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[NYSPHSAA Handbook \(PDF\)](#)

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## **SECTION I**

# **INTRODUCTION**

This handbook is designed to give coaches the essential policies of interscholastic athletics in the Brockport Central School District. Included are copies of the New York State regulations as well as our own school guidelines. Hopefully, this information will answer most of the questions which a coach might have regarding our athletic program. If there are areas which are not included, or should there be a need for interpretation of a specific policy, coaches should consult with the athletic director or an administrator. It is our intention that this handbook will be a useful tool and that it will improve the overall effectiveness of our interscholastic program.

## **PHILOSOPHY OF ATHLETICS**

Brockport Central School District (BCSD) believes that the opportunity should be provided for all students to participate in some form of interscholastic or intramural athletic competition.

The District believes that athletic competition provides opportunities for students to grow physically, socially and intellectually through their experience in self-discipline and their contributions to a team effort. The actual competition is believed to be the culmination of many aspects of athletic instruction. The teaching of basic fundamentals, rules and conditioning and the fostering of a healthy attitude toward competition are felt to be the primary and essential goals of athletic instruction.

BCSD will provide students with athletic competition in a variety of sports and quality, competent coaching without regard to age, color, disability, ethnicity, national origin, race, religion, sex, gender identity and expression or sexual orientation. The District also recognizes the importance of spectators at athletic competitions and the role they play in the students' development of playing before an audience.

It is recognized that a well-organized and efficiently conducted athletic program is a significant factor in the morale of a high school student body and an important aspect of positive community-school relations. It is the nature of athletic competition to strive for victory. However, the number of victories is only one criterion when determining a season's success. Placing too great an emphasis on winning can be harmful in the development of well-rounded athletes and attitudes among students and the public. The District believes guiding teams to attain maximum potential and developing a mindset to be a gracious winner and a good loser are important goals in the educational aspect of athletics. To this end, the District recognizes that the various athletic levels have differing goals.

## **PHILOSOPHY BY LEVEL**

### **Modified B: (7/8 grade students are eligible)**

This program of competitive sports focuses on the fundamentals of the game, rules, training and basic skills. Emphasis is placed on basic skill development and maximum participation is desired. Eligible participants will play in all contests. All team members who participate the entire season will receive an equal award.

### **Modified A: (7/8/9 grade students are eligible)**

This program is similar to the modified program in that basic skill development is stressed. The participant should become versed in the rules of the game and every effort will be made to play participants in contests. All team members who participate the entire season will receive an equal award.

### **Junior Varsity: (9/10/11 grade students are eligible)**

The junior varsity level of competition is the program where increased emphasis is placed upon team play, physical conditioning and refinement of basic skills. Winning at the junior varsity level is considered important, and participants should be taught how to cope with losing and crowd influence during contests. Each individual will be given the opportunity to play during the season at the discretion of the coach. All team members who participate the entire season will receive an equal award.

### **Varsity: (9/10/11/12 grade students are eligible)**

The varsity level of athletic competition is the culmination of the high school athletic program. Team play, sportsmanship, individual physical ability, motivation and mental attitude are very important aspects of varsity competition. The team definitely plays to win the contest but varsity contestants should accept the fact that important lessons are to be learned from losing. It is recognized that not all participants play in every contest. All team members who participate the entire season will receive an equal award. Ability and attitude will be the determining factors in making the team at the varsity level.

## **MCPSAC LEAGUE PHILOSOPHY**

The primary purpose of our league is to foster, promote, and regulate the athletic programs of the schools involved in the league. The physical, mental, emotional, and moral well-being of the individuals involved should always be of the utmost importance.

We as administrators, teachers, coaches and officials should never lose sight of the fact that athletics is an integral part of the total education program and only the highest standards of conduct will be expected from all who participate.

## **NEW YORK STATE CODE OF ETHICS**

### *IT IS THE DUTY OF ALL CONCERNED WITH SCHOOL ATHLETICS:*

1. To remember that an athletic contest is only a game, and not a matter of life or death for player, coach, school, official, fan or community, state or nation.
2. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
3. To eliminate all possibilities which tend to destroy the best values of the game.
4. To stress the values derived from playing the game fairly.
5. To show cordial courtesy to visiting teams and officials.

6. To establish a happy relationship between visitors and hosts.
7. To respect the integrity and judgment of the sports officials.
8. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
9. To encourage leadership, use of incentives, and good judgment by the players on the team.
10. To recognize that the purpose of athletics is to promote the

### **MCPSAC LEAGUE COACHING ETHICS**

- I will treat each player, opposing coach, official, parent and administrator with respect and dignity.
- I will do my best to learn the fundamental skills, teaching techniques and strategies of the sport that I am coaching.
- I will become thoroughly familiar with the rules of the sport that I am coaching.
- I will uphold the authority of the officials who are assigned to the contest that I coach.
- I will cooperate with the administrators of our schools and league in the enforcement of rules and regulations, and I will report any irregularities that violate the rules.
- I will protect the health and safety of the players by insisting that all of the activities under my control are conducted for their psychological and physiological welfare.
- I will remember that athletics are games to be played for **FUN**.
- I understand that teaching and learning, more than winning, lie at the heart of athletics.
- I understand that one of my top priorities should be a balance between education and athletics.
- I understand that I must work hard at coaching and provide a positive role model for my players.

### **LEGAL DUTIES FOR COACHES**

1. **A safe environment is important**  
Facilities and equipment must be safe for both the users and others involved in the competition. Adverse weather conditions must also be taken into account during competition and practice sessions.
2. **Activities must be adequately planned**  
Impaired learning ability and injury may be the result of unplanned practice sessions. Using appropriate progressions in teaching new skills, especially potentially dangerous skills, is imperative.
3. **Athletes must be evaluated for injury and incapacity**  
Athletes with an injury or incapacity should not be expected to perform any potentially harmful activity. No athlete should ever be forced to take part in any activity that they do not wish to. Individual differences must be accounted for.
4. **Young athletes should not be mismatched**

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

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

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

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

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

7. **Activities must be closely supervised**

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

8. **Coaches should know first aid**

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

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

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

10. **Coaches should keep accurate records**

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

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

## **SECTION II**

### **EXPECTATIONS AND CONDITIONS OF EMPLOYMENT**

#### **Appointment to a coaching position**

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated coaches. All coaching positions are yearly appointments. Each coach will be evaluated annually by the Athletic Director, and a satisfactory evaluation will be essential for continuation in that position for the next school year. Incumbent coaches with satisfactory evaluations will, usually, continue with their assignments. All vacancies and newly created coaching positions will be posted internally.

A selection will not be made based on internal posting. If an appropriate candidate cannot be found within the school district, the position will then be posted externally. All candidates will be interviewed by the Building Athletic Director and committee. Upon selection, a candidate will be recommended to the Superintendent of Schools by the District Athletic Director.

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

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

#### **JOB DESCRIPTIONS**

##### **BROCKPORT: VARSITY HEAD COACH**

#### **REPORTS TO**

Athletic Director

#### **CERTIFICATION**

- New York State Teacher (preferred)
- NYS Coaching Licensing (TEACH Account – if applicable)
- Current First Aid for coaches as required by NYS
- Current CPR/AED as required by NYS
- Current Concussion NFHS
- DASA/CAIR/SAVE
- Courses for each sport as required by NYS
- Fingerprinting
- Sexual Harassment Training Annually

**DURATION**    One-year Appointment

#### **PRIMARY RESPONSIBILITIES**

The varsity head coach is responsible for providing leadership for the entire program. They are responsible for communicating expectations and philosophy to the coaches at each level in their program. The varsity head coach makes suggestions and decisions for the entire program, such as but not limited to; equipment, uniforms, safety, scheduling, recruitment (including APP), and staffing. The varsity head coach keeps up to date on current issues and trends in the sport. They work with the Athletic Director to ensure the program operates in accordance with policies and procedures for Interscholastic Athletics as developed by NYSPHSSA, the MCPSAC league, Section V, and the Brockport Central School District Board of Education.

## **SPECIFIC DUTIES**

- Provide a plan to the Athletic Director outlining objectives prior to the start of the season including a calendar, possible APP candidates, and any out of section trips.
- Plan and supervise all aspects of the varsity team.
- Supervise all coaches in the program and communicate with them regularly, including the pre and post season.
- Completes injury reports as necessary, accurately, and in a timely fashion.
- Attends lower-level contests/practices as scheduling permits.
- Keep accurate attendance records to ensure participants meet NYSPHSAA eligibility requirements.
- Teach students the skills and strategies necessary to be successful.
- Serve as a role model for sportsmanship, professionalism, and integrity.
- Develop a detailed plan for each practice.
- Communicate in an appropriate, timely manner with players, colleagues, and parents.
- Review Athletic Department training and academic/attendance eligibility rules with each student.
- Review team selection processes, including selection criteria with students and parents
- Seeks to help athletes achieve goals beyond High School.
- Completes End of Season and Inventory Report.
- Notifies the Athletic Director of any unusual incidents in a timely manner.
- Notifies the Athletic Director of any personnel concerns in a timely manner.
- Seek and attend professional development opportunities.
- Accurately report scores and game highlights.
- Works with booster clubs to promote their programs.
- Provide off-season training opportunities to student-athletes.
- Ensures official vouchers are completed accurately for every contest and submitted in a timely manner to the Athletic Office.
- Attend meetings as required including:
  - ☐ Pre-season athletes' and parents' meetings
  - ☐ Monroe County coaches' meeting
  - ☐ Post-season meeting with Athletic Director

## **BROCKPORT: JV COACH**

**REPORTS TO** Athletic Director & Varsity Head Coach

### **CERTIFICATION**

- New York State Teacher (preferred).
- NYS Coaching Licensing (TEACH Account – if applicable)
- Current First Aid for coaches as required by NYS
- Current CPR/AED as required by NYS
- Current Concussion NFHS
- DASA/CAIR/SAVE
- Courses for each sport as required by NYS
- Fingerprinting
- Sexual Harassment Training Annually

**DURATION** One-year Appointment

### **PRIMARY RESPONSIBILITIES**

The Coach at the Junior Varsity will work under the direction of the Head Coach at the Varsity level to provide leadership for the entire program within their sport. The JV Coach is responsible for program articulation, consistency and is responsible for communicating regularly with the Head Coach at the varsity level. The JV Coach will keep up to date on current issues and trends in the sport. The JV Coach works with the Athletic Director to ensure the program operates in accordance with policies and procedures for Interscholastic Athletics as developed by NYSHSAA and the Brockport Central School District Board of Education.

### **SPECIFIC DUTIES**

- Plan and supervise all aspects of the junior varsity team.
- Communicate practice plans to assistant coaches when applicable.
- Teach the appropriate rules, strategies, and skills to the athletes.
- Abide by district policies and decisions.
- Ensure that practice procedures, facilities and equipment are safe for student athletes.
- Supervise the management of equipment and uniforms for team.
- Is a role model for sportsmanship, professionalism, and integrity.
- Communicate with the Athletic Director, Head Coach at Varsity level, and parents as appropriate.
- Ensure official vouchers are completed accurately for every contest and submitted in a

timely manner to the Athletic Office.

- Review and enforce the academic/attendance eligibility rules for all students.
- Supervise athletes before and after practice until all have been dismissed to a parent/guardian.
- Review team selection process, including selection criteria with students and parents.
- Notifies the Athletic Director of any unusual incidents in a timely manner.
- Notifies the Athletic Director of any personnel concerns in a timely manner.
- Attend meetings as required including:
  - ☐ Pre-season athletes' and parents' meetings
  - ☐ Staff meetings as requested by Head Varsity Coach
  - ☐ Post-season meeting with Athletic Director

## **BROCKPORT: PROGRAM ASSISTANT**

### **REPORTS TO**

Athletic Director & Varsity Head Coach

### **CERTIFICATION**

- New York State Teacher (preferred)
- NYS Coaching Licensing (TEACH Account – if applicable)
- Current First Aid for coaches as required by NYS
- Current CPR/AED as required by NYS
- Current Concussion NFHS
- DASA/CAIR/SAVE
- Courses for each sport as required by NYS
- Fingerprinting
- Sexual Harassment Training Annually

**DURATION** One-year Appointment

### **PRIMARY RESPONSIBILITIES**

The program assistant works within all levels of the program including Varsity, JV, and any modified teams. The program assistant works to ensure there is continuity throughout the program. They will assume the role of coach in the absence of any coach in the program as needed. They keep up to date on current issues and trends in the sport. They work with the Athletic Director to ensure the program operates in accordance with policies and procedures for Interscholastic Athletics as developed by NYSPHSAA, the MCPSAC league, Section V, and the Brockport Central School District Board of Education.

### **SPECIFIC DUTIES**

- May fill-in, as directed by the Athletic Director, in the event a coach in the same program is unable to attend a practice or contest.
- Assist all levels in planning practices and schemes to match the same terminology and