

SOUTHERN CAYUGA CENTRAL SCHOOL



COACH'S HANDBOOK 2019 - 2020

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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/followership through participation in athletics can enhance lifelong leadership/followership 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 the fallen opponent feels. In defeat a gracious loser can credit the 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.
8. Responsibility. Develop the skills towards understanding what it means to be a part of a team, what contributions each individual athlete brings to the team, and how best to utilize those attributes.

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

Divisions of the IAC:

North Small

Southern Cayuga
Marathon
Union Springs (except soccer)
Groton
Moravia

North Large

Lansing
Dryden
Trumansburg
Whitney Point
Union Springs-soccer

South Small

Newfield
Odessa Montour
Tioga
*Spencer Van Etten
*Candor

South Large

Waverly
Elmira Notre Dame
Thomas A. Edison
Watkins Glen
Newark Valley

*For some sports merged as SVEC

VARSITY HEAD COACH RESPONSIBILITIES OVERVIEW

Under the direct supervision of the Director of Athletics, the head coach organizes, coordinates, and promotes a comprehensive program of instruction that is designed to meet the needs and interests of the Southern Cayuga Community.

The head coach will provide structure to the program by:

- Developing a plan to promote the whole program by forming the program's structure and philosophy.
- Helping recruit and interview candidates for junior varsity and/or modified coaching positions.
- Sharing skill development strategies and drills with all coaches in the program.
- Providing tactical awareness strategies so that all program teams operate on the same philosophy.
- Working with community programs; may include providing youth coaches with skills and drills either in written form, at practices, or at coaching clinics.
- Understanding the written rules and regulations of the sport and sharing this knowledge with the other coaches in the program.
- Working with the physical education staff to provide skill and/or drill ideas.
- As much as practical; providing out of season opportunities with camps, clinics, open gyms, and/or summer league.
- Seeking out professional development opportunities for all coaches in the program.

The head coach will demonstrate value in the total school program by:

- Respecting and supporting other coaches and athletics.
- Supporting multi-sport athletes and work with other coaches to avoid conflict.
- Displaying commitment to academic success.
- Helping players with the college recruitment process.

The head coach will demonstrate high level personal and professional relationships by:

- Being respectful to officials, parents, and spectators.
- Showing a good rapport with the athletic director, athletic administrative assistant, building principal, coaches, booster club, and grounds and building crews.
- Treating student-athletes in a firm, fair, and consistent manner; enforces all school district policies regarding student athletes.
- Conduct parent meeting in order to inform them of policies & procedures and build relationships.

The head coach will handle necessary administrative duties by:

- Submitting rosters before the first game.
- Submitting accident reports in a timely fashion.
- Submitting equipment requisitions including all of the program's equipment needs; showing good stewardship of equipment and facilities used in the sport.
- Maintain written records of practices and season outline.
- Attending required meetings.
- Submitting highlights to the media.

The head coach will:

- Develop respect by setting examples in behavior, appearance, and conduct.
- Assist players in reaching highest athletic potential possible through training and leadership.
- Develop a year-long training program that includes strength, conditioning, and skill development.
- Develop practice plans to enhance the individual's performance and team play.
- Prepare to win games, which include scouting upcoming opponents.
- Follow medical clearance and policy procedures.
- Provide supervision of locker room, practice areas, and on the bus.

JUNIOR VARSITY AND MODIFIED COACH RESPONSIBILITIES OVERVIEW

Under the supervision of the Director of Athletics and the varsity coach:

The coach will enhance player development by:

- Developing/enhancing sport specific skills, focusing on the fundamentals.
- Developing/enhancing strategic play.
- Developing/enhancing the physical conditioning of players.
- Developing/enhancing work ethic.
- Planning/preparing for practices and games.

The coach will demonstrate value in the total school program by:

- Respecting and supporting other coaches and athletes.
- Supporting multi-sport athletes and working with other coaches to avoid conflicts.
- Displaying commitment to academic success.

The coach will demonstrate high level personal and professional relationships by:

- Being respectful to officials, parent, and spectators.
- Showing a good rapport with the athletic director, athletic administrative assistant, building principal, coaches, booster club, and grounds and building crews.
- Treating student-athletes in a firm, fair, and consistent manner.

The coach will handle necessary administrative duties by:

- Submitting roster before the first game
- Submitting accident reports in a timely fashion.
- Submitting end of season paperwork.
- Submitting equipment requisitions to the varsity coach.
- Maintaining written records of practices and season outline.
- Attending required meetings.

The coach will:

- Develop respect by setting examples in behavior, appearance, and conduct.
- Assist players in reaching highest athletic potential possible through training and leadership.
- Develop practice plans to enhance the individuals performance and team play.
- Follow medical clearance and policy procedures.
- Provide supervision of locker room, practice areas, and on the bus.

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
- Practice plans should be typed/handwritten

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
- If unsafe conditions are recognized, coach has a duty to report unsafe conditions immediately and adjust plans as necessary.

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)

Volunteer coaches/Clinicians

- A volunteer coach or clinician may come into practice 1 – 4 times. The athletic director should be given written notice in advance. This person should be under your direct supervision. At no time should they be left alone with students, put their hands on students, or participate in competition with the students.
- Anyone coming 5 or more times must become a certified coach and go through the Board of Education approval process.

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.
4. There is a freezer in the hallway between the gym and the boys locker room for ice.

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 – Cathy Haight	Office	364-5924
	Cell	716-361-4356
TRANSPORTATION AND GROUNDS – Ron Leonard	Office	364-8652
	Cell	209-8449
BUILDINGS –Harold VanHorn	Office	364-7111
	Cell	277-0037
CUSTODIAN ON DUTY-9am to 5pm	Office	364-7111
5pm to 11pm	Cell	558-1378

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.

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.)
8. If a student athlete has a possible concussion, they should be removed from play until cleared by medical personnel.

PROCEDURE FOR AN INJURY WHEN PLAYING AWAY

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.

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

RETURN TO PLAY PROTOCOL FOLLOWING A CONCUSSION

The following 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.

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.
- 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.
- 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:

Day 1 - No exertion activity until asymptomatic for 24 hours.

Day 2 - Light aerobic exercise such as walking or stationary bike, etc. No resistance training.

Day 3 - Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.

Day 4 - Non-contact training/skill drills.

Day 5 - Full contact training in practice setting.

Day 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.

WHEN IN DOUBT....SIT THEM OUT!

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 state requirements for coaching certification and make sure they are met prior to the start of the season. Supply copies of certification information to the Athletic Director.
2. Obtain an approved candidates list from the Athletic Office. If an athlete is not approved, **they can not practice.**
3. Read and be aware of all school and athletic policies as described in the coach's and athletic handbooks.
4. Read current rulebook to update yourself with any new rule changes and to aid you in the review of old rules.
5. Attend all appropriate meetings.
6. Create and distribute coach's parent information sheet highlighting your philosophy, expectations and goals.
7. Thoroughly understand the reporting process and related paperwork when an athlete is injured.
8. Obtain all necessary equipment from the athletic director.

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 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 and BOE approved.
9. If you need to get athletes out of school early, contact Joanne Cartner a week in advance with date/time and names of team members.

PRE-SEASON MEETING

1. Explain and discuss pertinent school and team policies.
2. Cover and emphasize training rules and the importance of them.
3. Explain injury notification procedures.
4. Record and issue any equipment that will be necessary for practice.
5. Discuss practice schedules for the week.

AFTER FIRST WEEK

1. Verify team roster information, practice schedules and game schedules with the Athletic Director.
2. Hand in the Roster Summary Form to the Athletic Director.
3. 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. (varsity only)

PRIOR TO FIRST GAME

1. Issue game uniforms. Hand in Sport Uniform/Equipment Control Form to the Athletic Office at least 48 hours before your first contest.
2. Keep accurate attendance records for tryouts/practices.
3. 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.
4. 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. Maintain daily attendance records throughout the season to ensure that athlete or team's eligibility is not negatively affected.
2. Keep accurate practice plans.
3. During the season the Athletic Director will send out a student academic eligibility list with each marking period. Be sure to review the list and discuss any affected students with the Athletic Director.
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 holiday without prior approval of the Athletic Director.
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 to the Athletic Secretary (cartnerj@southern cayuga.org). Keep the announcement short.
16. Utilize Rambling Reporter and the school website to update season progress or season highlights.
17. Email contest results to the Athletic Secretary (cartnerj@southern cayuga.org) and the Athletic Director (haightc@southern cayuga.org).
18. Handle and follow-up on all injuries that occur.
19. If an injury occurs, 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. Hand in the Supplies and Equipment Inventory Form to the Athletic Director.
5. 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.

6. Complete and forward the End of Season Athletic Summary and The End of Season Results Form 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. Organize your team for the post-season individual athletic ceremony.
11. Forward information for athletic certificates and individual awards to the athletic secretary.
12. Organize athletic awards for the post-season individual athletic ceremony.
13. 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 or holidays without prior arrangement with the Athletic Director.
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. 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 a 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.

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.
4. If using the cafeteria, please consult with the Athletic Secretary as to the availability.

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.
5. Additional awards may be given, but will be the financial responsibility of the coach.

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.
8. Additional awards may be given, but will be the financial responsibility of the coach.

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.
3. Modified and Junior Varsity athletes may ride home from away games if their parent/guardian signs them out. A coach must keep a sign-out sheet at all away events.
4. Varsity team athletes are highly encouraged to ride the bus home from away games. Parents may sign out an athlete with prior written notification. A coach must keep a sign-out sheet at all away events.
5. 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.
6. A student may be dropped off at a designated location (the Genoa Pit Stop and the four corners in King Ferry) if it is located on the route taken to and from the game. Be sure to notify your coach before the trip is made.
7. A student who leaves an activity early without a written excuse or if the student caused undue tardiness will be disciplined.
8. 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 the coach to update.
9. The coach of the team traveling for an event 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, 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.
10. Before leaving the event, make sure all students are accounted for.
11. 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.
12. 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.
13. 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 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.
 - g. No one should leave the restaurant premises.
14. 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.
15. 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

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.

If an individual/or team qualifies for regionals or states, please let the Athletic Director know immediately.

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

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) and the scores to the Athletic Director (hightc@southerncayuga.org) so that they may be posted on the school website.

PUBLICITY SECTION: (varsity only)

The Citizen

25 Dill Street
Auburn, NY13021

Sports Reporter.....Jeremy Houghtaling
Phone.....315-282-2256 or 315-282-2257
Fax 315-253-6031
To report scores.....citizensports@lee.net

Binghamton Press & Sun-Bulletin

PO Box 1270
Binghamton, NY 13902-1270

Sports Reporter.....
Night Phone.....1-800-365-0077
Day Phone.....607-798-1191
E-mail.....bgmsports@gannett.com

**email is the preferred method

Cortland Standard

110 Main Street
Cortland, NY 13045

Sports Editor.....Tom Vartanian
Phone.....607-756-5665
Fax.....607-758-7001
E-mail.....sports@cortlandstandard.net
****please report scores by 8am**

ESPN Radio:

scores@1160esp.com