

Phoenix Central Schools

Physical Education Plan

2023-2024



Director of Health, Physical Education and Athletics

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Phoenix Central School District Physical Education Plan

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Phoenix Central School District Physical Education Plan

1. School District Demographics

The Phoenix Central School District, in Central New York, is located 15 miles northwest of Syracuse and 18 miles southeast of Lake Ontario. Phoenix is primarily a rural community, situated at Lock 1 of the Oswego River and Oswego canal, making it the southern gateway to Oswego County.

The district serves nearly 1,700 students housed in three school buildings - Michael A. Maroun Elementary School houses grades K-4, Emerson J. Dillon Middle School houses grades 5-8 and John C. Birdlebough High School houses grades 9-12.

Fifty-four percent of the student population is eligible for free or reduced lunch. Ninety-five percent of the student body is "White," one percent is "Black or African American," one percent is "Hispanic or Latino," and three percent is "Multiracial."

[Appendix 1 - Phoenix CSD NYS Reports Card](#)

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 Phoenix CSD 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 Phoenix CSD 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 Phoenix CSD 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, game and dance.

4. Students will develop positive attitudes and behaviors.

a. Student outcomes: Students in physical education at Phoenix CSD 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: Phoenix 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.)

JCB High School

Team Sports:

Cooperative Games, Football, Soccer, Volleyball, Basketball, Badminton, Pickleball, Handball, Ultimate Frisbee, Floor Hockey, Softball

Individual Sports:

Fitness testing, Weight room, Tennis, Badminton, Table Tennis, Golf, Snow Shoeing, Bowling, Yoga/Aerobics, Archery, Recreational Games

EJD Middle School

Team Sports:

Football, Cooperative Games, Soccer, Volleyball, Basketball, Handball, Ultimate Frisbee, Softball, Pickleball, Badminton,

Individual Sports:

Fitness testing, Yoga/Aerobics, Recreational Games, Kickboxing

MAM Elementary School

Skills:

Tumbling, Apparatus, Eye-Foot, Hand-Eye, Spatial Awareness, Fitness, Fitness testing, Striking, Balance

Team Sports:

Cooperative Games, Football, Handball, Track & Field, Baseball/Softball

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 shall 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.

c. Phoenix Schedules

MAM Elementary School = 100 minutes per week.

Kindergarten: Meets 2 times per week for 50 minutes

First: Meets 2 times per week for 50 minutes

Second: Meets 2 times per week for 50 minutes

Third: Meets 2 times per week for 50 minutes

Fourth: Meets 2 times per week for 50 minutes

EJD Middle School = 76 or 114 minutes per week (Average 97 minutes per week)

Fifth: Meets every other day for 38 minutes

Sixth: Meet every other day for 38 minutes

Seventh: Meet every other day for 38 minutes

Eighth: Meet every other day for 38 minutes

JCB High School = 75 or 150 minutes per week (Average 93.75 minutes per week)

Ninth: Meets 1 every 4 days for 75 minutes

Tenth: Meets 1 every 4 days for 75 minutes

Eleventh: Meets 1 every 4 days for 75 minutes

Twelfth: Meets 1 every 4 days for 75 minutes

C. **Curriculum Design/Required Instruction**

All PE classes in all buildings are Co-Ed. At the secondary schools students often have choices between different activities

[Appendix 2 - MAM Elementary School PE Curriculum](#)

[Appendix 3- EJD Middle School PE Curriculum](#)

[Appendix 4- JCB High School PE Curriculum](#)

D. **Adapted Physical Education**

Phoenix Central School has adaptive physical education classes when the students' 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.

E. **Electives**

Excelled PE is an elective offered at JCB High School. Students must be recommended by their PE teachers and they must play interscholastic sports to be able to take this class. This class meets every other day for 75 minutes for an average of 187 minutes a week.

F. **Attendance Policy**

The policy of the Phoenix Central School District is that all students must participate in scheduled physical education classes unless illness or physical incapacity prevents him/her from participating. Phoenix CSD 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. In cases of head injury/concussion, the school physician will make final decisions about return 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 what type of activity the student may do. This should be done either yearly or as needed if this is a long term disability.

*Short-Term Medical (one week or less) and unprepared students

In 6-12 grades, any day a student is out with a medical excuse they must complete an alternative assignment directly related to the content or activity for the day (what the student is observing in class, game-play rules, summary, etc.). Students are responsible to make up for all unexcused absences either during WIN block, study hall or after school.

[Appendix 5 - Medical/Unprepared PE Assignment](#)

*Long-Term Medical (one week or more) and unprepared students

Individual students will need to meet with physical education instructors to discuss assignment parameters. In the event that a doctor advises that a student not be in the gymnasium, then formal written assignments for each quarter will be developed based on curriculum units in that quarter or other agreed upon projects.

[Appendix 6 - Phoenix CSD Long-term Medical Assignments](#)

G. **Grading Policy**

MAM Elementary School:

[Appendix 7 - MAM PE Letters](#)

EJD Middle School

Student assessment or grading is done out of 100 points. Every student begins the marking period with a score of 100. Each day in class students are observed and expected to: 1- Participate and give an honest effort, 2- Be responsible, 3- Be safe, 4- Use positive personal living skills, 5- Be knowledgeable about concepts and skills. If a student meets all of the 5 requirements for class each day no points will be deducted. As an example if a student has 20 points taken away during a marking period they will receive a score of 80.

“STRIVE FOR FIVE”

CATEGORY	DESCRIPTION
PERSONAL LIVING SKILLS	STUDENT IS ATTENTIVE DURING INSTRUCTION, RESPECTFUL, SHOWS GOOD SPORTSMANSHIP AND IS COOPERATIVE DURING CLASS.
RESPONSIBLE	STUDENT COMES TO CLASS WITH SNEAKERS AND COMFORTABLE CLOTHING TO MOVE IN. STUDENT CHANGES FOR CLASS IN GRADES 6-8.
SAFE	STUDENT FOLLOWS ALL SAFETY RULES AND REGULATIONS FOR P.E. CLASS AND THE ACTIVITIES STUDENTS ARE ENGAGED IN.
PARTICIPATION	STUDENT IS PUTTING IN AN HONEST EFFORT AND IS ACTIVELY ENGAGED IN ALL WARM-UPS AND ACTIVITIES IN CLASS
ASSESSMENT	STUDENT UNDERSTANDS THE CONCEPTS TAUGHT IN CLASS THROUGH VERBAL, WRITTEN OR VISUAL/AUTHENTIC ASSESSMENTS.

[Appendix 8 - EJD PE Beliefs](#)

JCB High School

10 points per class. Sneakers required for participation.

2 points skill, 2 points knowledge, 4 points participation/effort, 2 points character/safety

Absences:

The 1st and 2nd absence each quarter will only result in - 5 points for the day and students will have the opportunity to make up the 5 points in full for both classes.

After 2 absences in a quarter the result will be - 10 points with an opportunity to make up full 10 points credit.

Unprepared:

Students that are unprepared the first 2 times in a quarter will receive a -10 for the day with an opportunity to make the class up for 10 points full credit.

Students that are unprepared more than 2 times in a quarter will receive -10 with the opportunity to make up 5 points.

Students that are unprepared more than 3 times in a quarter will be sent to ISS with a written assignment for an opportunity to earn a 2 point knowledge grade. Students will receive a referral after the 3rd unprepared as well.

School related field trips or functions

- No penalty first two per quarter. Make ups are available if they exceed two per quarter.

Make ups are in the weight room, during a study hall, or during WIN block.

[Appendix 9 - JCB Course Syllabus](#)

H. Personnel

Athletic Director- Director of Physical Education Program-

John Jeffries (k-12 permanent certification in physical education)

Physical Education Instructors-

MAM Elementary School PE Teachers (Grades K-4)

Alice Benjamin (k-12 permanent certification in physical education)

James CoFrancesco (k-12 permanent certification in physical education)

Chris Prenoveau (k-12 permanent certification in physical education)

EJD Middle School PE Teachers (Grades 5-8)

Jennifer Mainville (k-12 permanent certification in physical education)

Paul Lyman (k-12 permanent certification in physical education)

Keith Walberger (k-12 permanent certification in physical education)

JCB High School PE Teachers (Grades 9-12)

Angela Neiss (k-12 permanent certification in physical education)

Gene Mills (k-12 permanent certification in physical education)

Chad Rowe (k-12 permanent certification in physical education)

I. Facilities

Facilities	After School Activities	Physical Education	Interscholastic Sports	Community
JCB Gymnasium	X	X	X	X
JCB Wrestling Room New	X	X	X	X
JCB Wrestling Room 2	X	X	X	X
JCB Batting Cage/Turf area	X	X	X	X
JCB Weight room	X	X	X	
JCB Turf Stadium	X	X	X	X
JCB Track Stadium	X	X	X	X
JCB Soccer Field	X	X	X	X

JCB Softball Field	X	X	X	X
JCB Tennis Courts	X	X	X	X
JCB Baseball Field	X	X	X	X
JCB Baseball Field Park St	X	X	X	X
JCB Practice Field	X	X	X	X
EJD Weight Room	X	X	X	
EJD Old Gym	X	X	X	X
EJD New Gym	X	X	X	X
EJD Soccer Fields	X	X	X	X
EJD Football Field	X	X	X	X
EJD Softball Field	X	X	X	X
EJD Indoor Track	X	X	X	X
EJD Cross Country Trails	X	X	X	
MAM Fields	X	X	X	X
MAM Intermediate Gym	X	X	X	X
MAM Primary Gym	X	X	X	X
MAM Outdoor Court		X		X

Community Facilities	After School Activities	Physical Education	Interscholastic Sports	Community
Baldwinsville Sport Bowl		X		
Lighthouse Lanes			X	
Hickory Hills Golf Course		X		
Beaver Meadows Golf Club			X	

J. Administrative Procedures/Policies

The K-12 curriculum has been revised and updated as of this document. The revision process will continue yearly. 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 President’s Council on Physical Fitness and various other health and fitness indicators. The Presidential Fitness Test includes the areas of: cardiovascular endurance (pacer test), flexibility (sit and reach test), abdominal strength (curl-up test) and upper body strength (push-up test).

Class Sizes and Grouping:

Class sizing is determined by administrative oversight as well as PCSD teachers’ contract teaching load specifications. We recommend class sizes based on best practice and research that provides 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

The Phoenix District works closely with several colleges and universities providing Early Field Experiences and Student Teaching Placements. All of these students are placed under the direction of a tenure teacher.

3. **Athletic Handbook**

Interscholastic Athletics Program Philosophy

A basic tenet of the educational philosophy of the Phoenix Central School District is to facilitate personal, academic, cultural and social development. A comprehensive program of student activities is vital to the educational development of students. Within this context, it is the purpose of the district's athletics program to foster and promote:

- The ideals of competition, teamwork and sportsmanship while achieving the goals of success and participation;
- Appropriate physical, social and psychological development;
- The development of self-confidence, self-discipline, organization, decision making skills and goal orientation;
- A positive feeling of school pride and loyalty by participants, other students, parents, coaches and the community;
- The development of the concept of sound mind and body, leading to a lifetime appreciation for physical fitness and good health habits;
- The development of self-worth and a healthy self-concept, regardless of a student's role or play on a team. Athletic experiences should leave students with a good feeling about themselves;
- The interscholastic athletics program, conducted in accordance with existing Board of Education policies, rules and regulations; and
- Great pride in winning. The Phoenix Central School District does not condone "winning at any cost" and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health.

Program Design

The Phoenix Central School District believes that a comprehensive program of activities is vital to the educational development of students. We believe that the objective of a well-designed athletics program promotes an enjoyable learning experience. The need to coach student-athletes and instill responsibility is also recognized. The Phoenix Central School District's Interscholastic Program offers students an opportunity for athletic competition in grades 7-12. We believe athletics is an outgrowth of the physical education and health program and therefore an integral part of the total educational program. The interscholastic competitive environment provides an opportunity for participants to learn vital positive life skills, values, and ethics in a climate that demands dedication, responsibility, self-discipline, cooperation, a strong work ethic and respect for others. This program provides an opportunity for all to share commonalities, celebrate differences, and appreciate physical fitness as a lifelong process. In that vein, all participants in the interscholastic athletic program must show a personal commitment to the goals of the team, and make the personal sacrifices necessary to achieve success. Making a commitment to excellence nurtures a sense of pride, loyalty, and leadership qualities in a student-athlete. Such attributes enable each individual to become more resilient and better prepared to face life's challenges. The unique experiences provided through participation in athletics allows students to achieve their full potential academically, athletically, and socially. Our program is designed to allow individuals to participate at their skill level. Hard work, self-discipline and a willingness to learn and follow directions is encouraged. Coaches place a strong emphasis on skill building. The following guidelines have been developed to help students, parents and coaches understand the objectives and guidelines of participation on athletic teams at each level.

Modified (MIDDLE SCHOOL TEAMS)

- A. Student athletes will be able to explore and expand interest and abilities.
- B. Coaches will maximize opportunities for all students to participate.
- C. Basic skills and fundamentals of activities will be emphasized.
- D. When possible, varsity athletes will participate in demonstrations and clinics initiated by the Phoenix coaching staff.
- E. The program will be designed to allow for individual differences in growth patterns. Each coach should be looking for the potential in each athlete.

Junior Varsity

- A. The program calls for a balance between participation and winning.
- B. This level indicates a need for coaches to communicate with athletes regarding areas of needed improvement and the possibility of other opportunities in the activities program.
- C. The major focus continues on the teaching of basic fundamentals to further develop the skill levels of the participants.
- D. Ultimately, players at this level are prepared for varsity competition.

Varsity

- A. Varsity competition leads to an emphasis on winning. Although winning is important, rules governing play, good sportsmanship and the welfare of team members are the components of our strong athletic program.
- B. Individuals should make maximum contributions within the limits of their abilities.
- C. Recognition of performance will be judged on the basis of improvement shown during the entire season.

Discouraging the Use of Specialization and Recruitment

The Phoenix Central School District encourages students to participate in a variety of sports. As such, the district does not endorse, in principle or practice, the concepts of specialization or recruitment. Specialization occurs when children involve themselves in only one athletic activity over a period of time forsaking other athletic endeavors.

Recruitment occurs when children are involved in a variety of athletic activities but are encouraged by a coach that it is in their best interest to compete in only one. An expectation in both specialization and recruitment is that children will spend the “off-season” developing their skills in a particular sport through a variety of camps and instructional and/or competitive leagues.

Accordingly, the Phoenix Central School District has adopted the philosophy of discouraging the use of specialization or recruitment as basic to both community youth and school athletics programs.

The Role of Parents in Athletics

The Phoenix Central School District recognizes that parents are positive and powerful role models for their children. By supporting their children in their athletic endeavors, parents enable their children to enjoy a positive and fulfilling experience that will enhance their personal growth. The athletic department has developed guidelines for parent involvement. In order to promote a positive athletic experience, parents should:

- Be supportive of their children as student athletes, never compromising academics for athletics;
- Be supportive and acknowledge the efforts of the coach, team members and the program itself;
- Encourage their children to communicate with their coach;
- Be open, candid and respectful in their communication with the coach;
- Address concerns or suggestions regarding the program first with the coach. If further clarification or assistance is needed, a parent can contact the athletic director;
- Demonstrate sportsmanship both as a parent and as a spectator; and
- Volunteer to help the coach with team-related activities

Spectator and Audience Conduct at School Events

Throughout the course of a school year, there are many occasions when parents and other interested citizens attend presentations, activities and athletic contests. Consistent with district philosophy, policy and code of conduct, all members of an audience of a school-sponsored event are expected to demonstrate appropriate conduct. Accordingly, they must conduct themselves in a manner that encourages a positive and enjoyable experience for all. They are to treat those in attendance (students, staff, players, coaches, officials, performers and other members of the audience) with respect. They may not verbally or physically abuse any individual, use profanity, or use tobacco, alcohol or illegal drugs.

Should anyone in attendance at a school-sponsored event violate these behavioral expectations, the individual will be subject to disciplinary action, from a warning to removal from the activity itself, or to permanent prohibition from attendance at school district activities. An administrator, teacher or coach in attendance at a school district event has the authority to assess the conduct of spectators and members of the audience and to intervene, and, if the spectator or member of the audience refuses to comply with direction or becomes unruly, to seek assistance from the police.

Title IX Compliance

The Board supports equal athletic opportunities for members of both sexes through interscholastic and intramural activities. To ensure equal athletic opportunities for its students, the District will consider:

- a) It's accommodation of athletic interests and abilities (the nature and extent of sports offered, including levels of competition, team competition, and team performance);
- b) Equipment and supplies;
- c) Scheduling of games and practice time;
- d) Travel costs and opportunities for travel;
- e) Assignment and compensation of coaches;
- f) Locker rooms, practice, and competitive facilities;
- g) Available medical and training facilities and services; and
- h) The nature and extent of support, publicity, and promotion, including cheerleading, bands, programs distributed at games, and booster club activities.

The District may consider other pertinent factors as well. Each of the factors will be assessed by comparing availability, quality, type of benefits, kind of opportunities, and form of treatment. Identical benefits, opportunities, or treatment are not required.

The District's Civil Rights Compliance Officer will coordinate the District's efforts to comply with and carry out its responsibilities under Title IX. This person will be appropriately trained and possess comprehensive knowledge about applicable federal and state laws, regulations, and policies. To the extent possible, the District will not designate an employee whose other job duties may create a conflict of interest, such as the athletic director.

Student Eligibility

Athletics are an integral part of a well-balanced educational program. The District's interscholastic athletic program will conform with the Commissioner's regulations, as well as the established rules of the New York State Public High School Athletic Association and the State Education Department.

Athletic eligibility requires that the student:

- a) Provide written parental/guardian consent. The consent form must contain information regarding mild traumatic brain injuries (concussions) as specified in the Commissioner's regulations.
- b) Obtain medical clearance from the school physician/nurse practitioner or the student's personal physician. The school physician/nurse practitioner retains final approval on any physicals performed by a student's personal physician.
- c) Meet the requirements for interscholastic competition as set forth by the Commissioner's regulations and the New York State Public High School Athletic Association.
- d) Comply with all District rules, codes, and standards applicable to athletic participation.

Phoenix Central School District Co-Curricular Academic Eligibility Policy

Extra-curricular activities and athletics are an important component of the Phoenix Central School District's total education program. Participation in these activities require an extra measure of time, energy, and commitment from students. The mission of the Phoenix Central School District is high academic standards for all students. Our students must realize that the academic and athletic/co-curricular programs both strive to achieve this mission. The following Academic Eligibility Policy is established to ensure that the District's mission is being met. We encourage parents and students to seriously discuss the extra time required, as well as the eligibility rules outlined below that students must follow to remain qualified for these activities.

- 1) Academic eligibility rules apply during the respective activity/sport season.
- 2) Eligibility will be based on the work of the student for the five-week period prior to participation and reviewed at each five-week report for all students. Eligibility lists will be prepared as soon as reports are issued. Eligibility for the first five weeks of the school year will be based on the marks received the preceding June. In the event a student attends summer school to make up a deficiency, the summer school mark may be substituted for the June grade. A list will be provided when summer school is completed.
- 3) Eligibility shall be determined from grades in all subjects in which the student is enrolled. Dropping a class to allow athletic/co-curricular activity eligibility is not acceptable.
- 4) Level 1 - A student failing one class is still eligible but must attend a minimum of two extra help classes each week in that subject until the grade is passing in order to stay eligible to practice and play. Effort and progress must be demonstrated. The advisor/ coach and subject area teacher have a collective responsibility to monitor progress.

Level 2 - A student failing two courses will be placed on academic probation. The probation period starts at the date of notification. Students on probation will have an academic intervention plan developed by the academic dean. Students are required to have a progress report filled out on a weekly basis. Effort and progress must be demonstrated. While on probation, students are eligible for practice and contests/performances based on their progress report. The advisor/coach, subject area teacher, and academic dean have a collective responsibility to monitor progress.

Level 3 - A student failing more than two classes is ineligible to participate in contests/performances but may practice. Students placed on ineligibility status will have an academic intervention plan developed by the academic dean. Students will have 3 calendar weeks to demonstrate academic progress. Students will be placed at the appropriate eligibility level at the conclusion of the 3 week period. It is the student's responsibility to reestablish their eligibility.

- 5) A student or parent may appeal a student's ineligible status to the principal or the student's administrator. The principal will consider the student's attendance, academic and disciplinary history, as well as the academic intervention plan in making a decision regarding appeal. If the appeal is granted, the student, parent, administrator, and advisor/coach must agree to the plan and sign a contract stating the steps the student will take to become academically eligible.

Attendance

In order to participate in practice or an activity/contest on a given day, a student must be in attendance by 10:00 am. Any absence on the day in question must be for a legal reason, with a written excuse submitted to the school.

Any student absent on a Friday will not be able to participate in any event on the following Saturday, unless the parent presents a written valid reason for absence – if the student was under a doctor's care, the doctor should provide the student with a medical release to participate in the activity/ sport.

Each student participant is expected to be at every scheduled practice and activity/contest unless he/she has a medical excuse or legal excuse from the office, one of his/her teachers, or his/her parent or guardian. Students who plan to be absent from a practice or activity/contest must personally notify the advisor/coach prior to the practice or activity/contest that they expect to miss.

Students that are absent from a practice or practices may be withheld from participation for either a portion or all of their next activity/contest. A student's absence may result in a loss of conditioning or lack of awareness of new group/team strategies that would place the student behind his/her group/ team members in these areas.

Students are expected to be in attendance the day after an activity/contest. The advisor/coach will follow up on all absences, and those students who cannot justify their absence will be suspended for the next activity/contest.

No student shall quit a team/group without first talking with the coach/ advisor and explaining the reason for leaving the team/group. Any student who quits or is dismissed from a team/group will forfeit all athletic/school supported student activity program awards for that team/group and will be disqualified from participation in a different sport/activity for the remainder of the season, or until the activity is completed. It is the responsibility of the student to confer with the coach/advisor regarding their reason(s) for quitting. The student must set a meeting with the coach/advisor within two (2) school days from the last day of participation for this discussion. Any and all equipment must be returned upon termination of participation. If a student quits a team /group without first talking with the coach /advisor and explaining the reason for leaving the team /group, or fails to return any and all equipment upon termination of participation, he/she will be disqualified from participating on an athletic team/ group the next season.

Code of Conduct

Students involved in school-supported student activity programs are expected to exemplify good citizenship both in school and in the community at large. The student must display good behavior both in practice and games/activities. Students found to be in violation of the code of conduct outlined in the student planner/agenda will be subject to the corresponding range of consequences and may also face consequences from one (1) activity/contest, suspension up to dismissal from the team/group. A conference will be held to review the affected student's violation with the student, a parent/ guardian, the advisor/coach, the building administrator, and/or the athletic director.

The use, possession, sale or distribution of alcohol or other controlled substances or the use and/or possession of drug paraphernalia is prohibited. Students are also prohibited from the use or possession of tobacco and tobacco products. Accepted is any drug taken in accordance with a current prescription signed by a physician and on file in the school, which is to be taken by that particular student as prescribed at the time in question. The terms "alcohol and other substances" shall be construed to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look- alike drugs, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs are also prohibited.

A member of the teaching/coaching staff, a school administrator, or a member of local law enforcement must determine evidence of the use and/or possession of alcohol and/or other substances or of tobacco and/or tobacco products. The advisor/coach, school administrator, or athletic director will notify the parent/guardian of a student believed to be in violation of this policy. Before a determination of penalty is made a student must attend a conference which may include the parent or guardian, a building administrator, and the advisor/coach of the activity.

Those students found in violation of this policy #5312.3 for the use and/or possession of tobacco and tobacco products will be subject to the imposition of a range of consequences as outlined in the student planner/agenda. The penalties will range from a one-(1) activity/game suspension to dismissal from the group/team. If suspended from an activity or a

game, the student must attend practices, attend the activity/ game dressed in proper street clothes, and sit offstage or on the bench.

Those students found to be in violation of this policy for the use, possession, sale or distribution of alcohol or other substances or the use, possession of drug paraphernalia will be subject to school disciplinary action in combination with the penalties specified in Board of Education Policy/Regulation 5312.1 - Drug and Alcohol Abuse.

Individual coaches/advisors may set up rules pertaining to their particular sport or activity.

Students will be informed of these rules and are required to abide by them. Students who are members of an athletic team, and who receive a school suspension from the building principal for any conduct related disciplinary infractions, will have their suspension reviewed for training rules violation(s).

Any student who has issues or concerns of any kind regarding his/her participation in an activity/sport shall bring it to the attention of the advisor/coach and expect a fair settlement. Any member of the group/team that is aware of another student's issues or concerns shall bring it to the attention of the advisor/coach so that such dissatisfaction can be addressed. When related to interscholastic sports, the athletic director shall be consulted if the matter cannot be resolved between the coach and the student(s). When related to other school-supported activities, the Building Principal shall be consulted if the matter cannot be resolved between the advisor and the student(s).

Transportation

Students will travel to and from contests/activities with their group/team and advisor/coach in district vehicles except when extenuating circumstances arise. When this occurs, they may be released directly to their parents for transportation. The parent(s) must contact the advisor/coach in charge of the group/team and give written notification to the coach of their intent to transport their own child. In case of an emergency a parent can request permission at least 24 hours in advance from the Athletic Director to allow their child permission to ride home with another family. Permission will only be granted for emergency situations.

A student traveling on a district vehicle must comply with all rules pertaining to behavior on such a vehicle.

Sports Shuttle: The after school sports shuttle runs every day so students can get to practices and games.

Shuttle times: JCB - 3 p.m.; EJD - 3:10 p.m.

Late Bus: The district also provides transportation home after practices; and the pick-up times are as follows: EJD - 5:15 p.m.; JCB - 5:25 p.m.

Athletic Placement Process for Interscholastic Athletic Programs (APP)*

The APP is a method for evaluating students who want to participate in sports at higher or lower levels, consistent with their physical and emotional maturity, size, fitness level and skills. The Board approves the use of the APP for all secondary school interscholastic team members. The Superintendent will implement procedures for the APP, and will direct the athletic director to maintain records of students who have successfully completed the APP.

As part of the APP process, the Board approved the following as amendments to the APP guidelines set forth by NYSED:

1. Only 7th and 8th grade students will be allowed to go through the process if and only if there are no cuts from the high school team.

2. Requests for the process must come from the coach or a physical education teacher from the Phoenix Central School District, not a request from the student or parent.

3. Any student wanting to go through the process must have the maturation (Tanner Score) done by the Phoenix School physician, not a doctor unaffiliated with the District.

Sports Physicals

A student who participates in interscholastic athletic competition must receive a health examination and submit a completed health history online via FamilyID (see below) before he/she can commence practice. Medical examinations will be scheduled periodically during the school year and shall be valid for a period of 12 consecutive months from the date of the exam. A student may also receive a physical from his/her family physician. Physical forms are available in the nurses' offices at the high school or middle schools, as well as on the PCSD web page under Athletics

Student Athlete Registration

The Phoenix Central School District now offers the convenience of online registration for athletics through FamilyID. This will take the place of the paper athletic eligibility health form. The registration process needs to be completed within 30 days of the start of each season in which an athlete participates. Students will not be allowed to participate until their registrations through FamilyID are completed. From the main page of the Phoenix website, click on "Athletics," then click on Register for a sport."

Student Athletic Injuries

No injured student will be allowed to practice or play in an athletic contest. An appropriate medical professional should diagnose and treat an athlete's injuries. The coach should ensure that any player injured while under his or her care receives prompt and appropriate medical attention, and that all of the medical professional's treatment instructions are followed. The injured student has an obligation to promptly inform his or her coach of all injuries. No student will be allowed to practice or compete if there is a question whether he/she is in adequate physical condition. A physician's certification may be required before an athlete is permitted to return to practice or competition.

Athletic Program-Safety

The District will take reasonable steps to minimize physical risks posed to students participating in the interscholastic athletic program by:

- a) Requiring timely medical examinations of participants;
- b) Employing certified or licensed staff to coach all varsity, junior varsity, and modified practices and games;
- c) Providing or requiring certified or licensed officials to officiate all competitions;
- d) Ensuring that its players' equipment is safe and operates within the applicable manufacturers' guidelines;
- e) Ensuring that all home fields, courts, pools, tracks, and other areas where athletes practice, warm-up, or compete are safe and appropriate for use; and
- f) Providing professional development and training opportunities for all coaching staff.

Concussion Management

The following concussion management regulation shall be followed for all students in the Phoenix Central Schools that display signs and symptoms of a concussion. This includes interscholastic athletes as well as students in physical education classes. This policy is based on the Concussion Management and Awareness Act that went into effect on July 1, 2012 for all public schools and charter schools. The items listed below are required for school districts to be in compliance with the law. Some of the items are specifically spelled out in the law and others have been recommended by the State Education Department and the Department of Health and approved by the State Education Department.

The Concussion Management Team

The concussion management team shall guide, implement and periodically review the program.

The team will include the following individuals: Director of Physical Education, Athletics and Health services School Nurse School Chief Medical Officer (School Physician) Athletic Trainer Coach Advisors/Directors of all extracurricular activities.

Such individuals may be directed by the Superintendent of Schools.

Parent and Student Awareness of Concussion Management

Parents will receive all information when signing their child up on Family ID.

Concussion Training

Each school coach, physical education teacher, nurse, and athletic trainer will have to complete an approved course on concussion management on a biennial basis (2 yrs). School coaches and physical education teachers must complete the Centers for Disease Control Online Concussion Training for Coaches course. www.cdc.gov/concussion/HeadsUp/online_training.html. School nurses and certified athletic trainers must complete the Preventing Concussion course. <http://preventingconcussions.org> At the completion of the course, participants will receive a certificate to verify that they have completed the course. A copy of the certificates will be sent to the Director of HPEA to be kept on file.

Removal from Athletics

Protocols require the immediate removal from athletic activities of any pupil that has, or is believed to have, sustained a mild traumatic brain injury. No athlete demonstrating symptoms of concussion should return to practice or play (RTP) the day of injury. RTP should be on the following day after appropriate neurological testing and the school physician's clearance. Close observation of athletes should continue for a few hours. Parents or guardians of the athlete should be made aware of proper protocol, symptoms to watch for and contact medical personnel if concerned.

On Field Evaluation

During practices and contests, athletes demonstrating signs and symptoms of a concussion should be evaluated by the coach and/or athletic trainer and then, if determined to have a possible concussion, the athlete should not be permitted to continue any activity at which the athlete must follow all protocols and procedures as outlined in this policy. The concussion checklist must be filled out immediately with copies to be provided to the school nurse and Director HPEA.

Physical Education

Physical Education must report to the nurse any student exhibiting the signs and symptoms of a head injury. Any student, including athletes, who were reported to the nurse as exhibiting signs and symptoms of a head injury must be out of physical education class until they receive a medical note to return to class as well as clearance from the School Chief Medical Officer. If the student is on an athletic team must follow the return to play protocol.

Return to Play (RTP)

No pupils will be allowed to resume athletic activity until they have been symptom free for 24 hours and have been evaluated by and received written and signed authorization from a licensed physician. Clearance must also come from the School Chief Medical Officer. Such authorization must be kept in the pupil's permanent health record. Schools shall follow directives issued by the pupil's treating physician, unless otherwise directed by the School Chief Medical Officer.

If a concussion happens during interscholastic sports the pupil must get clearance from a licensed physician to be cleared to begin the RTP. Clearance from other medical professionals will not be accepted.

If a concussion happens outside of interscholastic sports, clearance from a NP, PA, Physician Neuropsychologist will be accepted.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before returning to sport. Therefore, once a student has been cleared by the School Chief Medical Officer, a six step program must be followed. The program is broken down into six steps in which only one step is covered per day. The six steps involve the following:

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

If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24 hours of rest.

ImPACT Testing

Given the inherent complexities of concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing whenever possible. Neurocognitive assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion. The district will test ALL student-athletes participating in the following sports: Football, Soccer, Wrestling, Cheerleading, Basketball, Baseball, and Softball. In some cases a child may be tested more than once, depending on the results of the test. ImPACT baseline and post-injury test results may be released to the student's primary care physician, neurologist, other treating physician, or any licensed healthcare professional as indicated by the family. Results may also be released to the District Medical Examiner and athletic trainer. General information about the test data may also be shared with a child's guidance counselor and teacher, for the purposes of providing temporary academic modifications, if necessary.

There is no charge for the testing.

Phoenix Firebirds All Sports Booster Club

The Phoenix Firebirds All Sports Booster Club exists as an organization of parents and community members dedicated to:

- Supporting, encouraging and advancing the athletic program and related activities of the Phoenix Central School District, thereby cultivating clean, wholesome school spirit; and
- Promoting good sportsmanship, developing high ideals of character and promoting projects to improve facilities and equipment necessary to provide an adequate athletic program for the school district.
- Want to get involved? Your kids and your community need your help! Set a great example of teamwork for your athlete by volunteering. Contact the athletic director or visit our website at www.jcbsportsboosters.weebly.com for more information. Check out the different ways you can help support our athletic program:
- Game Updates Reporter
- Concession Workers
- Team Representatives
- Meeting Attendees
- Merchandise Sales
- Fundraising Managers
- Scholarship Committee
- Event Planning
- Event Set Up/Take Down

Objectives for Athletes

Learn new athletic activities.

Improve skills.

Develop physical vigor and desirable health and safety habits.

Develop friendships with team members.

Realize that athletic competition offers privileges and responsibilities.

Learn and exemplify good sportsmanship. Learn that individual and team excellence in performance is a primary goal for all athletes.

To develop friendships and experiences through contests with other schools and communities.

To learn that although winning is important, rule violations bring penalties.

Make a commitment to your coaches and teammates through daily participation.

Participation in a sport implies a commitment to your coaches, teammates, and your school

Objectives for Coaches

Realize their responsibility to the total school program and to adhering to the philosophies and objectives as stated in this handbook.

Recognize coaching as teaching in its truest form.

Provide a positive role model for student athletes.

Work with individuals and teams toward the goal of "improvement."

Conduct oneself in the highest professional manner.

Give careful consideration to the physical condition of our athletes at all times, including follow-up on injured athletes.

Deal fairly with each student athlete and be responsive to individual needs and concerns.

Recognize that loyalty to fellow coaches, teachers, the school and community is an important ingredient for a successful athletic program.

Recognize all programs below the varsity level as developmental activities.

Coaches Handbook

Phoenix Central School District Mission Statement

The Phoenix Central School District is committed to a challenging educational program that promotes academic and personal growth for all students. Each student will become a confident, productive, responsible individual with a strong academic foundation, and the ability to make positive ethical choices. Our goal is to cultivate a sense of pride, character and accountability to our students and community. The Board of Education, staff, parents, students, and community share responsibility for this mission.



Disclaimer: This handbook has been prepared to assist you. Its intention is to have regulations made available to all concerned. It gives a variety of information that will make your year of coaching in the Phoenix Central Schools more productive and enjoyable. This handbook cannot cover every aspect of coaching and school life, therefore, common sense should be relied upon to address any rules not found in this handbook. The District also has Board-adopted policies that cover areas that may not be addressed in the handbook. As a District, there may also be a need to check laws at the state and federal levels to address certain situations. Coaches are encouraged to discuss any questions related to this handbook with their athletic director.

The athletic program is a legitimate part of each high school and middle school educational curriculum. The experiences students have in these programs will likely play a significant role in their perceptions of their school, as well as their own personal growth and development. As an adult and coach, you are a leader and role model for these students. Being involved in athletics, you are also in the public eye. The manner in which you present yourself and the way in which you deal with your students are topics discussed over dinner each evening. More than any other factor, the adult/coach in our students' lives possesses the potential to establish and maintain a positive and success-oriented climate in athletics. Working together we can make the athletic programs of the Phoenix Central Schools more valuable, thus making students want to be a part of them.

COACHING PHILOSOPHY

The rationale that all coaches at Phoenix Central Schools must agree to work by is that in all situations and at all times COACHES MUST COACH WITH CHARACTER. This means that with every opportunity coaches must model and teach good character, values, and work ethics. The most important aspect of what coaches do is directly related to what student athletes can take away from the experience of competing and apply it in a positive way to their life. Winning is important and we should teach student athletes that we strive to win. However, winning is not everything, and we should not sacrifice character or values in any way to win. Teach student athletes to be successful people and you will have successful seasons.

MISSION STATEMENT

To provide first class experiences that promote team and individual growth in a safe and healthy environment, both on and off the athletic fields.

ATHLETIC OBJECTIVES

- Provide a comprehensive athletic program that emphasizes the development of lifelong learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.
- The program is based upon open communication and mutual respect among school administration, instructors, staff, coaches, athletes, parents and officials.
- The program serves as a positive, powerful and productive force for our schools, community and most importantly the student-athlete. The program will provide an opportunity for growth and development.

CODE OF ETHICS

It is the duty of all concerned with school athletics to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
2. Eliminate all possibilities which tend to destroy the best values of the game
3. Stress the values derived from playing the game fairly
4. Show courtesy to visiting teams and officials
5. Respect the integrity and judgment of sports officials
6. Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility
7. Encourage leadership, use of initiative, and good judgment by players on the team
8. Recognize that the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players
9. Remember that an athletic contest is only a game, not a matter of life or death for the player, coach, school, official, fan, community, state, or nation
10. School and learning come first

11. Emphasize the importance of having fun and lifelong physical activity and wellness

Role Model

The coach is responsible for setting an example for his or her players and setting the tone for the program. A coach who behaves professionally will encourage others around him or her to do the same. They must exhibit proper leadership and conduct, be fair and consistent disciplinarians, show respect to opponents and officials, and coach every player on their team. The Head Coach must be a strong, positive, respectful role model for his/her athletes by being a consistent ambassador of the game and of Phoenix Central Schools. All coaches are expected to have an understanding of the Section III and NYS Athletic Association's rules and regulations governing their sport. These will be provided to each coach at the beginning of the season.

Student Eligibility

Students must be signed up on Family ID and approved by the nurse to participate in practice/game and no student may participate without a current physical on file with the school nurse. Coaches will be held accountable if a student is allowed to participate without a physical on file and approved on Family ID. Students failing more than 2 classes will be ineligible to compete in the contest, but can practice. (Appendix A)

TRYOUTS

Coaches are expected to hold a pre-season meeting to inform student-athletes of when try-outs will start and end. Try-outs must be at least 3 days in length and athletes need to be told directly if they made or did not make the team. 7th or 8th grade students only get 3 days to try out for a JV or Varsity team. After three days a decision must be made to either keep them up or send them back to the modified level. (Appendix B)

Attendance

Coaches are expected to be on time for all games, practices and any other events. If your game or practice does not start immediately after the school day ends, students need to know where they are supposed to be until a coach arrives. Coaches are also expected to remain with the students at all times. This includes waiting until the last student has been picked up by the parent or guardian at the end of practices, games and other events. When visibly present it eliminates many behavioral and safety issues. Please keep an eye on students at all times.

Students are expected to be on time to all practices, games and other events. Students must be in school by 10:00 am to be eligible to participate on that day. Students must have a doctor's note or attend a school related event for it to be considered an excused absence. Students must clearly communicate to coaches before this occurs. Coaches must keep a log of all attendance records for the students. Coaches become responsible for their players as soon as the player shows up to practice or games.

Player Safety

The safety and protection of the players on the team is the primary duty of a coach at any level. The coach must provide a safe environment for athletes during all team activities. Coaches must keep the health and safety of their players as the main focus during practice sessions and when managing game strategy. Head coaches must have knowledge related to fitness and conditioning, general health habits and expertise in their sport area.

Coaches must have their players medical information (provided to them by the athletic department) with them at all times in case of an emergency.

Student Conduct/Sportsmanship

Behavior and appearance are of great importance. Our athletes are ambassadors of the Phoenix School District. They represent the school in the public and their behavior frequently determines the opinion that outsiders have of our school. As a coach it is your responsibility to teach students what is expected of them. It is the coach's responsibility to clearly communicate behavioral expectations during games, bus rides and at other events. These expectations must be consistent and communicated proactively. Look for the positive things students do and avoid sarcasm and ridicule. Demonstrate for the team how to win graciously and lose without complaining or criticizing the officials, other players or coaches.

Coaches Conduct/Sportsmanship

All coaches are expected to conduct his or herself in a professional manner. Coaches MUST be a positive role model due to the influence you have over your student athletes. Coaches are required to report any technical fouls received for unsportsmanlike conduct to the athletic director. If the incident involved a coach demonstrating poor behavior, the athletic director will determine appropriate action to be taken.

Parent/Spectator Conduct

Parents and any other spectators are expected to behave appropriately while in attendance. They are expected to allow the coach to coach the players and remain positive to all players, coaches, referees and fans of both teams in attendance. Please report any acts of inappropriate behavior to the athletic director or principal. Please convey this message to your parents during your parents meeting.

Parent/Player Communication

Good communication between coaches, players, parents and the athletic director is expected. Please take time with players and parents if they have questions or concerns. This should take place outside of

game/practice time at the convenience of all parties. If the support of administration or the athletic director is needed during a parent or player meeting, please let me know so we can schedule a meeting time.

The coach must provide all athletes with a season game schedule and weekly practice schedules. Game schedules will also be posted on the athletics website and schedulegalaxy.com. Please notify the athletic director of any time or site changes for practices. Practices need to be kept to a reasonable length, lasting no more than two hours maximum. Water breaks must be provided frequently during practice.

It is highly recommended to obtain emails from parents and create a team email list. This has proved to be extremely effective for communicating with athletes' families in the past.

Volunteer Coaches

Volunteer coaches are a welcome addition to our programs. They serve an important role and perform more efficiently when they work under the supervision or guidance of the head coach. All volunteer coaches are required to complete all classes and hold a New York State coaching license. Coaches must notify the athletic director of any potential volunteers you have assisting the team. All volunteers must sign and return the volunteer coaches form at least 6 weeks prior to the start of the session. (Appendix D)

Coaching Certification

It is expected that all coaches will obtain training in first-aid, CPR/AED and concussions. Coaches must obtain the appropriate First Aid and CPR/AED that is accepted by the State of New York. The Phoenix School District will provide opportunities for training during the school year. Concussion training can be obtained on the NFHSlearn.com or CDC.gov websites as a free training course. Please provide the athletic director with certificates of training to keep on file.

Coaches also need to be fingerprinted, complete the child abuse, S.A.V.E.S and DASA courses and have a current license recognized by NY.

It is also expected that all coaches complete the five year coaching pathway to receive professional/permanent certification by NYS. (Appendix E)

Injuries

All injuries should be reported immediately to the head coach or athletic trainer. All injuries should be reported using the Injury/Accident Report Form. Please fill this out and return it to the athletic trainer and nurse. If the athletic trainer evaluates an injured athlete, they will complete the accident report. The coach will call the parent to let them know of the injury if not done by the athletic trainer. Parent contact information is on the medical cards. (Appendix F)

If a concussion is suspected due to a blow to the head, please refer to the concussion checklist and contact the trainer immediately. Take note of all symptoms. Please call the parent immediately and notify them of the incident. (Appendix G)

Emergency Injuries Emergency Injury Procedures:

1. Remind your student-athletes to report all injuries directly to the Head Coach or Athletic Trainer.
2. The Head Coach must fill out and sign an accident report and turn it into the Athletic Director, Athletic Trainer or nurse by the following school day.
3. Each coach is expected to have the emergency information forms in his/her possession.
4. Follow the (EAP) Emergency Action Plan (Appendix H)

Weather

The most important job of coaches is to make sure their athletes are safe at all times. The athletic director and athletic trainer will keep you updated on any potential weather problems. Please check your phones for updates and commands and listen for an air horn signaling the stop of practice or games and take shelter. In case of thunder or lightning you must stop practices/games/camps until at least 30 minutes after the last rumble of strike. The athletic director or trainer will let you know when it is safe to return outside. On extremely hot days the real feel must be below 96 degrees to continue outside. (Appendix I)

Alcohol and Drugs

The use, possession, sale or distribution of alcohol or other controlled substances or the use and or possession of drug paraphernalia is prohibited. Students are also prohibited from the use or possession of tobacco and tobacco products.

Those students found to be in violation of this policy for the use, possession, sale or distribution of alcohol or other substances or the use, possession of drug paraphernalia will be subject to school discipline actions in combination with the penalties specified in the Board of Education. Athletes will also face disciplinary actions associated with their sports' contracts and put on an improvement plan.

Keys and Access to Building

Building security is always a concern. All external coaches will be given a school badge at the beginning of the season. This badge will gain the coach access to the building. Coaches will be given keys for gyms, Locker rooms, and storage rooms as well. Keys will only be issued for areas needed for coaches' specific sport. DO NOT loan your badge or keys out to anyone. Please ensure that all doors are locked before leaving the building. Keys must be returned at the end of the season.

Some coaches will receive coded access to buildings to use after hours or during holidays for practices. All practices need to be approved by the athletic director. If you are entering the building after hours for any reason you must enter through a door with a security system. You will have to code in and then code out when you are done. Failure to follow these steps will result in loss of access.

Locker Rooms

Locker rooms may be used for changing purposes, team meetings, etc. However, no students are allowed in the locker rooms unless there is an adult present for supervision purposes. Please maintain a neat locker room and all belongings must be removed at the end of the season.

Equipment and Uniforms

Coaches are responsible for signing out all equipment and uniforms. It is the coach's responsibility to collect ALL uniforms and equipment at the end of the season. If there is a problem with an athlete returning his or her uniform, please notify the athletic director. Coaches should report any damaged equipment to the athletic director. Students are responsible for the replacement cost of lost or damaged uniforms and equipment. We recommend that students turn in all equipment on the last day of a game or event. The coach needs to launder the uniforms and put them into storage.

A medical kit will be issued to each team at the beginning of the season. It is the coach's responsibility to notify the athletic trainer if it needs replenishment during the season. You must turn in the medical kit at the end of your season.

Cleats are not allowed to be worn in the building.

Bus Transportation

Buses for all away events will be scheduled by the athletic director. Coaches should review the departure times before the start of the season for all away contests and inform the athletic director of any changes they wish to make. Students need to follow all the rules of the bus while being transported by them. It is school policy for all athletes to ride the bus to away games. As coaches, you can require your athletes/team to ride the bus home. If allowed by the coach, students may ride home with their parents, but it is the responsibility of the coach to make sure all parents sign the form to take their own child. In unusual circumstances and with a note from the parent at least 24 hours prior to the event, a parent may take another player home if approved by the athletic director. The note needs to be brought to the athletic office and approved by the athletic director. Once approved by the athletic director, the student is responsible for delivering it to the coach. At no time is it permitted for a parent to take another student home without a note from the parent of the other student. The coach is responsible for that student's safety. Coaches must not transport students in their personal vehicles. If something were to happen, the coach would be held responsible. (Appendix J)

Family ID

Athletes must register for each sport season via Family ID. To register, visit the athletics web page and click on *register for a sport*. Registration will be open 30 days prior to the start of each sport season. Once students have registered, the nurse will either approve or not-approve them. No student who is not approved should be practicing until approved by the nurse. Coaches will receive daily updates a couple of weeks before the start of their season.

Physicals

Students need to have a physical on file from within the last year. Our school doctor offers physicals throughout the school year in the nurse's office. Please have your students see the nurse to schedule a physical. Starting the 2019-2020 school year all athletes must use the new NYS approved physical form no matter what doctor gives them a physical. (Appendix L)

Athletic Trainer

We have an athletic trainer on duty for almost all games and practices. Please refer all injuries to the athletic trainer. It is still the coaches' job to complete the accident report for all injuries, bring water and ice to games and practices and make sure you have the med-kit at all times. When the athletic trainer needs to evaluate an athlete please let them do their job. Once the trainer gets to the athlete, they will complete their evaluation and let a coach know the diagnosis as soon as possible. Please stay out of the way and let the trainer do their job, unless they ask for help.

Parent Meetings

The athletic director will have seasonal parents meetings for most if not all seasons. Following those presentations all JV and Varsity coaches will hold their pre-season parent/player meeting. These meetings will be in the high school. It is strongly encouraged for modified coaches to direct their parents to attend this meeting. Modified coaches are more than welcome to hold a meeting that night as well if they choose. If not, they still need to hold a pre-season parent/player meeting.

Booster Club

Each program has an account with the booster club. Each program needs to get two parent reps to volunteer to work with the booster club and be the liaison for your program. Their job is to help the coaches of the program as needed and help with handling of the money. All money needs to go through the booster club and coaches/parent reps need to fill out the deposit/fund request forms correctly and have all the required signatures. (Appendix M)

Supervision of Athletes

Athletes need to be supervised at all times. No athletes are allowed in any practice area until a coach is supervising. No athlete or athletes should be unsupervised in a locker room at any time. Coaches can not leave until all of their athletes are gone and picked up. Coaches are responsible to make sure no hazing takes place. If they hear anything about it, they must report it immediately.

Summer Activities

All practices/games/camps need to be approved by the athletic director. Anyone bringing in another team and hosting a game/scrimmage/camp needs to get insurance. Insurance is provided for Phoenix student-athletes for practices and camps throughout the summer.

End of Season Celebrations

This is up to each coach. Any costs incurred is the responsibility of the coach, parents or that team's booster account. Coaches may give out awards. If a coach needs our facility to hold a celebration, please make sure you fill out a building use form. (Appendix N)

Athletic Secretary

Team Roster: Please get these in as soon as you can so your emergency contact sheets can be printed and ready for you to have for the first game.

Family ID: Please make every effort to get students registered before the cut off date.

Drops: Let us know if any student is dropped from the roster (or any changes) ASAP

Banquet date: We need to know this date as soon as possible so we can have your certificates (pins and plaques) ready

VARSIY ONLY:

Plaques: Each coach gets 3 plaques for their team. The three awards will be Most Valuable Player, Most Improved Player and The Firebird Award.

Senior Night: I need to know the date so I can get the programs made, flowers ordered and senior profiles completed.

There is a lot of information that needs to be entered into various programs pertaining to the teams and the sooner I get the information from you the sooner I can get started and have everything ready for a successful season. I appreciate everyone's cooperation. If you ever have any questions or concerns please feel free to contact me. I am here for you as well as the athletes.

Coach's Timeline of Responsibilities

Pre-Season Responsibilities:

- Announce sign-up dates and encourage athletes to sign up.
- Determine, schedule and announce preseason informational meeting
- Hold tryouts/select team
- Submit team roster to Athletic Director and athletic secretary.

- Generate an email list to contact parents
- Announce time and date for the Parent Orientation meeting through email sent to the parents
- During the Parent Orientation meeting: communicate the dates for the season schedule, including the practice schedule, field location, review the Athletic Policy and review of your philosophy and team rules. Clearly communicate pick up times from games/practices and provide your contact information to parents. Distribute the concussion information sheet.
- Inform players of team rules and regulations and set up a system to hold players accountable to those expectations.
- Ensure that each athlete and their parents have read and signed the team contract.
- Work with the Athletic Director on any additional practices or team events such as dinners, attendance at high school games, etc..
- Notify the Athletic Director of any other persons who will be helping assist the team at least 6 weeks in advance.
- Distribute uniforms
- Provide the Athletic Director with certificates of training (concussion, first-aid, CPR)
- Make sure all athletes are signed up and approved on FamilyID

Season Responsibilities:

- Ensure that practices are being supervised in a safe and proper manner and they are well planned out.
- Notify the athletic department of any unsafe equipment or facilities.
- Bring emergency cards, first aid kit, water, ice and necessary equipment to all practices and games.
- Be aware of health concerns for athletes.
- Communicate all injuries to the Athletic Trainer/Nurse by submitting an accident report.
- Assist in the players' eligibility process.
- Coaches must ride the team bus to and from away games and have an accurate headcount before embarking on an away game and before returning from an away game
- Coaches must maintain a log of athletes' attendance for each practice/game.
- The coach is responsible for the behavior and actions of his or her players at all team functions
- The coach must report all incidents requiring disciplinary action to the athletic director and/or administration before enacting the discipline
- Turn-in officials claim forms within a week of the contest.

Post-Season Responsibilities:

- Collect uniforms and equipment.
- Turn in all uniforms, equipment, medical kits and building keys to the athletic director.
- All equipment bags and medical kits must be cleaned out and free of trash and personal items.
- Return medical cards and envelope to the Athletic Department.
- Schedule an end of season meeting with the athletic director.

JOB DESCRIPTION

HEAD VARSITY COACH JOB DESCRIPTION

1. Serve as liaison between the coaching staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the NYS Athletic Association, Section III, the League, and the Phoenix School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes
3. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program.
4. Trains and informs staff and encourages professional growth by promoting clinic attendance.
5. Delegates specific duties, supervises implementation, and at season's end analyzes staff effectiveness and evaluates all assistants.
6. Maintains discipline, mediates grievances, and works to increase morale.
7. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events.
8. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
9. Coordinates facility needs/repairs with maintenance and school employees.
10. Provides proper safeguards for eminence and protection of assigned equipment.
11. Recommends policy, method or procedural changes to the Athletic Director.
12. Monitors the grades and conduct of his/her athletes.

13. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.
14. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
15. Directs student managers, assistants and statisticians.
16. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.
17. Is responsible to work with local youth organizations and put on clinics and camps for the youth.
18. Recommends/selects equipment and uniforms within budget appropriations.
19. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged, not returned or returned after the due date.
20. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
21. Properly marks and identifies all equipment before issuing or storing.
22. Secures all doors, lights, windows and locks and stores all equipment before leaving the building or area. Supervises locker room area before and after practice.
23. Instills in each player a respect for equipment and school property, its care and proper use.
24. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
25. Responsible for reporting scores and information after every home contest to the Post Standard. Statistics required by local media, league representatives and Max Preps will also be the responsibility of the head coach. These duties may be delegated.
26. Performs other duties, which may be assigned by the Athletic Director or Principal.

Head Junior Varsity, Head Modified and Assistant Coaches' Job Description

1. Provides proper safeguards for maintenance and protection of assigned equipment.
2. Provides assistance, guidance and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning from off-campus.

3. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach annual inventory.
4. Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.
5. Secures all doors, lights, windows and locks and stores all equipment before leaving areas.
6. Supervises locker room area before and after practice.
7. Instills in each player a respect for equipment, school property, and their proper use.
8. Assists the Head Varsity Coach in carrying out his/her responsibilities.
9. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
10. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
11. Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.
12. Never criticizes, admonishes or argues with the Head Varsity Coach or any staff members within ears or eyes of players and parents.
13. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach
14. Performs other duties that are consistent with the nature of the positions and that may be requested by the Head Varsity Coach.
15. Monitor the grades and conduct of his/her athletes.

Coaching Handbook Appendix

[Appendix 10 - Academic Eligibility Policy](#)

[Appendix 11- Forming Athletic Teams](#)

[Appendix 12 - Attendance Form](#)