

Edwards-Knox Central School



Coaching Handbook 2018-2019

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PREFACE

This interscholastic athletic handbook had been developed through the cooperation of the coaching staff and administration for the purpose of providing guiding principles, policies and regulations for all the district personnel involved in the conduct and administration of interscholastic athletics within the Edwards-Knox Central School District. It will be especially useful to acquaint new coaches and to serve as a reminder to present coaches of our athletic policies and regulations.

Included in this handbook are regulations, policies, and procedures controlled by the Regulations of the Commissioner of Education, New York State Public High School Athletic Association, Section X, and the Edwards-Knox Central School District. Questions pertaining to this handbook should be directed to the Athletic Director. Copies of all forms included in this handbook are available from the Director's office.

PHILOSOPHY OF COACHING

A coach is a teacher. The student/athlete who plays for a coach is looking for someone to lead, not just on the field or the court, but by personal example. The coach must possess and impart on athletes the qualities of humility and grace, of loyalty, perseverance, dedication and desire.

The successful coach finds ways to inspire the student/athlete by espousing self-discipline and by allowing for the growth of self-worth, virtues that can serve a student/athlete throughout life.

INTERSCHOLASTIC ATHLETIC PHILOSOPHY

It is the basic educational philosophy of the Edwards-Knox School District to prepare our students to become productive, contributing citizens of our community and society. We believe that a comprehensive program of student activities is vital to the educational development of our students. The athletic program is an extension of this philosophy.

Within this context, it is the purpose of the Edwards-Knox athletic program to foster and promote:

- A. Appropriate physical, social and psychological development.
- B. The ideals of competition, teamwork and sportsmanship while achieving the twin goals of success and participation.
- C. The development of self-confidence, self-discipline, organization, decision making skills and goal orientation. Desire and dedication need to be developed in order to ensure the commitment and personal sacrifice required by athletes. Making such a commitment helps to nurture integrity, pride, loyalty and overall character. The final outcome is a better citizenry carrying these values throughout their life.
- D. The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
- E. A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches and the community as a whole.

- F. The development of self-esteem and a healthy self-concept. Regardless of the role student's play on a team, they should complete their experience in athletics feeling good about themselves.

Finally, the interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times, the athletic program will be conducted in a manner reflective of a positive, growth-oriented activity.

PROGRAM DESIGN

Our school district believes that a comprehensive program of student activities is vital to the educational development of the student. We believe the primary objective of a well-designed program is to be challenging and enjoyable. We further realize that our student athletes expect coaching, teaching, responsibility and discipline.

Our program is designed to allow for the individuals to participate at their level of readiness and be able to achieve satisfaction and enjoyment. The program shall emphasize fun, enjoyment, and opportunities for all students and a strong emphasis on the building of skills at all levels.

The following guidelines have been developed to help students, parents and coaches understand the objectives and guidelines of participation in athletic activities at each grade level.

MODIFIED PROGRAM PHILOSOPHY

This program is available to students in the seventh and eighth grade (modified B) and/or seventh, eighth, and ninth graders (modified A). Sport activities offered are determined by the existence of leagues, student interest, and the relationship to the high school program. At this level, the focus is on learning athletic skills and game rules, fundamentals of team play, socio-emotional growth, physiologically appropriate" demands on the adolescent body, and healthy competition.

The modified program's primary objective is to provide a conducive learning environment that promotes positive self-esteem and teaches life skills and basic athletic techniques. This program is designed to encourage maximum participation and opportunities for our young athletes to experience sport and de-emphasize winning as a main goal. However, it does recognize that "winning" is important and enjoyable if kept in its proper perspective. When "winning" becomes our most important goal, it often results in poor judgment and unsportsmanlike conduct.

At the modified level, the procedure of cutting student/athletes is highly discouraged and should only be considered if the number of athletes poses a safety concern. If cutting student/athletes becomes a consideration, this will be reviewed with the administration.

Advanced Placement (APP) - Exceptional seventh and eighth graders may be permitted to try out for a junior varsity or varsity team under the State Education Department Program called The Athletic Placement Process. Permission for this program begins with the coach's recommendation. The coach of the respective sport will be responsible for completing a skill evaluation of the athlete. The athlete's skill level must be such that they can compete on the junior varsity or varsity level and contribute at a high level. A mutual decision should be made by the varsity and modified coaches. Additionally, students must display an advanced degree of socio-emotional maturity before a try out is granted. Upon receiving this recommendation the student-athlete will need to complete the following procedures in this order:

Please see the school nurse to acquire the necessary paperwork.

- 1) Parental approval is required. Parent must sign the paperwork and student will bring the form back to the nurse.
- 2) Medical approval is required. The school Medical Dr. will be responsible for the medical approval and appropriate developmental rating.
- 3) Athletes must pass the athletic performance Pre-test which must be arranged with one of the P.E. teachers.
- 4) Athlete must attend and pass the APP test which is administered prior to each season at a location to be determined.

JUNIOR VARSITY PROGRAM PHILOSOPHY

The junior varsity level is intended for those who display the potential for developing into productive varsity level performers. Although team membership varies according to the structure of each program, sophomores occupy the majority of roster positions, although in certain situations, freshman and 8th graders may be included on a junior varsity roster.

At the junior varsity level, the procedure of cutting student/athletes is not desirable. However, if the number of students trying out for a team creates a situation that is difficult to manage, poses a safety problem, or is problematic because of facility consideration, reducing team size may be necessary. Ultimately, number of teams and the size of the squad in any sport will be determined by the availability of financial resources, qualified coaches, suitable indoor or outdoor facilities, and a safe environment.

Athletes are expected to have visibly committed themselves to the program, team, and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play, in addition to socio-emotional development. Junior varsity programs work toward achieving a balance between continued team and player development and striving for victory.

The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. For all team members, meaningful contest participation will exist over the course of a season; however, a specified amount of playing time is never guaranteed. Participants at this level are expected to make a six (6) day a week commitment. While contests and practices are rarely held on holidays and Sundays, practice sessions are sometimes scheduled during school vacation periods. With the goal of becoming a varsity athlete clearly in sight, students participating at this level are expected to demonstrate a high degree of dedication and commitment.

VARSITY PROGRAM PHILOSOPHY

Varsity competition is the culmination of each sports program. Seniors and juniors generally make up the majority of the roster. At the varsity coach's discretion, sophomores and freshman may be included on the team, provided that evidence of advanced levels of physical development, athletic skill, and appropriate socio-emotional development are demonstrated. Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. The number of roster positions is relative to the students' acceptance of their individual roles in pursuit of the team's goals. While contest participation is encouraged at the varsity level, equal playing time is never guaranteed.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six-day-a-week commitment. This commitment is often extended into vacation periods for all sports seasons. While contests and practices are rarely held on holidays and Sundays, they sometimes may be scheduled during school vacation periods. The dedication and commitment needed to conduct a successful varsity sport should be taken seriously.

The varsity coach is the leader of that sport's program and determines the system of instruction and strategy for that program. The communication among the modified, freshman, junior varsity and varsity programs is the responsibility of the varsity coach.

Preparing to win, striving for victory in each contest, and working to reach the group's and individual's maximum potential are worthy goals of a varsity level team.

VALUE OF INTERSCHOLASTIC ATHLETICS TO STUDENT PARTICIPANTS

Taking part in athletics is an important part of our educational system. There is no other course in our schools today which can offer all of the following benefits:

Competition: Our entire way of life is based on competition. Every person is competing to improve or maintain his/her standing.

Physical Well-Being: The nation is becoming more conscious of the inadequacy of our youth in physical fitness. Through athletics, a foundation is built that can correct this situation.

The Release of Physical Energy: Some way, somehow, students will find a way to release their physical energy. Athletics offer a wholesome medium for this purpose.

Recognition: Through proper coaching, players can learn to accept recognition in a correct manner.

Understanding: Players working together for a common cause learn to accept victory or defeat in a mature manner. Team members have the opportunity to learn how to understand each other and to make adjustments for the good of the team.

Emotional Control: By being exposed to pressure situations, the athlete learns to control individual emotions.

Discipline: Athletics teach self-discipline, vital to a successful adult life.

Perseverance: Athletes learn to stay with the job and not give up until the contest is over.

Thinking Under Pressure: The accomplished business person can attribute much of his or her success to this factor. Athletes learn it early in their careers and use this ability the rest of their lives.

Loyalty: Being faithful to a team, a group, a cause, is an important lesson of athletics. A person will not fail him/herself when he/she has learned the lesson of being faithful to others.

Leadership: Athletics offer the opportunity for an individual to lead by example. Enthusiasm on the field and positive actions by word and deed are characteristics of leadership.

Citizenship: An athlete should be loyal to his or her team. This loyalty will carry over to his/her daily life. An athlete owes allegiance to his/her community and country. Participation in school and community events is natural for the dedicated athlete.

EDWARDS-KNOX CENTRAL SCHOOL

Interscholastic Athletic Program

VARSIITY

Boys

Soccer
Basketball
Baseball

Girls

Soccer
Basketball
Volleyball
Softball
Swimming
Cheerleading

JUNIOR VARSITY

Boys

Basketball

Girls

Basketball

MODIFIED

Boys

Soccer
Basketball
Baseball*

Girls

Soccer
Basketball
Softball*
Swimming*

* In a given year, either team may exist. This is based upon which team best suits the needs of student interest and population.

COACHING REQUIREMENTS

Grandfather's Clause: Any person coaching prior to September 1, 1974, can coach any sport in any school where he/she is presently teaching.

Physical Education Teacher

A certified physical education teacher can coach any sport in any school, whether or not he/she is teaching in that school or whether, in fact, he/she is teaching at all.

Requirements for Teachers Coaching

- First year- Required prior to coaching
 - Fingerprinting
 - Child Abuse
 - School Violence Workshop
 - DASA Workshop
 - Concussion Workshop
 - First Aid
 - CPR
 - Evaluation (end of season)
- Required prior to 2nd year of coaching
 - First Aid/CPR
 - Evaluation (end of season)
- Required prior to 3rd year of coaching
 - First Aid/CPR
 - Philosophies & Principles
 - Evaluation (end of season)
- Required 4th year of coaching
 - First Aid/CPR
 - Health Sciences course
 - Theories & Techniques course-internship in sport
 - 3 years of satisfactory evaluations sent with application
 - Evaluation (end of season)

Requirements for Non-Teachers Coaching

- Temporary License #1 (required prior to coaching)
 - Fingerprinting
 - Child Abuse
 - School Violence Workshop
 - DASA Workshop
 - Concussion Workshop
 - First Aid
 - CPR
 - Evaluation (end of season)

- Apply on TEACH
- Superintendent Statement
- Send COMPLETED packet to Certification Officer
- Temporary License #2 (required prior to 2nd year of coaching)
 - First Aid/CPR
 - Superintendent Statement
 - Evaluation (end of season)
 - Apply on TEACH
 - Send COMPLETED packet to Certification Officer
- Temporary License #3 (required prior to 3rd year of coaching)
 - First Aid/CPR
 - Philosophies & Principles
 - Evaluation (end of season)
 - Apply on TEACH
 - Superintendent Statement
 - Send COMPLETED packet to Certification Officer
- Professional License- 4th year of coaching (Renewed every 3 years)
 - First Aid/CPR
 - Health Sciences course
 - Theories & Techniques course-internship in sport
 - 3 years of satisfactory evaluations sent with application
 - Apply on TEACH
 - Superintendent Statement
 - Send COMPLETED packet to Certification Officer

VOLUNTEER REQUIREMENTS

- Temporary License #1 (required prior to coaching)
 - Coach recommendation in writing to the E-KCS Superintendent
 - E-KCS Volunteer Application (completed each year by volunteer) & approval by the BOE
 - Fingerprinting
 - Child Abuse
 - School Violence Workshop
 - First Aid
 - CPR
 - Evaluation (end of season)
 - Apply on TEACH
 - Superintendent Statement
 - Send COMPLETED packet to Certification Officer
- Temporary License #2 (required prior to 2nd year of coaching)
 - First Aid/CPR
 - Superintendent Statement
 - Evaluation (end of season)
 - Apply on TEACH
 - Send COMPLETED packet to Certification Officer

- Temporary License #3 (required prior to 3rd year of coaching)
 - First Aid/CPR
 - Philosophies & Principles
 - Evaluation (end of season)
 - Apply on TEACH
 - Superintendent Statement
 - Send COMPLETED packet to Certification Officer

- Professional License- 4th year of coaching (Renewed every 3 years)
 - First Aid/CPR
 - Health Sciences course
 - Theories & Techniques course-internship in sport
 - 3 years of satisfactory evaluations sent with application
 - Apply on TEACH
 - Superintendent Statement
 - Send COMPLETED packet to Certification Officer

REGULATIONS OF THE COMMISSIONER OF EDUCATION, 135.4

Basic Code for Extraclass Athletic Activities

Athletic participation in all schools shall be planned so as to conform to the following:

GENERAL PROVISIONS

It shall be the duty of trustees and boards of education

a) To conduct school extraclass athletic activities in accordance with this part and such additional rules consistent with this basic code as may be adopted by such boards relating to items not covered specifically in this code. A board may authorize appropriate staff members to consult with representatives of other school systems and make recommendations to the board for the enactment of such rules:

b) To make extraclass athletic activities an integral part of the physical education program;

c) To permit individuals to serve as coaches of interschool athletic teams, other than intramural teams or extramural teams, in accordance with the following:

(1) Certified physical education teachers may coach any sport in any school;

(2) Teachers with coaching qualifications and experience certified only in areas other than physical education may coach any sport in any school, provided they have completed:

(i) The first aid requirement set forth in Section 135.5 of this Part; and

(ii) An approved pre-service or in-service education program for coaches or will complete such a program within three years of appointment. Such program shall include an approved course in philosophy, principles and organization of athletics which shall be completed within two years after initial appointment as a coach. Upon application to the Commissioner of Education, setting forth the reasons for which an extension is necessary, the period in which to complete such training may be extended to no more than five years after such appointment. Such approved programs for coaches will consist of one of the following (credits and hours vary depending upon the contact and endurance involved in the sport): a department-approved college program of from two to eight credits; or department-approved in-service education program, conducted by schools, colleges, professional

organizations or other recognized groups or agencies, from 30 to 120 clock hours; or an equivalent experience which is approved by the Commissioner of Education;

(3) Notwithstanding the provisions of section 80.18 of this Title, other persons with coaching qualifications and experience satisfactory to the board of education may be employed as temporary coaches of interschool sport teams, when certified teachers with coaching qualifications and experience are not available, upon the issuance by the commissioner of a temporary coaching license. A temporary coaching license, valid for one year, will be issued under the following conditions:

i) The superintendent of schools shall submit an application for a temporary coaching license, in which the inability of the district to obtain the services of a certified teacher with coaching qualifications and experience is demonstrated to the satisfaction of the commissioner;

ii) Candidates for initial temporary licensure shall have completed the first aid requirement set forth in section 135.5 of this Part prior to the first day of coaching;

iii) Candidates for the first renewal of a temporary license shall have completed or be enrolled in an approved course in philosophy, principles and organization of athletics; and

iv) Candidates for any subsequent renewal of a temporary license shall have completed or demonstrate evidence of satisfactory progress towards the completion of an approved pre-service or in-service education program for coaches which shall include an approved course in philosophy, principles and organization of athletics. Such approved programs for coaches shall consist of one of the following (credits and hours vary depending upon the contact and endurance involved in the sport): a department- approved college program of from two to eight credits; or a department-approved in-service education program, conducted by schools, colleges, professional organizations or other recognized groups or agencies, from 30 to 120 clock hours; or an equivalent experience which is approved by the Commissioner of Education.

(4) Persons who were employed as coaches in New York State schools on or before September 1, 1974 and who do not meet the requirements set forth in sub clause (1), (2), or (3) of this clause may continue to coach any sport.

STUDENT ELIGIBILITY

Students must strictly conform to all eligibility rules of the New York State Public High School Athletic Association. A student is eligible:

1. If he/she is a high school student in regular attendance in grades 9, 10, 11 or 12. Students in grades 7 and 8 may also qualify upon successful completion of the Selection/Classification Process.
2. If he/she is between his/her 14th and 19th birthdays.
3. If his/her parents and the school doctor approve.
4. If he/she enrolled in the school during the first 15 days of the semester.
5. Two weeks after transferring from another school.
6. For eight consecutive semesters beginning with the semester that he/she entered grade 9.
7. For only four seasons in any one sport with the exception of students who participated in 7th or 8th grades.
8. If he/she has undivided loyalty to his/her high school team, i.e. if he/she participates only in interschool competition during the season in that sport (except in bowling, golf, riflery, skiing, and tennis).

9. If he/she has not violated the All-Star Game rule.
10. If he/she has not played or practiced with a college team.
11. If he/she is an amateur, having never used his/her athletic skill for gain, and if he/she has never competed under an assumed name.
12. If he/she is familiar with the rules of the game and the standards of sportsmanship.

For more detail on these rules, consult the NYSPHSAA Handbook.

ATTENDANCE

Athletes must be in attendance and must participate in classes for a full day of school in order to practice or play unless they present a written legal excuse on official paper from the doctor, dentist, motor vehicle office, etc. (road test, doctor's appointment, dentist appointment). In extenuating circumstances, a parent may notify the principal for a clarification of certain emergencies. It is important to note that an athlete who is sick for any part of the day and not in attendance for that reason **will not** be allowed to practice or play on that given day. If attendance at school by athletes on the day after a game becomes a concern, the athletic committee may be convened to address this situation.

ATHLETIC AGREEMENT

See Appendix G.

HEALTH AND INJURY PROCEDURES

Medical examinations are required for students before participating in interscholastic athletic competition. Commissioner's Regulation 135.4(c)97(i)(h) reads as follows: "... to provide adequate health examinations before participation in strenuous activity and periodically throughout the season as necessary and to permit no pupil to participate in such activity without the approval of the school medical officer." To carry out the provisions of this regulation, Edwards-Knox Central adheres to the following guidelines:

1. The School Physician has the authority to determine the physical capability of a student to participate in a sport. The School Physician is the medical authority who decides if the pupil is physically able to participate in interscholastic sports at the beginning of the season or on return after an absence because of illness or injury. The decision is based on the results of the medical examination and the consideration of other factors.
2. The Edwards-Knox Central School Physician will begin examinations at the end of May for the next school year. These examinations will indicate the category of activity in which the student may participate. The School Nurse, with the cooperation of the Administration, shall schedule medical examinations in conjunction with the schedule of the School Physician.
3. After the medical examinations have been completed, the Athletic Director will distribute a copy of the list of students who have successfully completed these exams to the coaches involved in each particular sport. The Athletic Director and School Nurse will also have copies of the list of completed exams filed in their offices.

4. The examination and approval of the School Physician shall be valid for one year. Students who are disqualified from participation due to an illness or injury must be recertified by the Edwards-Knox Central School Physician before returning to participation in athletics.
5. During the first week of the sport season, the Student Athletic Medical Update form must be completed by each participating student's parent or guardian and returned to the coach. The student will not be allowed to practice or play until this update is returned to the coach. A copy of this form is in Appendix G.
6. A parent or guardian may have his/her child examined by the family physician if he/she desires. Any student who wishes to have the family physician conduct the required physical must notify the School Nurse and get a medical form. This form must be filled out by the family physician and returned to the School Nurse.
7. During the required examination, the doctor checks the skin, eyes, ears, nose, throat, heart, lungs, abdomen, external genitalia on all males, and does a breast exam on all teens. Height, weight, blood pressure, vision, hearing, and scoliosis (ages 8-16) are checked by the School Nurse prior to the doctor's exam. Urine is also checked for sports physicals.
8. The student's parent/guardian has the right to be present for any physical examination given at the school. If a parent wishes to be present, he/she should notify the School Nurse to make arrangements.

EMERGENCY PROCEDURES FOR PRACTICES, HOME GAMES, AWAY GAMES

If it is determined between the coaches and officials that a serious injury warrants medical attention:

1. Have the injured athlete examined by a doctor or transported to medical care by ambulance.
2. In case of serious head, neck, or spine injury, have the injured student transported to the nearest medical facility by local rescue squad.
3. The coach will attempt to notify the parent or guardian of the injury or illness.
4. In the event that the parent or guardian are not immediately accessible, the coach shall direct that the injured athlete be transported to the nearest medical facility, accompanied by an assistant coach or other responsible adult if possible.
5. All injuries must be reported to the Health Office and Administration as soon as possible.
6. Any student rendered unconscious cannot participate until recertified by a physician.

7. The Authorization for Emergency Treatment of Minors form is to be signed by the parent/guardian of each participating student, kept in the team's medical kit, and taken to all games by coaches. See Appendix G.

TRANSPORTATION

Transportation Request and Changes

1. Bus Requests will be done by the Athletic Department.
2. Any changes in the transportation schedule should be directed first to the Athletic Director. Only call the transportation office yourself if you cannot reach the Athletic Director, or in an emergency.

Rules for Bus Conduct

1. Discipline on the bus is the responsibility of first, the coach; second, the driver. The driver is responsible for maintaining a safe bus and may have to take certain measures to insure this. As a last resort the bus may return to the Edwards-Knox School.
2. Coaches must set up guidelines for their bus trips, inform the students of the rules, and enforce them.
3. The Athletic Director and the Superintendent of Transportation shall have the power to cancel any or all contests away if the coach cannot control his/her students on trips.
4. Equipment should be made secure before the bus leaves or returns, by the managers under the supervision of the coach.
5. The following rules will apply to all bus trips:
 - a. Head, hands, arms, feet, etc., will remain inside the bus. Nothing should be thrown out of the windows.
 - b. Students should remain in their seats at all times, refrain from throwing things and keep their hands to themselves.
 - c. Keep the noise level down. No shouting or whistling inside or out the windows.
 - d. Coaches are responsible to see that the bus is reasonably clean at the end of the trip.
 - e. Meals: Stopping will be up to the coaches and the driver. This should be agreed upon by both when leaving on a trip. No food, beverages, or other restaurant equipment (straws, etc.) will be allowed from the eating place on the bus.
 - f. No student will be allowed to ride home with family, relatives, etc., without written permission from the parent/guardian and approval of the Jr.-Sr. High School Principal.
 - g. **Squad members should not be picked up or let out at any place other than the school or an approved pick-up/drop-off point.**

1. Jims Auto Edwards
2. Library Russell
3. Woodys Store Hermon
4. Kunoco Office Canton

Student Transportation

1. A coach may not provide rides to and from practices unless that student athlete is their own child, residing with them in their home.

NON-LEAGUE CONTESTS

Each athletic team will be allowed **one** non-league contest and not to exceed NYS regulations for the allowable number of non-league contests. Scrimmages and non-league contests must be scheduled and approved by the Athletic Director.

NEW YORK STATE Athletic Placement Process

The Edwards-Knox Central School Board of Education will participate in the New York State Program and the Selection/Classification Process, which established guidelines for eligibility for interscholastic athletic team membership in all sports. This program will apply only to pupils in the 7th and 8th grades. The Director of Athletics is to be assigned the responsibility of directing this program. See the New York State Public High School Athletic Association Handbook for the details of this process.

COACHING RESPONSIBILITIES

1. To assure that all rules and regulations of the Commissioner of Education, N.Y.S.P.H.S.A.A., Section X and the Edwards-Knox Central School District, as outlined in this and the State Handbooks, are followed.
2. Season - The length of each sport season begins and ends with the dates established for the varsity squad.
3. Head Coach - All head coaches (varsity coaches) are responsible for the lower level programs in their respective areas.
4. Roster Lists - Each coach is responsible for an alphabetized squad list of the players and managers. **The squad list is due one week after the first practice session.** The coach is responsible for keeping the Athletic Director updated as to additions or deletions from the team roster. See Appendix C, for the Roster form.
5. Safety - All coaches are responsible for the safety of their squads. **Therefore no practice shall begin until a coach is present and no practice shall be conducted without a coach present.**
6. Squad Policies - All coaches are to be sure that their regulations are understood by all concerned. Do this at the beginning of the season. **Policies should be in writing** - posted, dated and distributed to players, parents and a copy given to the Athletic Director to be filed. Copies of athletic contracts for players on each team must be given to the Athletic Director to keep on file.

7. Professionalism - It is important that all staff members maintain a high degree of professionalism. Language, attire, posture and decorum are all important. Remember that over-familiarity when dealing with students, parents, and the public often breeds contempt.
8. The Use of Alcohol or controlled substances by students, chaperons or coaches at a school function is prohibited by Board of Education policy.
9. Footwear - Baseball/Softball cleats, soccer cleats, and all other cleated footwear are not to be worn in the locker rooms, hallways or buildings. **All coaches will be responsible for seeing that team members carry their footwear when indoors.**
10. Captains - Captain selections are the option of the coach. Captains may be selected by election, selection, or may be omitted.
11. Managers - Set down on paper all assignments and be sure that managers receive a copy. Post copies if practical and file additional copies for future reference. Have specific daily and pre-contest responsibilities.
12. Sunday Practices - Sunday practices (and games) are **prohibited** unless special permission has been granted. Approval for this commences with the Athletic Director.
13. Athletic Agreement - It is the coaches' responsibility to enforce the rules of the Athletic Agreement and to adhere to the decisions of the Athletic Committee. See Appendix G, pages 31-38, for a copy of the Athletic Agreement and a definition of the Athletic Committee.
14. Practice Areas - Court and field assignments will be made by the Athletic Director. It is important for all coaches to recognize that understanding the problems of others is important. Scheduling of practice areas is difficult with so many teams and so few gyms. Practice schedules shall be printed and distributed by the Athletic Director.
15. Emergencies - In case of emergency, coaches should make every effort to notify the parents or guardian upon taking an athlete to the hospital or to a doctor.
16. Injuries - All injuries are to be reported to the Nurse's Office no later than the next school day by the coach in charge. As soon as possible, the injured student should report to the Nurse's Office to report the injury.
17. Student Forms - The completed **Student Athletic Medical Update** and the **Authorization of Emergency Treatment of Minors** forms must be submitted to the coach, together with the signed **Athletic Contract**, before participation in practice or play.
18. End-of-Season Reports - Coaches of all sports will file the following with the Athletic Director at the end of the season:
 - a. A final team roster.
 - b. Inventory of equipment by **each coach** (Varsity, J.V. and Modified equipment).

- c. A list of students who still owe equipment.
19. Coaches must attend all pre-season and post-season section meetings in their particular sport.

GAME AND PRACTICE RESPONSIBILITIES FOR COACHES

Home Contests

1. Check and prepare your equipment, uniforms, practice balls, game balls, score book, etc.
2. Prepare, set up fields and/or facilities for practices, scrimmages, and games.
3. Check with the Athletic Director concerning postponements, cancellations, tardy officials, etc.
4. **Check team attendance** and health problems during the school day.
5. Greet the visiting teams and officials. Show them the locker room, shower and lavatory facilities.
6. Your responsibility during a game is to help maintain proper team and crowd decorum.
7. At the end of a game, show proper amenities to the visiting team and coach.
8. Following a game, check the physical condition of your players and fill out accident reports, if necessary.
9. Supervise the collection of equipment and uniforms and see to their proper storage.
10. Secure people to aid in running contests and statisticians, scorekeepers, timers, and P.A. announcers when needed.
11. In sports where there is league competition, all officials are assigned by the league or assignor for that sport. For scrimmages and non-league contests, it is the coaches' responsibility to request officials through the Athletic Director. It is the Athletic Director's responsibility to contact the assignor and officials when a game is canceled and/or rescheduled.
12. The Athletic Director will make available to coaches the claim forms for officials' signatures and payment. It is the coaches' responsibility to get the signatures and information needed. All forms should then be returned to the Athletic Director.
13. Changing dates or times of scheduled contests have to be approved by the Athletic Directors of both schools involved.
14. **School Closing Policy:** In the event that the host school or visiting school is closed due to inclement weather, sickness, or other emergencies, all athletic contests between the two schools will be postponed and rescheduled.

Away Contests

1. Check with the Athletic Director concerning transportation and time of departure.
2. Make sure that uniforms, equipment, scorebooks, and the first aid kit are in order.
3. Be responsible for the conduct and actions of your team on the bus and during the game.
4. Assist, if necessary, the faculty advisor in charge of our spectators in maintaining proper decorum.
5. Upon returning to school, check the bus for any debris left by the players.
6. Refer to Home Contests 4, 8, 9, 10 and 17.
7. **Make sure each player has gotten a ride home before leaving the building.**
Coaches cannot leave students who are waiting for a ride home.

Practices

1. Each coach shall be responsible for planning and carrying out practices on a regularly scheduled basis. Do not cancel practices unnecessarily. Failure to adhere to this rule could result in termination for a coach. If a practice has to be canceled the Athletic Department must be contacted by 2:00 pm so the information can be disseminated to all concerned and put on the "230 line".
2. Practices should be limited to a reasonable amount of time. The amount of time spent practicing a particular sport should in no way jeopardize a student's academic standing. Generally, practices should be limited to 2 hours, and a minimum of 45 minutes.
3. Coaches are reminded that **they** are responsible for students until the students **leave** the school grounds following a practice or game.
 - a. Have students leave the building from gym area doors.
 - b. Secure the area. Make sure lights and showers are off and doors are locked.
4. Snow Day Practices - **there will be no team practices or games on any day that school is closed for inclement weather or other emergencies.**
5. Early School Closings - Any day that school is closed early because of inclement weather or other emergencies, all practices and games will also be cancelled.
6. During the season, if you are absent from practice or a game, it is your responsibility to either cancel or have a certified coach take your place. **There are to be no non-certified persons running a practice.**

MANAGERS

Team manager(s) selection is at the discretion of each coach. The coach is responsible for making managerial opportunities available to all students and not just to future prospective athletes. Managers can be in grades 4-12 and are expected to

abide by all team rules and time commitments. Managers should not participate in practice activities or events. See Appendix G for the manager permission form.

EQUIPMENT

Ordering

1. It is the responsibility of the Head Coach to develop a budget for the sport and to make specific requests for equipment and supplies. Assign priority based on need, cost, and safety.
2. It is the responsibility of the J.V. or Modified Coach to inform the Head Coach of your needs for equipment and supplies.
3. All orders must be approved by the Athletic Director or coaches will be responsible for bills.
4. All orders must be placed by the district Business Office on a purchase order, and not given verbally to any salesman or company.
5. Plan ahead!

Equipment - Inventory and Issuing

1. When all equipment had been checked in, recorded and properly stored, **head coaches** will give the information to the Athletic Director to be kept on file. See Appendix B for the Inventory form.
2. At the end of the season, a list of students who still owe equipment, and the value or price for that equipment, should be turned in to the Athletic Director and the Jr.-Sr. High School Office.
3. No student should be issued equipment if they still owe from a previous sport. Check the list issued from the Jr.-Sr. High School Office.
4. It is the responsibility of all coaches to collect uniforms and equipment from their teams. Don't have the Athletic Director or Principal do this for you. If possible, collect everything on the day of the last game. If not, plan on coming to the School building until all equipment is in.

AWARDS

Letters, pins, bars and certificates will be awarded.

1. J.V team members will receive one J.V letter per high school career. In subsequent sports they will receive a certificate.
- 2.

Varsity team members will receive one varsity letter per high school career. They will receive a metal insignia pin insert for each specific sport. For each year following the first year they will receive a metal bar.

3. General requirements for awards:
 - A. Approval of coach, director and principal.
 - B. School citizenship.
 - C. Finishing the season, unless excused by the coach (injury, etc.)

 - D. Returning all equipment. **If a student has not returned all equipment he/she will not be allowed to participate in the Awards Ceremony or receive any awards.**

4. Allow ample time for the typing of names and signature of the Athletic Director on your certificates.

APPENDIX A

COACH'S CHECK LIST

PRE-SEASON

- _____ Pre-season sign-up sheet for your athletic team
- _____ Pre-season meeting with students for try-outs and team manager
- _____ Medical examinations: check nurse's list of students who have received sports physicals. Students must have a sports physical prior to first practice.
- _____ Check inventory list and update with new equipment; prepare new equipment for issuing with numbers, labels, etc.
- _____ Check schedules and complete if necessary
- _____ Obtain necessary keys from the Superintendent of Buildings and Grounds
- _____ Replenish First Aid Kits

IN-SEASON

- _____ Medical examinations: check all students on team with Athletic Director. Add any new students.
- _____ Squad lists to Athletic Director (team roster) - **one week after first practice.**
- _____ Athletic Medical Update and Authorization for Emergency Treatment of Minor forms returned and Athletic Agreement/Contract signed by students prior to participation in practice or play. See Appendices E, A and F respectively for copies of these forms.
- _____ Interscholastic Athletic Eligibility Agreement explained to students.
- _____ Squad attendance - keep daily records
- _____ Issue equipment and record equipment issued
- _____ Update rosters immediately to Athletic Director, using forms provided for any additions or deletions
- _____ Report to nurse any student injured in game or practice
- _____ Home Contest Responsibilities (see page 18)
- _____ Away Contest Responsibilities (see page 19)
- _____ Additional coach's responsibilities (see pages 18-19)

POST-SEASON

- _____ Equipment turned in - check against numbers, etc., issued
- _____ Inventory of equipment to Athletic Director
- _____ Team results to Athletic Director (win/loss record)
- _____ List of students who still owe equipment to High School Office
- _____ The coach shall contact the student/parent regarding the "outstanding equipment" and remind student he/she cannot participate in the upcoming Awards Ceremony or receive any awards if the equipment is not returned
- _____ Return all keys to Superintendent of Buildings and Grounds

* The authorities will be contacted by the principal after a reminder has been made by the coach and a letter has been sent to the parents by the school administrator.

APPENDIX B

EDWARDS-KNOX CENTRAL SCHOOL ATHLETIC INVENTORY SHEET

SPORT _____

DATE _____

UNIFORMS

QUANTITY

Jerseys _____
 Pants _____
 Stockings _____
 Warmups _____
 Sideline Jackets _____
 Windbreakers _____
 Liners _____
 Turtlenecks _____

PRACTICE UNIFORMS

Jerseys _____
 Pants _____
 Sweat Tops _____
 Sweat Bottoms _____

PROTECTIVE EQUIPMENT

Knee Pads _____
 Shin Guards _____
 Sliding Pads _____
 Batting Helmets _____
 Goalie Equipment _____
 Catcher's Equipment _____

PRACTICE EQUIPMENT

Balls _____
 Nets _____
 Bats _____

MISCELLANEOUS EQUIPMENT

TYPE	QUANTITY

Coach's Signature _____

APPENDIX D

Manager Permission Form

I give permission for _____ to be a manager for the
_____ team during the 18-19
season.

Appendix E

VIOLATION OF RULES & REGULATIONS COMMITTEE DETERMINATION

Name of Athlete: _____

Date of Meeting: _____

The committee consists of the Building Principal, Athletic Director or Designee, the Coach of the team and two other coaches from the district.

Date of Incident: _____

Rules or regulations to be considered in Question:

Determination made by the Committee:

Consequences are determined to be:

Future Recommendations:

Principal's Signature

Athletic Director/Designee

Date

In the event the athlete and/or parents choose to appeal the decision, the process is:

Appeals Process: The student and/or parents/guardians, if they are not satisfied with the decision and wish to pursue the matter, must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the NYSED Commissioner within 30 days of the decision.

Appendix F

Edwards-Knox Coaching Evaluation Information Form

Name of Coach: _____

Name and Title/Position of Evaluator: _____

Sport: _____ Date Completed: _____

Directions: A coaching Evaluation will assess practical experience as a coach in a specific sport while under the supervision of a school district athletic administrator who has evidence of the coaching experience and/or periods of observation. This information must be kept by the coach being evaluated and the district athletic administrator and/or local district personnel administrator.

Please rate demonstrated competencies for the coach in each of the listed areas of responsibilities as determined by your personal observation 4: Exceeds Expectations, 3: Meets Expectations, 2: Needs Improvement, 1: Unsatisfactory

A. Team Selection.

4 3 2 1

B. Practice planning (clear daily, weekly, and seasonal objectives).

4 3 2 1

C. Warm-up and conditioning activities.

4 3 2 1

D. Organization of drills, etc.

4 3 2 1

E. Skill instruction.

4 3 2 1

F. Strategy analysis.

4 3 2 1

G. Awareness of individual and team strength/weaknesses

4 3 2 1

H. Use of teaching aids.

4 3 2 1

I. Motivational techniques.

4 3 2 1

J. Professional relationship with fellow coaches.

4 3 2 1

K. Control of player and team behavior/conduct.

4 3 2 1

L. Care of equipment.

4 3 2 1

Suggestions/Comments:

The above information is provided as a result of my observation and evaluation of this coach during the _____ season for the sport of _____.

Signature of Evaluator _____

Signature of Coach _____

School: _____

Appendix G

Student Athletic Contract

2018-2019 School Year

Dear Parents/Guardians:

Your son/daughter has expressed an interest in becoming a member of one of our athletic teams. We believe that participation on athletic teams allows students opportunity for personal growth and development. In addition, students can learn much about self-discipline and about responsibility and dependability by participating on a team.

Attached you will find a copy of the Edwards-Knox Athletic Agreement. This is a list of rules and regulations' governing all athletes participating on our athletic teams and it is yours to keep. Please review this agreement carefully with your son/daughter.

Please note the Athletic Agreement below. Students must return this contract to their coach, signed by the student and the student's parent or guardian before the student is eligible for participation in the sport named. In addition, the accompanying "Authorization for Emergency Treatment of Minors Form" and the "Medical Update Form" must also be completed and returned to the coach before the student is eligible to participate.

Sincerely,

THE ADMINISTRATION

EDWARDS-KNOX CENTRAL SCHOOL STUDENT ATHLETIC AGREEMENT

The following rules and regulations are to be followed by all athletes (boys and girls) while participating on an athletic team:

1. All eligibility rules of the New York State Public High School Athletic Association will be strictly followed. A copy of these rules is available in the athletic office.
2. Students must have a current physical on file and have been cleared by the school nurse prior to participation in practice. All permission forms and athletic contracts must have been signed and returned to the coach prior to the student's first day of practice. Coaches will not allow any student to participate who has not met this requirement. A signed and dated athletic agreement by each student/parent will be kept on file by the Athletic Director in a large 3-ring binder at the start of each sports season.
3. Students will have until the end of the first full week of a sport's season to become a member of an athletic team. Extenuating circumstances will be reviewed. This guideline is consistent with our academic add/drop policy.
4. Student-athletes are students first and as such this policy has been developed to stress academics. Students must meet the following academic eligibility guidelines:
 - a. A student may not try out for a team if they are currently failing three or more classes. If at any time a student has a progress report or report card that indicates failure in three or more classes that student will be removed from the sports' team until the end of the season.
 - b. The academic support period will be determined every five weeks, by using progress reports and report cards. At any time that a teacher has concerns about a student academically or behaviorally, they can suggest a meeting with the Athletic Council.
 - c. After School Academic Support Sessions
 - i. A student failing one (1) class at any five week marking period will be required to attend at least one after school academic support session per week for at least 45 minutes. This will continue until the next marking period.
 - ii. A student failing two (2) classes at any five week marking period will be required to attend two after school academic support sessions per week for at least 45 minutes each session. This will continue until the next marking period.
 - iii. Students who have practice will be allowed to leave at 45 minutes and must present a timed pass to the coach to enter practice. Students with games will be allowed to leave at the time determined by the Athletic Director.

- iv. If an athlete continues to be failing a class after the five week marking period, they will continue with the academic support requirement.
 - d. Game Suspensions
 - i. Any student that fails to stay for the required number of support sessions will have a game suspension for each session missed.
 - ii. If an athlete fails to stay for academic support for three weeks in any one sport season they will be removed from the team.
 - e. Eligibility Appeal

Athletes will be expected to maintain acceptable standards of academic excellence in their coursework. If a student is academically ineligible and has experienced extenuating circumstances, a parent may request an appeal to the Athletic Eligibility Committee. The request must be in writing to the Athletic Director. The Athletic Director will establish an Athletic Eligibility Committee to hear the appeal from the parent and student within three days with the following individuals: 1) principal or an administrator designated by the principal, 2) high school counselor, 3) a student, 4) athlete's coach, 5) high school teacher, 6) parent, and 7) athletic director. The Athletic Eligibility Committee makes the final decision regarding the athlete's eligibility appeal.
 - f. Students participating in athletics with another school through the merger process will adhere to the Edwards-Knox eligibility policy.
5. Athletes must be in attendance for a **full day** of school (**8:00 a.m. – 2:51 p.m.**) in order to practice or play unless they present a written legal excuse on official paper from the doctor, dentist, motor vehicle office, etc. (i.e. doctor's appointment, dentist appointment, road test). In extenuating circumstances, a parent may notify the principal for a clarification of certain emergencies.
 6. Athletes will be expected to maintain acceptable standards of school and community citizenship.
 7. Athletes who are on a team that begins practice after 3:00 p.m. must leave school grounds unless under the direct supervision of a teacher or coach until the beginning of a later practice. Students who remain on school grounds without supervision will receive consequences for violating this rule.
 8. Athletes will be expected to follow the individual coach's rules involving each sport. This criterion is to be approved by the administration/athletic director prior to the start of the season. These rules and expectations will be provided to each athlete and parent in written form.
 9. All injuries must be reported promptly to the coach and school nurse. An accident report will be filled out promptly. **Any student whose safe participation is in question as a result of**

the health history interview, an injury, or prolonged absence must be re-qualified by the school physician before further participation is permitted. This determination will be assessed on an individual basis in conjunction with the school nurse. The final decision will be made by the school doctor.

10. Athletes must ride the team bus to and from each athletic contest. **Parents/Legal Guardians** wishing to drive their children home from the contest must notify the coach of this, **in person**, and sign the release form provided by the coach. When the coach releases the athlete to the parent/guardian, the school is then relieved from all liability for the student's transportation home from the athletic contest. A written request by a parent/guardian for an exception to this rule/ procedure must be presented to the high school principal. Any exceptions to this rule/procedure will be approved by the high school principal. Once a request for an exception to this rule/procedure has been approved, the principal will initial this request and the student athlete will present this note to the coach. The school is then relieved from all liability for the student's transportation home from the athletic contest.
11. An athlete who wishes to withdraw from the squad must **notify the coach personally and sign a withdrawal form provided by the school.**
12. All athletes are held personally and financially responsible for ALL equipment issued to them. Failure to return equipment within a week following the last scheduled contest will result in financial penalty and delay in commencing the next sport season.
13. Violations of sections I, II, and III rules and regulations will result in the alleged offender being suspended pending a meeting of the Athletic Council. The committee will consist of the Jr.-Sr. High School Principal, Athletic Director or designee, the coach of the team and two other coaches. The Athletic Council will determine the appropriate consequence for the violation of school rules and procedures.
 - a. Alcohol and Illegal Drugs - The use, possession and/or presence of underage drinking of alcohol or illegal drugs is a very serious concern and a violation of the law. First offense for such activity will be a suspension of three games. The second offense within an athlete's career at Edwards-Knox will result in a one-year (365 day) suspension from all athletic activities from the date of the determination by the Athletic Council.
 - b. Tobacco – The use, possession and/or presence of tobacco products is prohibited by athletes both on school grounds or off during an athlete's "season". Although 18 years old is the legal age for purchase or use of cigarettes and chewing tobacco, we do not condone possession or use of these unhealthy products. Violation of this rule will result in a three game suspension for the first offense and a six game suspension for the second offense. A third offense will result in a one-year (365 day) suspension from all athletic activities from the date of the determination by the Athletic Council.

- c. Athletes will be expected to maintain acceptable standards of school and community citizenship as outlined in the student handbook and Code of Conduct approved by the Board of Education. Student-athletes will be brought before the Athletic Council who have been placed on Out-of-School Suspension, or recommended by the coach, Athletic Director, or Building Principal. If the problem persists the committee could implement a one year (365 days) suspension from all athletic activities from the date of the determination by the Athletic Council.

- d. At no point should any student –athlete participate in hazing or encourage another person to do so. Hazing takes many forms and should be reported to the coach, principal, or parents. Students will be receiving instruction on hazing at the beginning of the sports season.

The Athletic Council will convene in a timely fashion with all five members in participation. The student and his/her parent or guardian will be notified of this meeting and may participate in the “fact-finding portion” of the meeting. The five-member committee will then meet in private to discuss the findings and come up with a determination in the rules and regulations violated. When applicable a consequence will be set. The full consequence must be served before participation in that sport or any other team participation at Edwards-Knox. This consequence may be in addition to an administrative determination. There will be a Violation of Rules and Regulations Committee form completed and kept on file by appropriate officials. The students/parents/guardians will be made aware of the committee’s decision and given a copy of this form.

EDWARDS-KNOX CENTRAL SCHOOL
2512 County Route 24
Hermon, NY 13652

I have reviewed the Student Athletic Agreement with my son/daughter and understand that all team members will be expected to abide by these rules and regulations. I hereby give my permission for (Name of Athlete) _____ to participate in (Name of Sport) _____ for the _____ season.

Parent/Guardian Signature

I have read the rules and regulations and agree to abide by them.

Athlete Signature

EXTRACURRICULAR PROGRAM - AUTHORIZATION FOR EMERGENCY TREATMENT OF A MINOR

Student Name: _____ Date of Birth: _____

I, _____, being the parent/legal guardian of the above named student, do hereby allow a qualified medical person to act in my behalf in authorizing medical care and/or hospitalization for the above named student in the event that I cannot be contacted.

PARENT/GUARDIAN

Special Medical Problems - List

Signature Date

Street Address

City State Zip Code

Home Telephone Work Telephone

HOSPITALIZATION COVERAGE FOR THE ABOVE NAMED STUDENT

Insurance Company / Identification or Contract Number

FAMILY PHYSICIAN: _____
Name Telephone No.

This document shall be presented to a physician or appropriate hospital representative at such time as emergency medical care or hospitalization may be required.

* A copy of this form must be kept in the team's medical kit and taken to all games by the Coach.

Return this form to your coach.

EDWARDS-KNOX CENTRAL SCHOOL
STUDENT ATHLETIC MEDICAL UPDATE

Prior to the start of tryout sessions of practice at the beginning of each season, a health history update for each athlete must be conducted unless the student received a full medical examination within 30 days of the start of the season.

TO BE COMPLETED BY THE PARENT OR GUARDIAN

Note: "YES" to any of these questions does not mean automatic disqualification from the athletic activity indicated. However, it may require a review and approval by the school physician before the student can report to practice or tryouts.

The answers to the questions on this form will be held in the school health office and will be kept confidential.

Student: _____ Grade: ____ Date of Birth: __/__/__

Sport: _____ Varsity____ JV____ Modified _____

HISTORY SINCE LAST HEALTH APPRAISAL:

If the answer to any of the following questions is "YES", please describe the condition or situation that prompted your answer on the reverse side of this form.

- 1. Allergies (Bee Sting/Medications/Food/Latex, etc.)? YES___ NO___
- 2. Does the student carry an Epi-pen for a life-threatening allergy? YES___ NO___
- 3. Asthma YES___ NO___
- 4. Does the student carry an inhaler? YES___ NO___
- 5. Does the student take any medications daily? YES___ NO___
- 6. Concussion/Head Injury/Seizures YES___ NO___
- 7. Recent injury that requires medical attention or protective equipment? YES___ NO___
- 8. Recent illness lasting longer than on week (i.e. Mono) YES___ NO___
- 9. Has the student stayed in hospital overnight or had an operation? YES___ NO___
- 10. Currently taking medications YES___ NO___
- 11. Diabetes/Hypoglycemia YES___ NO___
- 12. Heart/Blood Pressure Problems YES___ NO___
- 13. Heat Exhaustion or Stroke YES___ NO___
- 14. Hearing Impairment YES___ NO___
- 15. Bleeding Tendency/Anemia YES___ NO___
- 16. Recent Surgery or Hospitalization YES___ NO___
- 17. Kidney/Liver Disease YES___ NO___
- 18. Contact Lenses YES___ NO___
- 19. Is there any medical condition that might be aggravated by playing sports? YES___ NO___
- 20. Does student have or is there a family history of high blood pressure, heart trouble, diabetes, cancer, asthma, seizures, or any other serious illness? YES___ NO___

Parent/Guardian Signature

Date

Return this form to your coach.