.....Al Butler  
Phone.....607-756-5665  
Fax.....607-756-5668  
E-mail.....sports@cortlandstandard.net

**Binghamton Press & Sun-Bulletin**

PO Box 1270  
Binghamton, NY 13902-1270

**Sports Editor**.....Matt Traub  
Phone.....607-798-1191  
Fax.....607-798-1113  
E-mail.....mtraub@pressconnects.com

**MEDIA PRE-SEASON INFORMATION FORM**

SCHOOL \_\_\_\_\_ SPORT \_\_\_\_\_

COACH \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ASSISTANTS \_\_\_\_\_ SCHOOL PHONE \_\_\_\_\_

TEAM NICKNAME \_\_\_\_\_ SCHOOL COLORS \_\_\_\_\_

20\_\_\_\_ RECORD \_\_\_\_\_ PLACE IN LEAGUE \_\_\_\_\_

LEAGUE RECORD \_\_\_\_\_

RETURNING LETTERMEN \_\_\_\_\_

RETURNING ALL-LEAGUE PLAYERS \_\_\_\_\_

ALL-LEAGUE PROSPECTS \_\_\_\_\_

TRANSFERS \_\_\_\_\_

BEST NEW PROSPECTS \_\_\_\_\_

KEY LOSSES FROM LAST SEASON \_\_\_\_\_

OFFENSIVE STYLE \_\_\_\_\_ DEFENSIVE STYLE \_\_\_\_\_

SEASON OUTLOOK \_\_\_\_\_

YOUR STRENGTH \_\_\_\_\_

YOUR WEAKNESS \_\_\_\_\_

NON-LEAGUE GAMES \_\_\_\_\_

LEAGUE OUTLOOK \_\_\_\_\_

## **FIRST AID & ACCIDENT POLICIES**

### **FIRST AID/AED**

1. AED and first aid kits should be available at all athletic practices and contests.
2. First aid kits and supplies are available in the Athletic Director's office.
3. Each coach is responsible to see that the kits are easily accessible at all times and fully stocked.

The State of New York requires all coaches to be certified with a valid Red Cross First Aid Card or comparable certificate and current CPR/AED certification.

### **TREATMENT FOR INJURIES**

1. Only administer immediate first aid.
2. If in doubt, call for help.
3. Notify parents when injury is serious.
4. If a head or back injury, or possible broken bones, call for the ambulance when common sense prevails.
5. Do not allow a student to continue to practice or play in a game if there is a head injury, unless a doctor is present and gives the okay.

### **Telephone numbers to carry in your medicine kit:**

AURORA COMM. MEDICAL CENTER		364-3388
AUBURN MEMORIAL EMERGENCY ROOM		255-7211
TOMPKINS CO. EMERGENCY ROOM		607-274-4411
INSTANT AID		252-7242 or 911
HIGH SCHOOL - MAIN OFFICE		364-7111
SECONDARY SCHOOL PRINCIPAL – Luke Carnicelli	Office	364-7111 ext. 2103
	Cell	729-5945
ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR – Maria Redanty	Office	364-5924
	Cell	585-200-0030
TRANSPORTATION AND GROUNDS – Ron Leonard	Office	364-8652
	Cell	209-8449
BUILDINGS – Kevin Baylor	Office	364-7111
	Pager	248-0322
CUSTODIAN ON DUTY – 9am to 5pm	Pager	248-1339
5pm to 11pm	Pager	248-0334

## ACCIDENT POLICY ROUTINE

All accidents must be reported to the Athletic Director, the nurse and the Business Office as soon as possible and properly recorded on the accident form provided. It is the responsibility of the coach to see that this is done.

If hospitalization may be required:

1. If the accident occurs during the school day, call the school nurse and administrator immediately.
2. The parent will be called and informed of the injury and a recommendation by the school of action that should be taken.
3. If the parent disagrees then determine the action that they would prefer to be taken. If this is feasible follow the action recommended by the parent.
4. If the parent cannot be contacted and the nurse or administrator feels the immediate movement is necessary to the hospital then there should be no delay.
5. "Instant Aid" will be called; if they are not able to respond then another emergency vehicle should be contacted.
6. The nurse or administrator will determine what hospital the injured student will be sent to and then make a call to that hospital's emergency room indicating the type of injury and the time the ambulance should arrive.
7. If a parent is not available to accompany the ambulance or meet it at the hospital, some school person will accompany the student either in the ambulance or by car (school car, if available.)

## PROCEDURE FOR AN INJURY WHEN PLAYING AWAY

Injury serious enough to have student go to a hospital:

1. Assuming the ambulance has been called, have an assistant coach or a parent or another faculty member travel with the student.
2. Permission slips, allowing the immediate treatment, should be located in the team's medicine kit. Take this slip to the hospital so immediate treatment can take place. If there is no slip for the student, you will have to contact the parents as soon as possible to get permission (verbally) to start treatment.

## Current and On-going Health and Safety Issues

### Activating EMS

- Call EMS for the following:
  - Unconscious athlete
  - Asthma attack that is not controlled by inhaler
  - Allergy attack not responding to medication
  - Any breathing difficulties caused by injury or stress
  - Any obvious deformity (fracture; dislocation)
  - Athlete going into shock or not handling injury well

Notify parents as soon as possible after notifying EMS

### Blood-Borne Pathogens: HIV, HPV, and other blood-borne pathogens

**Universal Precautions: pertain to blood and body fluids containing blood, cerebrospinal fluid, synovial fluids, etc.**

#### Prevention:

- Avoid contact with blood and body fluids
- Use protective equipment (disposable gloves and breathing barriers)
- Clean up fluids with paper towels, disinfect with water/bleach (10:1 ratio)
- Wash hands immediately after care; use hand disinfectant on the sidelines

### MRSA – Methicillin Resistant Staphylococcus Aureus

#### Facts about MRSA:

MRSA is a type of staphylococcus aureus (staph) bacteria commonly found on the skin and in the nose of healthy people. Staph that is resistant to the antibiotic methicillin (and other related antibiotics) is known as methicillin-resistant staphylococcus aureus or MRSA. A different type of antibiotic is used to treat a MRSA infection. When staph are present on or in the body without causing illness it is called “colonization.” At any given time, from 20% to 50% of the general population is colonized with staph bacteria and are not ill or infected; some may be MRSA, while others are not antibiotic resistant.

#### Spread of MRSA

MRSA was primarily seen in the hospital setting among sick and elderly people. Since the late 1990's, studies have shown that MRSA colonization and infections are occurring in healthy children and adults who do not have hospital-associated risk factors. It appears that these people have acquired MRSA in the community. People are more likely to get an infection if they:

- Have skin to skin contact with the hands, wound drainage, or nasal secretions of a person who is infected or colonized with MRSA
- Have openings in their skin such as cuts or abrasions
- Practice poor hygiene
- Participate in a contact sport

### **Signs and Symptoms of a skin infection:**

- Site is red, swollen or painful
- Area is warm to touch
- Fever
- Purulent drainage (pus)
- May look like a spider bite, pimple or boil

### **Strategies and Prevention of Infections:**

HAND WASHING IS THE SINGLE MOST IMPORTANT BEHAVIOR IN PREVENTING INFECTIOUS DISEASE.

Wash your hands with soap and water for at least 15 seconds (or use an alcohol –based sanitizer):

- After sneezing, blowing or touching your nose
- After using the toilet
- Before and after a game or practice
- Before and after touching and/or caring for a break in the skin

#### **Other Precautions:**

- Shower with soap and water as soon as possible after direct contact sports;
- Dry using a clean dry towel
- Do Not share equipment, towels, soap or any personal care items
- Keep all skin wounds completely covered with a bandage
- Wash towels, equipment, practice uniforms and any other laundry daily
- Report a skin rash, boil, abrasion, cut, spider bite or turf burn promptly to the Certified Athletic Trainer (ATC), coach, or school nurse and to your parent

### **Care and Treatment:**

- Consult your Private Health Care Provider
- Take all antibiotics as prescribed by your doctor, even if the infection seems to have healed
- Inform your Doctor, Certified Athletic Trainer, School Nurse, and parent, if the wound is not improving
- Keep wounds covered at all times until completely healed

## **CONCUSSIONS AND HEAD/NECK INJURIES:**

- Amnesia, not loss of consciousness, may be the main indicator of concussion severity
- Amnesia may be the best predictor of post-injury neuro-cognitive deficits
- Headache symptom likely indicates incomplete recovery
- Even seemingly mild concussions can have significant effects
- Effects of multiple concussions can be cumulative
- High school athletes may take longer to recover from concussion than college athletes

### **Symptoms and Assessment:**

**Grade 1 Concussion:** Confusion without amnesia; no loss of consciousness (LOC)

**Grade 2 Concussion:** Confusion with amnesia; no LOC

**Grade 3 Concussion:** Any LOC; must be transported to ER by an emergency vehicle (ambulance)

### **Return to Play Guidelines:**

#### **Grade 1 Concussion:**

- Post-concussive symptoms clear within 15-20 minutes; check athlete every 15-20 minutes
- If athlete seems to be getting worse, then send to ER

#### **Grade 2 Concussion:**

- Remove from contest and disallow return that day
- Following MD exam; after 1 full asymptomatic week at rest and exercise

#### **Grade 3 Concussion:**

- Following medical clearance by physician

### **Post-Concussive Symptoms:**

- **Headache**
- Vertigo or dizziness
- Lack of awareness of surroundings
- Nausea and vomiting
- Intolerance to bright lights

### **Proper Referral**

- Athletes with head or neck injuries need to be medically cleared prior to returning

## **SIGNALS OF NECK INJURY:**

- Changes in consciousness
- Severe pain or pressure
- Tingling or loss of sensation
- Blood or fluids in ears
- Seizures

### **Treatment:**

- Remain calm; call EMS
- Immobilize head and neck
- Remove facemask (if applicable)
- Maintain open airway and perform CPR if needed

## **THUNDER/LIGHTNING:**

### **Facts:**

- All thunderstorms produce lightning and are dangerous
- Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall
- If you hear thunder, you are in danger
- Lightning leaves may victims with permanent disabilities and can kill

### **NYSPHSAA Thunder & Lightning Policy:**

- Thunder and lightning necessitates that contests be suspended - this is not open to interpretation or discussion
- Procedures when thunder is heard or lightning is seen
  - Suspend play and direct participants to a shelter (public building or inside a vehicle)
  - Do not permit people to stand under or near trees, stay away from poles, antennas, towers, and metal bleachers
- After thunder and/or lightning has left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition

### **Plan Ahead:**

- Establish a Thunder & Lightning Policy

## **ASTHMSA:**

### **Coaches Pre-Season Asthma Checklist:**

- Communicate to parents and athletes the importance of communicating their asthma needs
- Ensure that the athlete has a rescue inhaler available at all times (training kit, locker at school, **AND** home)

### **Common Symptoms of an Asthma Attack:**

- Coughing
- Chest pain or tightness
- Shortness of or gasping for breath
- Wheezing
- Flushed, pale, ashen, or bluish looking skin
- Speaking in clipped or short bursts of speech

### **What to do during an Asthma Attack:**

- Have the athlete **STOP** whatever activity he/she is doing
- If the athlete has a **RESCUE INHALER**, have the athlete use it **IMMEDIATELY**
  - Take 1 puff, hold breath for 10 seconds and exhale
  - Wait 1-2 minutes between puffs
  - Take another puff, hold breath for 10 seconds and exhale
  - Have the athlete sit up and slowly breathe in through the nose and out through pursed lips
- **REPEAT** above steps if **SYMPTOMS CONTINUE**
- **ONLY IF** and **WHEN** symptoms are **COMPLETELY** gone can the athlete return to participation
- **IF SYMPTOMS RECUR** after the athlete resumes participation, repeat these steps and **DO NOT** allow the athlete to return to participation for the remainder of the practice/game.

### **DO NOT HESITATE TO CALL 911 IF:**

- Rescue medications are not working (symptoms are getting worse, not better) or medications are unavailable
- The athlete is in obvious distress, there is a change in the level of consciousness, or the athlete is showing signs of confusion
- The athlete's condition is deteriorating
- **OR**, you are not sure what to do

## **DIABETES:**

### **What is diabetes?**

- Diabetes is a disease in which the body does not produce or properly use the hormone insulin, which converts sugar and starches into energy
- Diabetes is the **fifth deadliest disease** in the nation
- **Diabetes has no cure**

### **Types of Diabetes:**

#### **Type 1:**

- Occurs when pancreas does not produce insulin
- Requires insulin every day – via shots or insulin pump
- Type 1 diabetes cannot be prevented

#### **Type 2:**

- Occurs when pancreas does not produce insulin or doesn't use the insulin well
- Managed with oral medications, insulin and/or lifestyle change to include diet and exercise
- African Americans and Hispanic/Latino Americans are at high risk
- Type 2 diabetes can often be delayed or prevented with modest weight loss and increase physical activity

### **Symptoms of Diabetes:**

- Frequent urination
- Excessive thirst
- Extreme hunger
- Dramatic weight loss
- Blurry vision
- Unusual fatigue

### **Hypoglycemia:**

- Low blood sugar levels
- **Symptoms:**
  - Hungry, weak, dizzy, shaky, sweaty, behavior change
- Must be treated by quickly giving the athlete a fast-acting carbohydrate like juice, soda (not diet), glucose tablets, or candy
- Becomes a serious medical emergency if the athlete becomes unconscious and/or has seizures
- Never leave the athlete alone or let them walk anywhere without assistance

## HEAT ILLNESSES:

### Symptoms and Assessment

#### Heat cramps

- Muscle spasms (calf, abdomen, hamstrings)
- Occasionally whole body cramps
- Muscle pain

#### Treatment

mild stretching; fluid replacement  
additional sodium or Mg<sup>++</sup>

#### Heat exhaustion

- Profuse sweating; headache; dizziness
- May feel faint

#### Treatment

get into shade; loosen/remove clothing  
fluid replacement

### Symptoms and Assessment

#### Heat Stroke

- Possible dry skin; confusion; disorientation
- irrational behavior leading to unconsciousness
- Core temp > 103 deg F

#### Treatment

**MEDICAL EMERGENCY**  
cool body immediately  
wet towels; ice

### Prevention of Heat-Related Illnesses

- Hydration is the best prevention for heat-related illnesses
- The ideal beverage is not plain water (Gatorade, Powerade, etc)
- Beverage should contain:
  - Water for hydration
  - Carbohydrate to speed absorption of fluid and begin refueling muscles
  - Electrolytes to speed rehydration