

# **Mexico Academy and Central School PE plan**

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# Mexico Academy and Central School

## Physical Education Plan

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# Mexico Academy School District Physical Education Plan

## 1. School District Demographics

The Mexico Academy and Central School District is located in Oswego County in the State of New York. As listed in our 2023-2024 District Profile, the current district enrollment is 1945 students.

Appendix 1 - <https://data.nysed.gov/profile.php?intid=800000040003>

## 2. Physical Education Plan

### **A. Program Goals and Objectives**

#### a.1: Goals:

1. Students will develop and maintain a high level of physical fitness.
  - a. Student outcomes: Students in physical education at MACS will:
    - i. Develop cardiovascular strength and endurance.
    - ii. Develop muscular strength and endurance.
    - iii. Develop flexibility and agility.
    - iv. Understand the relationship of weight control and physical activity.
2. Students will develop psychomotor skills.
  - a. Student outcomes: Students in physical education at MACS will:
    - i. Develop gross motor skills
    - ii. Develop fine motor skills
    - iii. Develop appropriate developmental motor activities
    - iv. Develop sports skills and lifetime activities
3. Students will develop a knowledge and understanding of physical education.
  - a. Student outcomes: Students in physical education at MACS will:
    - i. Develop an understanding of the basic principles of physiology of exercise.
    - ii. Understand how scientific principles apply to one's movement.
    - iii. Understand the cognitive components of sport, games, and dance.
4. Students will develop positive attitudes and behaviors.
  - a. Student outcomes: Students in physical education at MACS will:
    - i. Develop good sportsmanship
    - ii. Develop cooperation and teamwork
    - iii. Develop an appreciation for regular physical activity
    - iv. Develop leadership skills

- v. Recognize one's strengths and weaknesses as well as those of others
- vi. Develop a positive self concept

**a.2:** Mexico CSD physical education curriculum includes activities or experiences of sufficient variety in each of the following:  
(These are modified to meet the developmental appropriateness of the students.)

**Team Sports:**

Basketball  
Soccer  
T-ball  
Kickball  
Football Related Games  
Softball Skills  
Ultimate Games (i.e., Frisbee, football, etc.)  
Lacrosse  
Volleyball  
Floor Hockey  
Team Building/Project Adventure  
Tag Games (Capture the Flag)

**Individual Sports:**

Dance  
Fitness Testing  
Track  
Cup Stacking  
Roller Blading  
Swimming

**Racquet Sports:**

Tennis  
Table Tennis  
Pickle Ball  
Badminton

**Lifetime Sports:**

Fitness Fundamentals

Aerobic Activities

Strength Training

Snow Shoeing

Golf

Archery

Bowling

Yoga

Disk Golf

**Playground Sports:**

4 Square

Kickball

Bocce Ball

**B. Required Instruction**

In New York State physical education is required for all students K-12; as specified in Section 135.4 of the Commissioner's Regulations. The instructional requirements are:

- a. All pupils in grades k-3 shall participate in the physical education program on a daily basis. All pupils in grades 4-6 shall participate in the physical education program not less than three times each week. The minimum time devoted to such programs shall be at least 120 minutes in each calendar week.
- b. Secondary instruction program – grades 7 through 12. All secondary pupils have the opportunity for regular physical education, but not less than three times per week in one semester and two times per week in the other semester.

Students in ungraded programs must receive physical education at a duration and frequency specified for their grade-level peers in the Regulations of the Commissioner.

At MACS, students in elementary physical education (grades k-4) meet 2 times per week for a total of 90 minutes. They come two separate times, 45 minutes each class. They also receive an additional 100 minutes of activity period time (5 times per week/20 minutes per day) indoors or out depending on the weather. These activities in some cases are led by a teaching assistant/teaching aide and are guided ahead of time by a physical education teacher.

In grades 5-8 students meet on a rotating basis to meet the minutes requirements

In grades 9-12 students meet on a rotating basis to meet the minutes requirements

### **C. Adapted Physical Education**

MACS has adaptive physical education classes when the student Individualized Education Plan (IEP) states that it is necessary. Special education students/adaptive physical education students are integrated into the regular physical education classes with the assistance of an aide as appropriate. In the event that physical education is not appropriate for the student he/she will be enrolled in an adaptive physical education program.

### **D. Attendance Policy**

The policy of the MACS is that all students must participate in scheduled physical education classes unless illness or physical incapacity prevents him/her from participating. We may accept a parent note to excuse their child from gym/recess for one day. After that, parents must provide the school with a medical excuse. Contact will be made to parents/nurse after 3 parental medical notes to ensure state participation guidelines are met. In cases of head injury/concussion, the school physician will make final decisions about returning to play or activities.

If a student is unable to participate in physical education, that student is also unable to participate in recess, activity time, or extracurricular sports. A health care provider's note is required to resume PE, recess, activity time, or extracurricular sports. If there are limitations, the physician/provider must submit a certificate of limitations indicating

#### 9-12 grade PE class make-up policy

All students are allowed one absence per quarter that they are not required to make up. If a student is absent for more than one class per quarter then he/she is required to complete the minutes that are missed, with a written assignment. A missed class will include absence from school, a field trip, a doctor's appointment, and etc. An exception to this would be when a student is participating in a school sponsored athletic event that requires the student to miss physical education class.

### **E. Grading Policy**

#### **Elementary School:**

Students are graded on a rubric scale of 1-4 as described below in each content area.

x- Not evaluated at this time

- 1- Not yet progressing towards the NYS standard
- 2- Progressing towards the NYS standard with support
- 3- Meets the NYS standards, competent skill development
- 4- Exceeds the NYS standards, excellent skill development

Content Areas-

Spatial Awareness/Body Management

Locomotor movements (running, skipping, hopping, etc.)

Manipulative skills (Throwing, catching, etc.)

Rhythmic skills (ability to create, and respond to or identify a rhythm)

Fitness concepts (endurance, strength, flexibility, etc.)

Applies Game rules, etiquette, and terminology  
Demonstrates control/discipline  
Demonstrates cooperation/teamwork  
Prepared for class (proper PE attire)

### **Middle School/High School:**

#### **Grading Procedures**

The students will receive a numerical grade in physical education every 5 weeks. A quarterly numerical grade will also be calculated at the end of each 10-week period. Lastly, a final number grade will be calculated at the end of the school year. If a grade of 65 or above is achieved, 0.25 credits will be earned for the year. Grading in each unit will be based on 3 categories: Affective Domain 65%, Cognitive Domain 25%, and Psychomotor Domain 10%.

#### **Description of grading components**

**Affective Domain (Daily Grade):** Each student is expected to come to class prepared to actively participate. Students will apply rules, conventions of play, and terminology without hesitation or observable errors. Students demonstrate fair play and appropriate competitive behavior (e.g., cooperating with other players, demonstrating leadership, making correct calls, preventing/resolving conflicts, complimenting/encouraging others). Students participate energetically and safely, demonstrating self-control and respect for the positive and safe experience of others. Students appropriately challenge themselves and others to high levels of performance. Performance may be subjectively determined with the use of heart rate monitors for certain units (e.g., teaching the benefits of using one's individualized target heart rate during Swat ball or fitness training)

**Cognitive Domain (Knowledge):** Each student is responsible for understanding information related to each unit we cover. To ensure understanding and learning is taking place. Internet quizzes and/or written quizzes will be assigned and graded based on each individual teacher's instruction. Homework may also be given.

**Psychomotor Domain (Skills):** Each student is expected to come to class with a positive outlook and motivation to try their very best at each activity. Rubric based evaluation will be posted around the gym to ensure student achievement and improvement throughout each unit.

## **Daily Participation Rubric**

### **Mexico High School Physical Education Department Daily Evaluation System**

Our goal in the Physical Education Department at Mexico is to provide each student with an opportunity for success and enjoyment. We evaluate students on the quality of effort and care they put into the physical education class period, regardless of their physical ability.

### **Physical Education 9 personal living skills**

Students will participate actively each day following the PE 9 personal living skills (positive attitude, cooperation, teamwork, sportsmanship, respect, responsibility, acceptable communication, problem solving)

### **Every student has the ability to be successful**

We define the quality of students' *participation* by their level of effort, attitude, sportsmanship/cooperation, attention, and preparedness. We believe that students who strive for achievement in those areas will make positive, natural progress in their learning and development, and will have a positive effect on their classmates.

Your daily grade in Physical Education at Mexico will reflect the effort you put into your daily *participation*. Grades will be readily available for you to check your progress. Your *daily participation* performance is evaluated and then given a point value that represents one of the following levels:

(4 points) **OUTSTANDING:** An *exceptional* student who demonstrates outstanding *participation*. They show excellent levels of effort, a positive attitude, great sportsmanship, careful attention, and are always adequately prepared. The outstanding daily performance must go beyond personal achievement and involve showing care and a sense of responsibility for classmates. Additionally, the student must show desire to get better daily, asking for help when needed.

(3 points) **SELF-DIRECTED:** Students must show effort and progress in all areas of *participation* to gain a 3, must be self-directed, and show responsibility for their behavior and learning. Students at this level must show positive progress, and do not require direct supervision.

(2 points) **INVOLVED:** This level of performance represents the student staying involved and making some effort in their *participation* skills development. The student must avoid behaviors that interfere with the progress and learning of others.

(1 point) **MINIIVIAL EFFORT:** This level represents work which is unmotivated and/or at a minimal level of effort. Students must behave adequately in as much as they show self-control. Additionally, they must not interfere with other students' opportunity to learn, or the teacher's ability to teach.

(0 points) **UNACCEPTABLE:** A zero or failing grade is given to students who required disciplinary action because of their unacceptable behavior. The student has acted in an irresponsible, undisciplined, and/or disrespectful manner. Their actions have interfered with other's opportunity to learn, the safety of the class, and/or the emotional physical rights of others.



**GOOD PARTICIPATION IS:**

**Being Cooperative:** Good participants cooperate with other group members. They share ideas and materials. They take turns talking. They listen to one another and expect to be listened to. They perform their role in the group.

**Having a positive attitude:** Good participants approach the task with positive expectations. They bring others in the group up not down. They say only positive things to their classmates and themselves. They look for ways to solve problems cooperatively and do not blame or quit.

**Trying your best:** Good participants make their best effort when things are going well and when they are not. They work hard regardless of the situation or the behavior of the other members of the group. Their effort is consistent from the beginning of the period until the end.

**F. Personnel**

Athletic Director- Director of Athletics Program-

Andrew Gates (k-12 permanent certification in physical education, professional school district leader certification)

Physical Education Instructors- (all instructors have valid physical education certification)

Kevin Gates, Dominic Anthony, Jon Gagnon, Kristine Early, John Hansen, Mark Brescia, Marlow Cuyler, Andy Chamberlain, Shawn Parkhurst, Lindsay Rodas

**G. Facilities**

Facilities	Afterschool Activities	Physical Education	Interscholastic Sports	Community
HS Stadium turf field	X	X	X	X
HS Gymnasium	X	X	X	X
MS Gymnasium	X	X	X	X
HS Track	X	X	X	X
HS indoor track	X	X	X	X
HS Fitness Facility	X	X	X	X
MS Fitness Facility	X	X	X	
Mex EL Pit	X		X	

Weight Room				
Tennis Courts	X	X	X	X
Softball Field	X	X	X	X
Baseball Fields	X	X	X	X
Soccer Fields	X	X	X	X
Football Fields	X	X	X	X
Pit	X	X	X	
HS Wrestling Room	X	X	X	X
MS Wrestling room	X	X	X	X
Pool	X	X	X	X
High Ropes Course	X	X		
New Haven Fields	X	X	X	X
Palermo Fields	X	X	X	X
Palermo Gymnasium	X	X		X
Mexico Gymnasium	X	X	X	X
New Haven Gymnasium	X	X		X
Elementary Playgrounds	X	X		X
Mexico HS Outdoor Basketball Court	X	X	X	X

#### H. Administrative Procedures/Policies

The K-12 curriculum has been revised and updated as of this document. The revision process will continue bi-annually. There shall be continuous evaluation of the instructional program and assessment of individual pupil needs and progress.

#### Evaluation and Testing:

Physical fitness will be measured through results of data provided by administration of the criteria and instruments provided by the Fitness program testing program

#### Class Sizes and Grouping:

Class sizing is determined by administrative oversight and scheduling. We recommend class sizes based on best practice and research and provide maximum effectiveness. Final decisions regarding class size and placement rest with the building principal.

#### Use of Student Teachers or Non-Certified Personnel

The administration will cover physical education classes in the following order:

- Another certified physical education teacher, or
- Another certified teacher, or
- District approved substitute teacher

#### Reporting

Periodic reports regarding the status and progress of equivalent programs which have been approved by the commissioner shall be filed with the Division of Physical Education, Fitness, Health, Nutrition and Safety Services as requested. Appropriate cumulative records shall be maintained which cover the essential features of the physical education program for each pupil, and when a pupil transfers to another school, such records shall be transferred with the student's transcript.

**MEXICO ACADEMY and CENTRAL SCHOOL**  
**ATHLETIC HANDBOOK**  
**2024-2025**

**Varsity/JV Season Start Dates**

8/26/2024

11/18/2024

3/17/2025

*FALL**WINTER**SPRING***Modified Season Start Dates**

9/4/2024

10/28/2024

4/7/2025

**Coaching Expectation & Responsibility**

**Job Description: Teach** the fundamental and strategical aspects of the sport to all participants with respect to the physical, mental, and emotional demands specific to that sport. Adhere to guidelines as outlined in the following document.

**Practices:** Generally, they will be Monday through Saturday at designated practice times. The number of practices during the week is left to the discretion of the coach, however, it is the responsibility of the coach to prepare his/her team to be as competitive as possible, understanding that practice is essential to team improvement.

- As per the New York State Public High School Athletic Association (NYSPHSAA), no team can practice or compete in more than six consecutive days

**Expectations and Responsibilities:**

1) Rapport

A coach must be able to develop good rapport with numerous individuals and community groups including, but not limited to: team personnel, the student body, the professional staff (faculty, administration, maintenance, transportation, etc.), spectators, officials, fellow coaches, media, and parents of his/her players.

2) Leadership and Public Relations

Diligence, enthusiasm, integrity, honesty, and a love for the game are all part of the professional pride that a coach should demonstrate. Personal appearance and dress should be exemplary. Your actions and demeanor should reflect positively on the school district and the athletic department.

3) Discipline

Every MACS athletic team requires a high level of discipline among coaches, players, and support staff. The implementation of discipline and attitude of the team is the responsibility of the coach. The coach should be the role model and the first line of administration in regard to enforcing school codes, training rules, rules of the game, ideals of good sportsmanship, and behavior of participants throughout the season. The desire to do well, win gracefully, and lose with poise and a positive attitude should be emphasized.

4) Improvement

All coaches are encouraged to continually take advantage of opportunities to improve their programs and their coaching knowledge. Regular attendance at coaches' meetings and rules meetings is strongly recommended. The utilization of various media avenues, professional literature, and attending sport specific clinics and conferences are essential for professional growth.

**Coaching Techniques:**

- 1) Use sound and acceptable teaching practices
- 2) Develop and conduct well-organized practices
- 3) Plan in advance for the upcoming season
- 4) Take into account a plan for injury prevention and follow through with the prescribed communication with the school nurse, athletic trainer, doctors, and parents. **Document all injuries where care has been provided by yourself or other medical personnel.**
- 5) Construct a well-organized game plan
- 6) **Be accountable for all school issued equipment and uniforms. This includes handing out, collecting, and keeping accurate records of all issued equipment. Maintain a running inventory of all school equipment and uniforms.**
- 7) Keep assistant coaches, volunteer coaches, managers, and statisticians well informed of what is expected of them.

**Coaches' Responsibility:**1) **To the team:**

- Provide opportunities for young men and women to develop their athletic capabilities to their fullest extent. Promote and teach ethical, aggressive, and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set an example.
- The coach must be fair, ethical, and sensitive to individual differences and needs of athletes.
- The coach must expect that athletes will dedicate themselves to the sport and team by being accountable to the following standards: attend all games and practices, be a good citizen, abide by the athletic code, and respect all opponents and officials.
- Provide strategies and conditioning methods appropriate for the level of competition and maturity of athletes.
- Allow maximum growth of each squad member and ensure the safety and welfare of the athletes.
- Coaches must be physically present during all activities related to practice and competition whether coaching opposite or same gender teams. **Coaches need to specify locker room expectations and remain in the general area until all athletes have departed.**
- Pay particular attention to hazing, harassment (verbal, physical, and sexual) and horseplay.
- Provide proper supervision of athletes with respect to:
  - a. Execution of a dangerous skill
  - b. Readiness for physical contact
  - c. Physical maturity differences pairings for practice or scrimmage
  - d. **The more hazardous the activity, the greater a coach's responsibility for supervision.**

## 2) To the school district

- As a coach you accrue a high level of visibility in the community and with that may come scrutiny to your profession and reputation as a coach
- Your actions and public communications should reflect confidence and respect for the Mexico Academy and Central School District.
- A coach should provide the school with their maximum effort and loyalty at all times.
- An effective coach is one who is respected and carries good personal habits. Make decisions outside the coaching realm that maintains your respect in the community and school.
- Maintain firm, fair, and consistent discipline of your team.
- Coaching an athletic team is an extension of the school. Therefore, the work of a coach should reflect the educational ideals of the school and the educational frameworks for interscholastic athletics as devised by the New York State Education Department.
- As representatives of the school, the coach should urge the student body to be polite, courteous, and fair to the visiting team and game officials.

## 3) To fellow coaches

- Enlist human relation skills that provide for an open exchange of ideas in a courteous, thoughtful manner.
- Provide praise and recognition for assistant coaches whenever possible. Disagreements between coaches should be discussed privately and in a timely manner.

- The head coach should expect all staff to contribute significant time, effort, and thought to the program. Assistant coaches may be delegated various duties that they may wish to do or even like to do; however, their allegiance is expected. On the same token, the head coach should make assistant coaches aware of his/her expectations well in advance of the season.

#### 4) To other coaches and faculty members in the district

- Support, promote, and encourage the total athletic educational program of the school.
- Support and cooperate with other coaches whenever possible
- Support the faculty members of the district. School comes first; therefore, cooperation with the faculty in allowing students to make up homework and tests on practice times is expected. Furthermore, a coach is expected to support the faculty in dealing with disciplinary matters that may pertain to their athletes.

#### 5) Facilities

- Each coach is responsible for the following:
  - keeping locker rooms and practice areas in order
  - storing and using equipment properly (take pride in the equipment and facilities)
  - secure all equipment and storage areas when finished using them

## ADMINISTRATIVE DUTIES

#### End of Season Duties:

At the conclusion of your season, each coach is responsible for the following duties:

- Collect equipment from athletes. You should have a copy of an equipment issue sheet to verify what each athlete must turn in. **All uniforms should be collected immediately after the last contest and athletes should be informed of this ahead of time.** Athletes will be billed for lost or improperly used equipment and uniforms.



- Have uniforms cleaned before you store them at the end of the season.
- Verify that all members on your original squad list did finish the season. Let the athletic director know of the members who quit your team.
- Complete the end of season summary report. Please fill out completely and be sure to note your MVP, Varsity Letter winners, and all-stars.
- Make sure all injury reports are completed and turned into the school nurse.
- Double check that all official vouchers have been submitted to the athletic director to process for payment.
- TURN IN YOUR KEYS (IF APPLICABLE)
- Turn in your medicine kits. Please clean out the kit and return all unused contents.
- Turn in all ice chests and water bottles, if applicable.
- Compile a list of missing or lost uniforms and who was responsible for them and turn into the athletic director.

**Equipment Issue:**

Coaches are responsible for issuing and recording all equipment and uniforms given to athletes. Furthermore, coaches are responsible for collecting all equipment and uniforms at the end of the season. A copy of an equipment issue sheet should be submitted to the athletic director after all equipment has been issued.

**Squad List:**

Coaches are responsible for developing a list of athletes on your team with the following information:

- 1) Grade
- 2) Age
- 3) Date of Birth
- 4) Year the student entered Ninth Grade

This is vital information in determining the eligibility status of a high school athlete. Please submit this list to the athletic director as soon as possible and no later than ten (10) days of the start of the season. This step will help us to ensure that all athletes are meeting the eligibility standards. It can be embarrassing to discover that an ineligible player has been allowed to participate and the team is forced to forfeit games.

## COACHING SPECIFIC

# ISSUES

## **Behavior:**

All coaches are expected to be good role models and lead by example. Since we have a great effect on the growth and development of our athletes, our personal behavior is closely scrutinized and held to a high standard. We are teaching the basic skills of our sport, but most importantly we are teaching basic life skills in commitment, hard work, and a positive attitude. At all times, keep your emotions in check, keep the game in proper perspective, control your language, conduct yourself in a professional manner around the players, coaches, officials, media, and parents. **Establish expectations for your athletes and hold them accountable to those expectations.**

## **Cancellations:**

**Notify the athletic director whenever you cancel practice.** The building secretary for the building that houses your athletes should also be contacted in the event of a necessary cancellation. Coaches should establish a **“phone tree” or use some sort of technology app** to notify athletes of cancellations on non-school days. **Reminder... if you cancel a practice, it should be for a sound reason or for an intended purpose (i.e., numerous injuries or long lay-off between contests).** However, this should be minimal, for it is important to emphasize practice with your athletes for commitment and preparation.

## **Coaches Conduct:**

Coaches should be aware of their status in the community and make decisions that will reflect positively for them and the school. Make every effort to avoid situations where alcohol and tobacco are present in congruence with student-athletes. Coaches should make every attempt to remove the student athlete and then themselves from the situation. As a coach, you are expected to be a role model and conduct yourself in a professional manner at all times. You represent Mexico Academy and Central School and so do your actions. Represent yourself, your team, and your school well!

Coaches are expected to know and respect the boundaries of the coach/player relationship.

## **Coaching Certification:**

New York State requires its coaches of interscholastic athletics to be currently certified in First Aid for Coaches, CPR/AED, complete all applicable coaching courses, and complete training courses in school violence and child abuse.

Updates to First Aid and CPR are provided in-house and at CITI BOCES. There are other opportunities to take these courses with other approved agencies at the coach's expense.

Approved Child Abuse and School Violence Workshops are held at CITI BOCES and online.

Necessary coaching courses include: Principals and Philosophies of Coaching, Theories and Techniques of Coaching, and Health Sciences Associated to Coaching. Additionally, these classes are offered through many colleges and as online courses at the coach's expense.

### **Coaching Certification Requirements:**

- 1) A person holding a current physical education certificate - Able to coach any sport with no further coursework required. First Aid for Coaches and CPR must remain current.
- 2) Person holding a current teaching certificate – Must complete the three required coaching courses. First Aid for Coaches and CPR must remain current.
- 3) Non-certified teacher - Must complete the three required coaching courses, a workshop in child abuse recognition and reporting, a workshop in substance abuse and violence prevention, and apply on TEACH online for a temporary coaching license or professional coaching license.  
All sports that you coach should be included in this application that carries an annual fee of \$50 per sport. First Aid for Coaches and CPR must remain current.

The accepted timeline for satisfying all New York State coaching requirements is as follows:

1<sup>st</sup> Year Coaching – Must be current in First Aid for coaches and CPR/AED, obtain fingerprint clearance, complete workshops in violence prevention and child abuse recognition and reporting, and hold a teaching certificate or temporary coaching license.

2<sup>nd</sup> Year of Coaching – Prior to coaching your second year, you should have completed a course in coaching Principals and Philosophy.

3<sup>rd</sup> Year of Coaching – Prior to coaching your third year, you should have completed either Coaching Theories and Techniques or Health Science course.

4<sup>th</sup> Year of Coaching – Prior to coaching your fourth year, you should have all course work completed.

- Current First Aid for Coaches (only first aid accepted for coaching certification), and CPR must be held at all times in order for temporary certification to be granted.

- 4) After three years of coaching the same sport, you can apply for a Professional Coaching License (you must have accrued 3 temporary coaching licenses in that sport prior to applying).

\*\*\* Must apply separately for each sport you coach \*\*\*

- 5) Failure to meet the above-mentioned coaching requirements in a timely manner will jeopardize your future employment status as a coach in the Mexico Academy and Central School District.

### **Coaching – Employment Terms:**

The conditions of one's coaching tenure are contingent upon the following:

- There are enough participants to field a team for the approved season
- You are to start on or about the starting date for that sport season, and end after the final contest. This includes conducting practices on a regular basis throughout the season.
- That you coach in a professional and ethical manner, and refrain from any conduct that may be considered "unbecoming of a coach."
- Coaching is a one-year commitment with all coaches (volunteer or paid) to be voted on and approved by the Board of Education annually.

### **Coaches Evaluations:**

All coaches will be evaluated by the Athletic Director. You will be observed periodically during practice and/or contests during the season. Coaches will have the opportunity to have a post-season conference. Each coach will receive a copy of their evaluation and have the opportunity to comment if they wish. If a coach is found to "Need Improvement" in the sport they coached, that coach will devise a plan with the athletic director outlining the measures they will take to gain the necessary improvement.

### **Coaches Meetings:**

Varsity coaches are expected (JV and Modified coaches are encourage as well) to attend the "**OHSL pre-season**" meetings conducted at the beginning of the season. The athletic director will notify you of the time and location. Other meetings that varsity coaches are expected to attend are league (pre/post season) meetings. These meetings are vital to our school and our athletes.

All are required to host a parent meeting outlining details in the district code of conduct and team rules for student-athletes and parents at the start of every sport season.

### **College Prospectus:**

As a head coach, you have many responsibilities to your athletes. One such responsibility is that to a college bound student-athlete. You should gear your coaching style to maximize the abilities of your athletes to succeed at your level and potentially play at the college level. Promote your athletes in a moral, ethical manner which gives them as much exposure as possible. This should be done with the team in mind and no special favors to any one individual. You should support an athlete's wishes to play at the college level by responding, in a reasonable manner, to the college's requests for a player profile, setting up meetings with college recruiters, and responding to interested coaches' phone calls. Ultimately it is the athlete's decision, however, as the coach you can provide guidance to the athlete and their parents.

### **Communicating with Parents:**

Parents play a very important role in their child's sport participation. It is important that a coach makes their decisions based on what they are comfortable with, that is good for the team/program and has health and safety of the athletes in mind. Parental influence should not re-direct the coach's decision making and philosophy. Parents should not engage with a coach during the contest or immediately after the contest (win or

lose). Coaches should refrain or offer very little after the contest (so that emotions aren't speaking for you). There is no one perfect way to work with parents, except to understand their perspective and love for their child, and to remain calm yourself.

### **Educational Frameworks for Athletics:**

This refers to the school and specifically the coach's responsibility to promote civility, citizenship, character, commitment, and sportsmanship through athletics. It is to be each coach's duty to promote these values through modeling and reinforcement during practice and games.

### **Managers:**

Coaches are encouraged to enlist the help of managers. They cannot participate physically in practices. It is recommended that those sports that require tasks that are not provided by the school, a coach should enlist managers to assist with these duties. It is the coaches responsibility to notify the athletic office for approval of any prospective managers.

### **Out of Season Players/Coaches Involvement:**

Scholastic coaches are permitted to supervise members of their teams throughout the year. This used to be illegal to do outside of the season.

- School sponsored activities conducted out of the sport season such as general conditioning, weight training, intramurals, recreation, open gyms, club activities and camps are permitted: 1) If such programs are not mandated by coaches or school personnel; 2) If such programs are available to all students.
- Non-school sponsored activities are permitted if such programs are not mandated by coaches or school personnel. (NYSPHSAA Handbook; Eligibility Standards #22 C & D p. 68)

**\*\* Coaches running off-season programs need to keep the safety of their athletes in mind.**

**\*\*\* It is to be stressed to the athlete that their first priority is with the team in which season they are currently in and any out-of-season activity is secondary. Athletes are to commit to the school for all practices and games. It is not acceptable to miss games or practices to go and play an out-of-season, school, or non-school related contest.**

**Coaches should use caution when running your team out of season to avoid conflict with other school teams and burnout for both athlete and coach. Athletes should be cautioned regarding over training and leaving themselves susceptible to injury.**

### **Parent Meetings:**

It is required that all coaches conduct a parent meeting at the beginning of their season.

### **Sports Booster Club Awards Program:**

All Varsity level coaches are expected to attend the end of the year Block M banquet. It is held annually on the first Wednesday night in June. Remember this is a time to pay tribute to the efforts and accomplishments of our student-athletes. **All** comments regarding our student athletes should be positive in nature.

#### **Volunteer Coaches:**

Coaches may employ the assistance of volunteer coaches, who wish to assist the team and program. New York State does not distinguish between a volunteer coach and a paid coach. Any individual serving in a coaching capacity must complete **all** mandatory coaching requirements. Volunteer coaches must be approved by the Board of Education and may only assist the paid coach. They may not supervise the team or assume the role of the coach in the absence of the coach. Accordingly, a volunteer coach must assist in the presence of the paid coach, and never alone with any portion of the team.

## **HEALTH & SAFETY**

#### **Athletic Injury:**

All athletes and parents should be informed of the inherent risk of injury for playing any given sport prior to the start of the season.

If an athlete is hurt, you have several major responsibilities in addition to immediate first aid:

- Report the injury to the school nurse the **next day!**
- Fill out and submit to the school nurse an injury report ASAP! Any time that a coach or the athletic trainer provides care for an injured athlete, they must complete and sign a student injury report. This is to document the injury, record the care given, and provide the necessary paperwork for insurance purposes. Inform the athlete that they cannot return to practice or play until they have received medical clearance from a physician.

**Athletic Injury – Effective Protocol:**

When an athlete is injured at practice or in a game under your supervision, it is paramount that you respond promptly and prudently. Secondly, there are some steps that you should take to show compassion and to protect yourself and the school from liability.

- Provide appropriate and immediate care to the injured athlete(s). Use necessary first aid skills and/or notify emergency medical services, if deemed necessary, as soon as possible. **Do not attempt to provide care or diagnosis beyond your level of training!**
- If the athlete remains at the game/practice, frequently check on the status of the athlete to show concern for their well-being, as well as monitor any change in the injury. Provide a higher level of care if needed.
- Notify the parent of the injury to their son/daughter when they pick up the athlete or by phone. Let them know the nature of the injury, the basic care you have provided, the option to see a doctor or athletic trainer (if available), and to have the parent provide continued basic care at home.
- **Fill out the student injury report as soon as possible.** Turn in the injury report into the appropriate school nurse within 24 hours.
- **If you are in doubt, fill out a report!**

Make a follow-up call in “good faith” to the parents. Ask how the athlete is doing and if the doctor or trainer has evaluated him or her. Ask to be kept informed of their son/daughter’s status. Make the parents aware of the secondary insurance for student accident coverage. Let the parents know that an accident report has been filed with the school.

**Athletic Trainer:**

We have a certified athletic trainer that works with athletes on recovery and attends home events (some higher risk away events as well). If you have an athlete who needs to be seen by an athletic trainer, please notify the athletic office secretary (Kristen Matteson) and she will see that the athlete gets seen by the trainer. **Do not forget to complete an accident report, even if the athlete is still participating.** This is important for insurance purposes.

**Automatic External Defibrillator (AED):**

All coaches are to be certified in the proper use of an AED. An AED must be present at the field of play and practice so that it can be accessed within three minutes of the emergency.

**First Aid Kits:**

Each coach needs to obtain a medical kit (stocked) from the athletic office. This item should be with the coach at all times. Become familiar with the contents of the first aid kits and how to use them effectively. It is the coach's responsibility to make sure that the kit remains adequately supplied and that athletes are not permitted open access to the kit. **The coach or athletic trainer must treat all injuries.**

**Inclement Weather:**

Coaches must remain aware of the weather at all times and plan their practices and contests accordingly. During hot weather, make sure you have an adequate water supply and plan for several water breaks. During cold weather make sure that athletes are properly dressed for the elements. The New York State Public High School Athletic Association has developed a new procedure pertaining to the heat index and wind chill.

Use caution during rainstorms. The first sign of thunder or lightning, all personnel should seek shelter. Practice or play may resume 30 minutes after the last bolt of lightning or sound of thunder.

**Physicals:**

All athletes competing in interscholastic athletics must have a physical and be approved by a physician prior to each sport season. Coaches will need to check with the athletic office (Family ID) prior to each season in order to determine which athletes have been cleared for competition. **If you do not have a record of an athlete's being approved, then they are not to play or practice until medically approved to do so. This is very critical as the school district will be held liable should an injury occur. Additionally, a player that has not had an up-to-date physical is an ineligible player and any team that practices or plays with an ineligible player may be forced to forfeit games.**

**Supervision:**

Coaches are responsible for the continuous supervision of all athletes **before, during, and after games/practices**. To prevent student athletes from unnecessary injury and to better protect the coach from liability, it is essential that supervision responsibilities be taken seriously and be considered a priority.

# POLICY & PROCEDURES



### **Philosophy of Interscholastic Athletics:**

At MACS, we believe that athletics are important co-curricular activities that are an integral part of a student's life. It is our mission to provide as many interested students as possible with an opportunity to participate in athletic competition. It is the nature of athletic competition to strive for success. Although winning is important, it does not replace all other goals. The number of victories is only one criterion when determining the season's success. The main purposes are to promote the physical, mental, moral, social, and emotional well-being of student-athletes through aspects of athletic contests.

### **Modified Program Philosophy:**

The modified program is open to all academically eligible students in grades seven (7) and eight (8). It is also open to students in grade nine (9) programs that do not have a JV team. In the event that the varsity team needs players to fill the squad, 9<sup>th</sup> graders may be asked to participate at the varsity level.

At this level, the focus is on learning athletic skills, game rules, fundamentals of team play, commitment to a team, appropriate sportsmanship descriptions, and to participate in healthy competition. Depending on the sport and the number of participants, it may be necessary to conduct tryouts and make cuts in selecting a team. It is our policy to play all participants at this level (not necessarily equally), however each participant will be expected to make a commitment to all practices and follow the Athletic Code of Conduct. This program is designed to offer students the opportunity to engage in a more highly organized competitive experience than what is found in intramural programs, but not as involved as in Varsity and Junior Varsity competition.

### **Junior Varsity Program Philosophy:**

The junior varsity program is open to those academically eligible student-athletes who display the potential of continued development into varsity level performers. With this in mind, it may be necessary to conduct tryouts and make cuts in selecting a team. Generally, the majority of the roster will be students in grade nine (9) and ten (10). Students in middle school may be considered if they have satisfied all SED requirements of the Athletic Placement Process required for their particular sport **and** have parental approval along with approval from the Junior Varsity Coach, Varsity Coach, and Athletic Director (the athletic placement process cannot commence without the approval of the Athletic Director).

Junior Varsity teams work toward achieving a balance between team and player development and striving for victory. The outcome of the contest becomes more of a consideration at this level. The coach will make an effort to play all players, but inevitably there will be circumstances that some team members may not see individual game action.

### **Varsity Program Philosophy:**

The Varsity program is open to all academically eligible high school students who display advanced skills. It is possible, but rare, for middle school students to be included. In cases where an advanced level of physical development, athletic skill and appropriate social-emotional development is demonstrated in a middle school student, they may be considered. Students in middle school must satisfy all SED requirements

of the Athletic Placement Process required for their particular sport **and** have parental approval along with approval from the Varsity Coach and Athletic Director (the athletic placement process cannot commence without the approval of the athletic director).

The goals of the Varsity teams include: preparing to perform at the highest level, striving for victory in each contest, and working to reach the maximum potential of the group and individual. Playing time for individual team members will be determined by game strategy, work ethic, and skill. As such, all individuals on the varsity team have equal opportunity to play regardless of their age or grade. Since the coach is attempting to put the team in a position to win each contest, it is possible that some individuals on the team will not see game action. Additionally, it is possible that underclassmen may see game action prior to upperclassmen. The Varsity Coach is the leader of that individual sport's program and will, in collaboration with the Athletic Director, establish the program's instructional strategy that is appropriate for each team at each level of competition.

### **Academics:**

Our student-athletes are students first, athletes second. Coaches are expected to monitor their athletes' progress throughout the season to ensure academic proficiency. Any students that are failing any subject will be subject to the eligibility requirements outlined in the code of conduct.

### **Extracurricular Code of Conduct:**

The extracurricular code of conduct is a set of guidelines that outlines the conditions of an athlete's eligibility for interscholastic athletic competition. Prior to beginning practice for each sport, athletes must sign and agree to abide by the athletic code of conduct on the family ID system.

### **Athletic Conferences:**

Athletic conferences or coaching clinics are integral to expanding and improving coaching knowledge and technique. We encourage all coaches to attend clinics/conferences on a routine basis, to benefit themselves and their programs. The district will look at requests on an individual basis.

### **Away Contests:**

All athletes will be required to ride the team bus to away contests. Should there be unusual circumstances where it is not possible for the student to ride the team bus (doctor's appointment, etc.) the student will be required to present a signed parent note documenting the reason they will not be able to ride the bus. Once permission from the parent is granted, permission must then be obtained by the Athletic Director or Building Principal by way of signing the parental note.

Athletes may return with a **parent** rather than ride the bus. Athletes wishing to ride home with an individual other than their parent must have a parent permission form signed the day before the game by the Athletic Director or Building Principal. Students not returning on the bus will need to be signed out by the adult that is responsible for transporting them home.

**College Eligibility:**

Coaches should assist athletes and their parents through the recruitment process. In order to practice and play as a freshman at an NCAA Division I or II school, a student-athlete must satisfy the NCAA eligibility standards. See the athletic director or guidance counselor for more information regarding the NCAA eligibility standards.

**Conflicts with other Extra-Curricular Activities:**

These conflicts should be worked out mutually, well in advance, between the coach, players, parents, and advisors. A competition should take priority over a practice. Athletes and parents must realize coaches have a responsibility to be fair to the team members present, as well as those missing practice, and that may mean someone who misses practice(s) for whatever reason(s) may have their position or playing time adjusted accordingly. **Coaches are to keep the total sports program in perspective when promoting your sport. Your athletes should be encouraged to play other sports in the off-season for cross training benefits and they should not be demanded to play two sports simultaneously.**

**Dismissing a Squad Member:**

Coaches desiring to dismiss an athlete must meet with the Athletic Director prior to taking any action. Coaches should document reasons for wanting to dismiss an athlete.

**Disturbances:**

If a disturbance prevents the normal performance of a player or coach, at home contests, Mexico coaches will inform referees, opposing coach, athletic director, SRO, or chaperone of the disturbance and the person(s) involved. If the situation does not rectify itself, then you as the coach will inform the violator that the police will be called, and charges may be pressed.

At away games, Mexico coaches will request the official to contact the home coach and instruct him to control the situation. If not corrected, your team will leave **only** as a last resort.

At all times, keep your team under control and take the necessary measures to do so (remove your player from the competition and/or bench area).

**Early Release for Athletic Competition:**

Student-athletes are permitted to be released early for those scheduled athletic contests in which it is necessary. The coach shall submit a roster of those athletes on the team to the athletic secretary for approval and distribution to faculty and staff. Additionally, the coach shall submit a roster to the athletic and building secretary for attendance purposes (especially if athletes will not be in school at all for the duration of the school day). When possible, the roster should be turned in two days prior to the competition. All members of the team should report to their last class until their dismissal time. It is the responsibility of the student athletes to see their teachers for all the schoolwork missed.

**Entrances and Exits to the Building:**

Coaches are reminded to have their athletes bring all necessary school materials with them to the locker room, so that we can isolate all after school building traffic to their specific areas. Athletes should enter and exit the buildings near the gymnasiums and have no purpose in other parts of the building without supervision.

**PLEASE REMIND STUDENTS TO REMOVE ALL SPIKES AND CLEATS UPON ENTERING THE SCHOOL BUILDING!!!**

**Greeting Guests:**

As a courtesy to our guests and officials in competition, we at Mexico Academy and Central School are asking all coaches, whenever possible, to assist in greeting the visiting teams that come to our facilities. Simply, all we are asking is that you or one or two designated athletes greet the visiting team(s) as they arrive at the contest site. We should provide the following courtesy, though not limited to:

- Welcome the coach and officials to our school
- Let them know where the restrooms or locker rooms are, if needed
- Let them know where they can get water, if needed
- Direct them to the field and bench area
- Give vouchers to the officials
- Anything else you may see fit for your particular sport
- Let's make our opponents feel welcomed in the same manner we would hope to be welcomed; then go out for the victory

This should not be very time-consuming but should have a lasting impact. Designate a manager or have team members take turns with this effort.

**Hazing:**

Coaches are to supervise their athletes at all times during practices and games (before and after) and monitor their athlete's behavior toward one another. The picking on, harassing or otherwise "hazing" (whether virtual or in-person) of athletes or other students is intolerable and can result in suspension. All athletes on a team are expected to be treated equally and placed under no undue stress based on age, grade, sex, sexual orientation, religion, or role on the team. Any acts of "initiations" for the above-mentioned reasons are intolerable and can result in suspension.

**Ice Machine:**

The ice machine is located in the high school PE training room area and the Middle school PE area. This is to be used for injuries and water buckets. Do not store other items in the ice machine area. Notify the athletic director if the machine is not working properly. Please remember to close the ice machine door after you have finished removing the ice. You should have ice and water with you for all games and practices!!

**Keys:**

Coaches will be issued all necessary building and storage keys for their coaching assignment. It is the coach's responsibility to make sure the keys are secure at all times and are not given out to others. **NEVER** give your keys to your student athletes. Keys are to be used in a manner in which they were issued to the coach, for the purpose of their sport only, not for outside use. When applicable keys must be turned in at the end of the coach's season.

**Legal Excuses:**

Should an athlete have to miss or be late for a practice or game, they should provide the coach with a written note beforehand or communicate with the coach as soon as possible. Legal excuses would include: college visit, educational trip, family or personal illness, death in the family, medical appointment, or staying after school for extra help. **Work is not an acceptable excuse to miss practice or games.** However, some circumstances arise, despite pre-planning, which work conflicts may not be avoided. Remember, the athletes have made a commitment to the school and team to play.

**Media Exposure:**

It is the Head Varsity Coach's responsibility to report all pertinent game statistics and results to the local media. Typically, the home team is responsible for calling in the results of a given contest. If in doubt, call in the game yourself. Don't let your game or athletes go unnoticed because of a lapse of duty by you or the opposing coach.

Additionally, it is important to keep the student body and faculty informed about upcoming contests and game results. Please contact the appropriate building secretary as well as the Athletic Director when relaying information to the student athletes. Also, we would like to post game results of Varsity contests on our school twitter account. Please text the Athletic Director with the results of your varsity contests.

Andy Gates, Athletic Director - 963-8400 ext. 5020

Kristen Matteson, Athletic Secretary - 963-8400 ext. 5020

Lisa Wood, High School - 963-8400 ext. 5118

Julie Hall, Middle School - 865-4116 ext. 4201

[agates@mexicocsd.org](mailto:agates@mexicocsd.org)

[kmatteson@mexicocsd.org](mailto:kmatteson@mexicocsd.org)

[lwood@mexicocsd.org](mailto:lwood@mexicocsd.org)

[jhall@mexicocsd.org](mailto:jhall@mexicocsd.org)

**Out of School Suspension:**

All student-athletes at Mexico Academy are expected to conduct themselves in a morally and ethically appropriate manner. It is an expectation that all student-athletes uphold the ideals of character, civility, citizenship, commitment, and competence. Failure to maintain such ideals may result in disciplinary action, including in-school or out of school suspension.

Conduct resulting in an out-of-school suspension will prohibit a student athlete from participating in practice and/or games for the duration of the suspension. The student-athlete is not allowed on school property and cannot attend a school related function or activity. Student-athletes may be subject to further game/contest suspensions beyond the suspension period depending on the nature of the offense. This decision will be reviewed and determined by the athletic director and building principal.

**Parental Communication:**

All initial concerns from parents will be dealt with by the specific coach. Should the concerns continue after the coach and parent have met a meeting with the parent, coach and the Athletic Director may be warranted.

Communication Path:

1. Athlete to Coach
2. Parent to Coach
3. Parent to Athletic Director
4. Parent to Building Principal
5. Parent to Superintendent

**Meetings between coach and parent should not take place prior, during, or immediately following a contest as this is when emotions are high. Parents should be requested to schedule an appointment for a meeting at a better time.**

This process should be highlighted at the beginning of your season via a parent letter or during a parent meeting to open communications, as well as, channel them in the appropriate manner.

**Personal Use of School Equipment:**

Coaches may only use school equipment on school grounds as an approved school function.

**Pre-Season Meetings:**

The athletic director will set up dates for pre-season coaches' meetings and all coaches must attend unless the Athletic Director has been communicated with a sound reason for needing to miss the pre-season coaches meeting.

**School Rules:**

All students must abide by their school building rules. Athletes may be denied participation or competition if found in violation of these rules. Behaviors such as: consistent tardiness, acts of dishonesty, use or possession of alcohol, tobacco, or other drugs, intimidation, fighting, disrespect, possession of a weapon, insubordination, profanity, or possession of obscene material can lead to a suspension from athletic participation. School administrators shall determine the appropriate consequences based on the seriousness of the offense and previous disciplinary record of the student. **All student-athletes will be held to the school's co-curricular eligibility policy.**

**Scrimmages:**

All scrimmages must have prior approval of the Athletic Director. Scrimmages are considered practices and must follow NYSPHSAA guidelines.

**Sexual Harassment:**

Coaches are responsible for the supervision and well-being of all of their athletes. A coach is to have no tolerance for harassment (in this case sexual) toward their athletes, or by their athletes. Defined, sexual harassment is unwelcome conduct of a sexual nature. This includes unwelcome sexual advancements, requests for sexual favors, and other verbal/nonverbal or physical conduct of a sexual nature. A coach is to monitor their athletes at all times under their supervision and do not ignore the smallest comment of a sexual nature.

Pro-active measures to prevent sexual harassment:

1. Publicize the policy with athletes and parents at pre-season meeting.
2. Publicize the grievance procedure so that the athletes know how to respond to the sexual harassment.
3. Be visible in the locker rooms, hallways, bus, etc.
4. Be aware of inappropriate behavior and address it immediately.
5. Remember, sexual harassment can occur in various forms: coach to player, player to coach, coach to coach, player to player, between opposite sex, and between same sex.

Male coach of female athletes and female coach of male athletes must take precautions to never be alone with an athlete (always have others or at least one witness around). Use caution in your mannerism around opposite sex athletes and certainly use caution in your physical contact with opposite sex athletes. It is understood that touching an athlete of the opposite sex (pat on the back/shoulder, hugging) in a congratulatory manner is acceptable; however, proper discretion should be taken.

**Special Nights:**

Coaches conducting any special parent nights or other special recognitions such as end-of-season banquets, etc. are to notify the Athletic Director well in advance.

**Sport Camps:**

The operation of a sport camp utilizing the Mexico Academy and Central School facilities may be permissible. Camps will be run under the direction of the coaches with approval from the Athletic Director. Coaches wishing to conduct a camp must complete the proper use of the facilities request located on the district website.

**Sportsmanship:**

All coaches, athletes, and spectators are always to conduct themselves in a civil manner. The ideals of citizenship, respect, and fair play are expected to be upheld throughout the athletic competition. The head coach is responsible for controlling fellow coaches, his/her players, and spectators when possible. Coaches are expected to share their sportsmanship expectations with athletes and parents at their pre-season meeting. As coaches, you represent yourself, your school, and your players. Please conduct yourself in a way we can all be proud.

**-\*Try-Outs:**

The New York State tryout period is the first 5 days of practice or less. Individuals practicing after the fifth day of practice are considered squad members of that team.

In sports where “cuts” have to be made, all coaches must:

1. Clearly explain the criteria for making the squad before the first practice
2. Use an objective rating form (rubric) that includes, but not limited to, the essential skills needed for the given sport.

Use tact in notifying individuals who have not made the team. You may want to talk individually, whenever possible, with all who tried out to let them know why they will not be a part of the team. Whenever possible, have an assistant coach or other coach with you while talking to the athlete. Every attempt to not meet with a student-athlete individual should be made.

#### **Uniform Use:**

Game uniforms are to be used for school related sporting events only. They are not to be used for out-of-season tournaments or leagues or during practice. Uniforms may be worn in school to support school spirit, but athletes should be cautioned in wearing them off school grounds out in public. Essentially, by wearing the uniform, a person represents the school, and we would like to discourage the misrepresentation of our school by actions from a person wearing that uniform.

#### **Vouchers:**

Coaches are to give each game official a voucher/claim form at all home contests where officials are needed. Coaches are responsible for turning in the vouchers to the athletic director **the day of or the day following** the contest.

## **PRACTICES**

#### **Practices:**

Practice sessions should be designed to improve fundamentals, master game concepts, implement game strategies, and improve physical fitness. Learning, improving, and fun should be the premise of all your practices. Make sure you have a plan and a purpose for what you are practicing and a plan for health and safety, as well as, the overall development of athletes and team. Whenever possible, write in health and safety precautions right in your practice plans. **Athletes must never practice or engage in an activity without a coach present!**

#### **Practices – Minimum Before Competition:**



The required number of practices needed prior to scrimmages and games vary from sport to sport. See the sport standards from the NYSPHSAA handbook for this information.

**Practices (Open or Closed):**

In general, a practice session for interscholastic athletic teams held on an outdoor field or an indoor court is considered to be open to parents or other interested parties, however, any person, adult or child, who disrupts the coach and/or student-athlete during a practice session by their words or actions will be directed to leave the area by the coach. If that person fails to cooperate with that directive, law enforcement officials may be contacted.

**Practice Plans:**

Each practice a coach should have an outlined practice plan that lays out how he/she plans on running practice and what they wish to accomplish. The practice plan should serve as the map that guides the coach through the practice session. There should be certain goals and objectives that the coach wants to achieve with every practice. This could range from a game plan for the next opponent or installing new strategies and techniques to enhance the basic fundamentals. Practice plans should be available for the athletic director to review, as necessary.

**Practice Schedules:**

Coaches are expected to provide athletes and the athletic director with advanced practice schedules during their season. Winter coaches will be provided with a schedule from the Athletic Director as will spring and fall coaches that are holding indoor practices. Coaches are encouraged to work with each other when sharing facilities. Any time there is a change, it creates tremendous potential for confusion. Try to follow the practice schedule as much as possible. Anytime there is a change in the practice session the coaches must notify the Athletic Director.

**Practice Times:**

Coaches are expected at their practice facility ideally by 3:00 pm for all practices starting after school. Coaches should report to practices at least 15 minutes prior to the start of any evening or weekend practice time

# **RULES & REGULATIONS**

## (NY STATE/SECTION III)

### **Amateur Status:**

An amateur is one who engages in athletic competition solely for the pleasure of the activity and the physical, mental, and social benefits from participation. Amateur status is forfeited for the following reasons:

- Competition for money or other compensation
- Receiving an award or prize of monetary value which has not been approved by the NYSPHSAA
- Capitalizing on athletic fame by receiving money or gifts of monetary value
- Signing a professional playing contract in that sport

### **Athletic Eligibility:**

An athlete has four years from the moment they enter ninth grade to play high school athletics. Any athlete who turns nineteen (19) prior to July 1<sup>st</sup> is no longer eligible for interscholastic competition.

### **Bona Fide Student:**

An athlete must be a bona fide student at the high school and must be enrolled in three classes plus physical education per year. A bona fide student is a regularly enrolled student whose name is on the official attendance register of the secondary school represented and who is in good standing.

### **College Participation:**

Per NYSPHSAA rule (By-laws and Eligibility p.59 #7) a student is no longer eligible to represent the school in that sport in that season if the student-athlete participates in practice or competition with or against any college athletic squad during that season.

**Disqualification:**

Per Section III rules, any coach or athlete who is ejected from a contest must also sit out the next scheduled contest. **The athletic department reserves the right to further penalize above and beyond Section III as deemed necessary.**

**Foreign Exchange Students:**

Foreign exchange students must meet all the eligibility requirements of student-athletes as outlined:

- They must be sponsored by a Council of Standards for International Exchange & Travel (CSIET) approved program.
- The student must **not** have graduated from the secondary school system in their country.
- They must not have turned 19 prior to July 1<sup>st</sup>.
- Their athletic participation must be within four years of entry into grade 9.
- They must be a bona fide student.
- Must be an amateur.

**Health Examination:**

A student who may engage in interscholastic competition shall receive an adequate **health examination and health history update**. A health examination must be completed once every 12 months, and a health history update must be completed prior to the beginning of each sporting season. A student-athlete may not participate without the approval of the school medical officer.

Note: Athletes that compete without an up to date health examination and health history update are considered ineligible players. Practices will not count until the athlete is approved by the school medical officer. Additionally, contests will be forfeited any time an ineligible player participates.

**Mixed Competition:**

It is permissible for girls to play on boys' teams and boys to play on girls' teams under the following guidelines:

- The athletic director must be notified as soon as possible, so that necessary procedures and notifications can take place in a timely manner.
- No student shall be excluded from interscholastic competition on the basis of sex.
- The athlete's eligibility for mixed competition will be governed by a review panel (as outlined in the Section III handbook).
- A complete athletic profile will be compiled for the athlete that includes: a physical, a fitness test, and other medical and athletic history information.
- A female athlete may elect to play on a team organized for males if the school does not offer the same sport for females.

- A male athlete may elect to play on a team organized for females only if the same sport is not offered to males and if their participation will not have a significant adverse effect upon the opportunity of females to participate and compete successfully in that sport.
- All Section III guidelines must be followed.

### **Athletic Placement Process (APP)-**

When potentially selecting a middle school athlete to move up to play Junior Varsity or Varsity level sports, please keep in mind the premise in which the procedure was designed. This procedure is designed to promote exceptional athletes to a higher level of competition in order to maximize his/her athletic abilities. We must keep in mind the athlete's physical, mental, and social safety. For the integrity of the selection classification procedure, it should be in the best interest of the athlete to move up a level. We are not to selectively classify athletes for the purpose of filling a team.

#### **Purpose:**

It is a process designed by New York State for screening students to determine their readiness to compete in interscholastic competition by evaluating their physical maturity, fitness, and skill.

#### **Design:**

- For mature and exceptionally skilled students to advance to an upper level and less developed students to participate at an appropriate lower level that is suited to their development and ability.
- There should be no doubt that a student recommended for APP is going to play a majority of the time at the desired higher level.

#### **Not Designed To:**

- Fill positions on teams.
- Provide additional experience.
- Provide a place for middle school students when no modified program is offered.
- As a reward for a student.
- Avoid conflict of interest with a coach at a lower level.

#### **Physical Considerations:**

- The student may be competing against older and more physically mature students.
- The student may be capable of handling themselves in the aforementioned situation during practice and game situations.

**Social Considerations:**

- There is the potential that a student may become alienated from the team because of their skill or the fact that they are playing ahead of older students. This may become uncomfortable and impede the student's ability to compete to the best of their ability.
- There is the potential that a student's classmate(s) that remain on the lower-level teams may display some jealousy or envy toward the student.
- Not feeling like a part of the team.
- There is potential for younger students to be exposed to conversations and actions of older aged students.

**Mental Considerations:**

- The fact that the student may lack physical maturity in relation to the older members of his/her team may impact the student's self – esteem.
- Trying to fit in with a relatively new group of teammates may cause some mental anguish.
- Any of the previously mentioned considerations may impact the student's mental/emotional well-being.

**Athletic Placement Process (APP):**

1. Student must be recommended, by the coach of the specific sport, to the Athletic Director.
2. Student must have Parental Permission form read and signed by their parents/guardians and returned to the athletic director.
3. Student must be evaluated by the school physician to determine their level of physiological maturity.
4. If physiological maturity is approved, the student must complete and pass a physical fitness test administered by the athletic director or physical education teacher (not the coach of the desired sport).
5. The coach should submit a completed Sports Skill Evaluation form to the athletic director.
6. If there is any hesitation from the students or parents or they are not sure about moving up, then the student should not move up!

**Thunder & Lightning:**

When thunder is heard or lightning is spotted, all outdoor games and practice activity must be suspended. Seek shelter immediately to ensure safety of all. Activity may be resumed 30 minutes after the last sound of thunder or strike of lightning.

**Transfer Students:**

As soon as a coach hears that they may be getting an athlete who is transferring from another school, they need to notify the Athletic Director immediately. A transfer student must have physically moved into the district (moved from house in one district to a house in our district with their parent or guardian) for that athlete to be eligible to compete for our school.

## **Parent – Coach Relationship**

Both parenting and coaching are very difficult vocations. By establishing an understanding of each person's role, we will be better able to accept the actions of the other and provide great benefits to children participating in Interscholastic Athletics. When your child(ren) become involved in our sports program, you should have an understanding of what expectations are placed on your child. This begins with clear communication from the coaches of your child's program.

### **Communication you may expect from your child's coach**

1. Philosophy of the coach
2. Expectations that the coach has for your child as well as for the participants on the team
3. Location and times of all practices and contests
4. Team requirements (i.e., fees, special equipment, attendance, etc.)
5. Procedure should your child be injured during a practice/contest
6. Discipline that may result in the denial of your child's participation

### **Communications coaches expect from parents**

1. Concerns expressed directly to the coach
2. Notifications of any schedule conflicts well in advance
3. Specific concerns regarding coach's philosophy and/or expectations
4. Health related issues that may impact a child's ability to participate.

As your child becomes involved in programs at Mexico Central Schools, they will experience some of the most rewarding moments in their lives. It is important to understand that there also may be times when things do not necessarily go the way that you or your child may wish. At these times, discussion with the coach is encouraged.

### **Appropriate concerns to discuss with the coach**

1. The treatment of your child mentally and physically
2. Ways to help your child improve (i.e., attendance at camps, summer leagues, etc.)
3. Concerns about your child's behavior

It is very difficult to accept your child's not playing as much as you and your child may hope. Coaches are professionals. As such, they make judgment decisions based on what they believe to be the best for all athletes involved as well as the team as a whole. There are bound to be areas where you as a parent disagree with a coach's decision. While the issues above are appropriate to be discussed with the coaches, certain things must be left to the discretion of the coach.

### **Issues NOT appropriate to discuss with coaches**

1. Team strategy
2. Play calling
3. Amount of playing time
4. Other student athletes

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

**Procedure to follow to discuss an issue with a coach**

1. Call or email the coach to discuss the issue with the coach or to arrange an appointment to meet with the coach.
2. If the coach cannot be reached at school, call the Athletic Director, Mr. Gates, to arrange an appointment to discuss or meet with the coach.
3. **Do not attempt to confront a coach before, during or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution of issues.**

**What can a parent do if the meeting with a coach does not provide a resolution?**

1. Call the Athletic Director, Mr. Gates, to discuss the issue and possibly arrange a meeting with the parent, coach and athletic director.
2. If this step does not provide a solution, then a meeting with the principal, athletic director, parent, and coach may be arranged.

We sincerely hope that this information will assist in making you and your child's experiences with the Mexico Central School Athletic Department more enjoyable and rewarding!