



ORCHARD PARK QUAKERS



September 2021

Dear Coaches:

Welcome to the Orchard Park School District Interscholastic Athletic Program. This handbook is presented to you as a resource to provide the information you will need to facilitate success in an interscholastic athletic program of excellence.

As a district, we believe that co-curricular and extracurricular activities play an important role in the academic and physical development of every student. We strive to provide a complete NYS interscholastic program at the OPCSD.

This OPCSD Coaches Handbook provides our staff with important information pertaining to district standards, policies, procedures and coaching responsibilities. You are required to read this handbook and utilize it as a reference in performing your duties related to our athletic program. I would also suggest that you read and are familiar with the ECIC Sport Standards, the Section VI Sport Handbook and the NYSPHSAA Handbook. Good luck in your season. Go Quakers!

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APPOINTMENT TO PAID COACHING POSITIONS

The success of our athletic program depends upon our ability to secure the services of highly qualified and motivated coaches. All coaching positions are yearly appointments. NYS does not provide for tenure as far as coaching positions are concerned. Each coach will be evaluated seasonally by the Athletic Director and a satisfactory evaluation is important for continuation in that position for the next school year.

Any person, OPCSD staff member or non-OPCSD staff member, may apply for a coaching position (when posted) for the following school year or season. Qualified OPTA members are given first preference to available coaching positions and are able to retain currently held coaching positions pending satisfactory evaluations, barring other circumstances. Qualified OPSRPA members are given second preference to available coaching positions. Qualified non-OPCSD staff members are given third preference to available coaching positions. Coaching positions held by OPSRPA and non-OPCSD staff members will be considered vacant each year and posted annually according to approved guidelines. All vacancies and newly created coaching positions will be posted on Lotus Notes and on the WNYRIC. **Note: It is the coach's responsibility to maintain all required coaching credential requirements.**

All candidates will be interviewed by the Athletic Director, appropriate designee and program head coach where applicable. Upon selection, a candidate will be recommended to the Superintendent of Schools by the Athletic Director and forwarded to the Orchard Park Central School District Board of Education for approval.

The following criteria will be used for all interscholastic athletic coaching assignments:

Mandatory Credentials (see state regulations):

1. Valid CPR/AED and First Aid certifications
2. Fingerprinted (when required by either state regulations or board policy)
3. Required coaching coursework if not a certified NYS physical education teacher
4. Valid NYS coaching license, if not a certified NYS teacher
5. Concussion Management Certification
6. DASA certification
7. OPCSD Policy Sign off

Preference:

1. Current member of the OPTA meeting the mandatory credentials identified above and in the commissioner's regulations.
2. Background and coaching experience in sport

See State Coaching Requirements – Section 135.4 of the NYS Education Department, Commissioner's Regulations for additional information.

USE OF UNPAID ASSISTANT COACHES (VOLUNTEER COACHES)

1. Recommendation required from Athletic Director after discussions with current coaching staff and program head coach. Recommendations to be provided to the Superintendent of Schools (or designee) for final approval. See board policy 3150 for additional explanation of the approval process.
2. All volunteer coaches must meet all coaching eligibility requirements before they will be considered. All coaching requirements need to be submitted to the Athletic Office no later than 30 days prior to the start of the season. See state regulations (section 135.4) for additional detail:
 - a. Must hold valid first aid skills and knowledge certification (minimum of 12 hours initial training valid for two years)
 - b. Must hold valid CPR/AED certification (minimum of 4 hours training valid for two years)
 - c. Within a two year time period from the beginning of their first coaching season they must complete Philosophy, Principles and Organization of Athletics in Education or complete the AIC through the NFHS Pathway. If coaching a strenuous sport, they must also complete Health Science Applied to Coaching and Theories & Techniques of Coaching for the sports they are employed within 3 years of their employment as a coach.
 - d. Completion of the AIC through the NFHS pathway.
 - e. Completion of the Child Abuse and Identification Training, S.A.V.E. Legislation Training and DASA training is also required under separate legislation.
 - f. Must hold currently valid SED approved coaching certificate for the specific sport (see SED TEACH).
 - g. Completion of Concussion Management certification.
3. The following limitations are placed on unpaid assistant coaches (volunteer coaches):
 - a. Volunteer coaches may not provide transportation to students. All student transportation not provided by the student, student's parents, or guardian is to be provided by the District as approved by the Athletic Office.
 - b. Volunteer coaches may provide volunteer coaching services to a team which includes a relative of the volunteer coach. It is the District Coach's responsibility to notify team members and their parents that a family member will be assisting with the team.
 - c. Volunteer coaches may not discipline students.
 - d. Volunteer coaches may not supervise a practice or coach unless an appointed District paid coach is present.
 - e. Volunteer coaches are not to discuss student performance with parents or guardians without the specific approval of the appointed District paid coach.
 - f. Volunteer coaches are subject to all expectations of performance and professional conduct applicable to paid school personnel (see policy 6000 series).

USE of PARENT VOLUNTEERS

All parent volunteers assisting with the Orchard Park Central School District Athletic Program are required to review the OPCS Parent Volunteer Handbook, attend a parent volunteer orientation, complete the parent volunteer application and be approved by the Director of Athletics.

TEAM DISCIPLINE AND OPERATIONS

The following regulations have been based upon the job description for coaching, health maintenance regulation and rules for athletic participation:

1. Student medical Health Examination forms will be submitted to the building health office. Parents will register their child(ren) through their Parent Portal Account. The Athletic Office will compile a roster of students able to try out for the specific team and season. Timelines will be emailed to all coaches and listed on the Athletic Website. A seasonal list of dates and deadlines will be listed on the Orchard Park Athletic Department Website.
2. In addition to team rules that you individually require, please also refer students to the high school and middle school student rules listed in student handbooks as they also apply to all extracurricular activities.
3. Suspension of student athletes by the secondary administration must also be enforced by the coaching staff in the athletic domain. No participation is allowed until the day after the last “out of school suspension” day. Administration will alert the coaches when student athletes are suspended.
4. Athletes who receive detention may not report to practice until dismissed from detention on the assigned day.
5. In order to preserve the integrity of the tryout system and the team in general, students are obligated to compete in all scheduled practices and competitions unless excused by the coach. Conflicts with out of school competition for another team are to be handled on an individual basis by the coach, with the coach having the authority to bench where lack of compliance has occurred.
6. When school transportation is arranged, students are expected to use this mode to and from contests. Coaches MAY NOT release athletes to other minors (student drivers). Coaches may only release athletes to their direct parent or guardian, and may not release other athletes to that same parent unless written permission is directly given to the coach by the affected parent or guardian. Coaches are NEVER to transport students in their personal vehicles. For additional information see District Policy 5720.
7. Students not present for four full periods without a legal excuse for the missed class time are NOT ELIGIBLE TO PLAY OR PRACTICE. Legal exceptions would be field trips, funerals, doctor appointments, court appearances, family illness or any activity approved by the building administration and athletic director in advance.
8. Coaches are required to keep adequate records of supplies and equipment given to students for personal use. Failure of students to return such will require the coach to secure information on replacement costs from the Office of Athletics so the athlete can bring in repayment before the team disbands for the season.
9. In order to aid in the fairness of team rule enforcement, coaches must follow due process in terms of progressive punishment before dismissal occurs. This includes clearly communicating your rules to your athletes at the beginning of the season. Individual conference, benching, requests for suspension, must occur before final dismissal from the team. Obvious cases of incorrigible behavior should be

handled according to administration of rules listed in the student handbook. Coaches should request assistance in such cases from the building administration and the Director of Athletics. Coaches should complete a student referral when necessary to document any issues.

10. In cases where the parent requests an appeal, a conference will be held with the affected coach(s), athlete, parents, athletic director and school principal as soon as convenient, but within four practice days. In cases where students are disciplined by the school principal, athletes are expected to have to work themselves back into eligibility for competition upon returning from suspension. Coaches may NOT punish an athlete by dismissal from the team in addition to disciplinary measures involved by the administration except in cases governed by the athletics rule dealing with substance abuse.
11. All requests for suspension or team dismissal should be made through the Director of Athletics.
12. Hazing/Bullying: Hazing in any form is strictly forbidden by the Orchard Park School District. No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this shall be immediately removed from the duration of that competition and shall be reprimanded by the coach. The player may be subsequently returned to competition in future games subject to the judgment of the head coach. Further discipline may be taken, including removal from the team, depending upon the judgment of the Athletic Director. All incidents of hazing or bullying are to be reported to the Athletic Director.\
13. Two Sport Athlete: Per OPCSD Policy, 7420:

Two Sport Athletes

Consideration will be given for high school student athletes wishing to play two sports within a given season. Such consideration will be given for one season only, and a student athlete will not be permitted to participate in more than four sports within a given school year. Student athletes requesting such consideration must do so at least two weeks prior to the start of the athletic season, thereby allowing ample time to evaluate and consider the request. Consideration for two sport athletes will be limited to high school athletic teams (i.e. freshman, junior varsity and varsity teams), and such exceptions will not be made for middle school level sports teams.

The Athletic Director will work with the student athlete, his/her parents, school building administration, the guidance counselor and the student athlete's teachers and coaches to evaluate whether or not the student would likely be academically successful while meeting the demands of participating in two sports. It is the belief of the Orchard Park Central School District Board of Education to prioritize academics over athletics, and consideration for participation in two sports within a season will only be given to students in strong academic standing. The Athletic Director will evaluate the student's academic performance, student discipline record, and attendance. After consulting with school personnel and evaluating the criteria outlined a determination will be made by the Athletic Director.

14. Academic Eligibility and Co-Curricular Behavior Eligibility Policies:

ACADEMIC ELIGIBILITY POLICY 7412

The Board of Education recognizes that the OPCSD co-curricular eligibility policy is intended to be a teaching/learning procedure for motivating students. The Board believes that participation in the co-curricular program is a distinct privilege extended to all students by the District. As such, it shall then be the responsibility of all advisors and coaches to publish a list of all participants for their activities, clubs and sports each season or year and distribute this list to the faculty.

It shall then be the teachers' responsibility to monitor and determine on a weekly basis that the student's academic potential and classroom expectations are, in fact, being met.

Should the student demonstrate less than acceptable academic performance, and should the teacher(s) contemplate holding the student ineligible, the teacher(s) will take the following actions:

1. A warning of pending ineligibility will be made to the student and his/her parent ONE WEEK before any action is taken.
2. The teacher(s) will dialogue with the advisor or coach in advance of any ineligibility action and allow ONE WEEK for the individual student to be given the opportunity to meet the academic standards.
3. The student should be made to realize the consequences to self, team or club for not meeting classroom performance standards.
4. The expectation will be that significant improvement in performance will be demonstrated immediately by the student.

Eligibility for participation will be an ongoing process determined on a weekly basis with an initial appeal possible by the student to the teacher(s). Beyond this step, the normal line of appeal within the building will be followed.

In those instances where the student fails to demonstrate significant improvement in his/her academic performance, the student may then be ruled ineligible for participation in all co-curricular activities for the next week.

CO-CURRICULAR BEHAVIOR ELIGIBILITY POLICY 7316

In addition to the standards of expected behavior and disciplinary sanctions enumerated in the District's Code of Conduct, the Board of Education recognizes that the co-curricular program is a distinct privilege extended to students by the District and that such participants represent the school during such participation.

Since all school Code of Conduct rules apply to students involved in after school activities as well as during the school day, participants in co-curricular programs will be held accountable for involvement with illegal drugs or alcohol while taking part in school clubs, student government, music, drama, intramurals, athletics and other student-centered activities designated by the Superintendent.

Any student suspected and then verified to be in possession of, under the influence, or found to be selling or distributing illegal drugs, inhalants, steroids, or alcohol will be immediately suspended and potentially dismissed from the activity after meeting with their School Building Principal and or other administrative staff as appropriate.

These standards of expectations are in effect at all times, which includes violations on school property, at school related functions, and in the community at large.

Once the Principal/Athletic Director makes a final determination in the matter, verbal and written notice will be given promptly to both student and parent/guardians.

Initial Infraction

- 1) Minimum ten (10) school days of suspension from co-curricular activities as determined by the administrator and coach/advisor of the activity. Further, any activity officer or sports team captain will forfeit that position.
- 2) Meetings with an in-school counselor/social worker will be assigned as directed by the administrator.

Subsequent Infractions

- 1) Minimum thirty (30) school days of suspension from co-curricular activities as determined by the administrator and coach/advisor of the activity. Further, any activity officer or sports team captain will forfeit that position.
- 2) Meetings with an in-school counselor/social worker will be assigned as directed by the administrator.

*Infraction (initial or subsequent) - days of suspension from co-curricular programs may not expire until the consequence is fulfilled, and will be determined by the administrator and coach/advisor.

CONCUSSION MANAGEMENT 7522

The **Concussion Management and Awareness Act** went into effect on July 1, 2012 for all public schools and charter schools. Several items 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 Department of Health and approved by the State Board of Regents.

Even a minor concussion without loss of consciousness can have devastating results. Head trauma is a common problem in sports and has the potential for serious complications if not managed correctly. Use these guidelines as a protocol, but not in place of, the central role physicians and certified trainers must play.

1. Problems in brain function:
 - a. Confused state-dazed look, vacant stare, confusion about what happened or is happening.
 - b. Memory problems-Can't remember assignment or play, opponent, score of the game, or period of the game. Can't remember how or with whom he or she traveled to the game, what he or she is wearing, what was eaten for breakfast, etc.
 - c. Symptoms reported by athlete-headache, nausea or vomiting, blurred or double vision, oversensitivity to sound, light or touch, ringing in ears, feeling foggy or groggy.
 - d. Lack of sustained attention-Difficulty sustaining focus or adequately to complete a task or a coherent thought or conversation.
2. Speed or brain function: Slow response to questions, slow slurred speech, incoherent speech, slow body movements, slow reaction time.
3. Unusual behaviors: Behaving combative, aggressive or very silly, or just atypical for the individual.
4. Problems with balance or coordination: Dizzy, slow, clumsy movements, inability to walk a straight line or balance on one foot with eyes closed.

MEDICAL CLEARANCE RETURN TO PLAY PROTOCOL

When can my son/daughter return to sports?

- Once the Athlete is asymptomatic for 24 hours (and no longer using medication prescribed by a physician to manage signs and symptoms) and has medical clearance from a licensed physician.
- Must complete return to play protocol with certified athletic trainer working with OPCSD
- The return to play protocol is as follows:
 - **Phase 1:** Light aerobic exercise- walking, swimming or stationary bike without resistance
 - **Phase 2:** Higher impact, higher exertion, moderate aerobic activity. No resistance training.

- **Phase 3:** Sport specific non-contact activity. Low resistance weight training with a spotter.
 - **Phase 4:** Sport specific activity, non-contact drills. Higher resistance weight training with a spotter
 - **Phase 5:** Full contact practice and intense aerobic activity.
 - **Phase 6:** Return to play- full activities without restrictions.
- The return to play progression should be over 7-10 days, with a minimum of 7 days. The athlete must remain asymptomatic to progress to the next phase. In the event that symptoms return the athlete must stop activity and return to previous level 24 hours later if asymptomatic.

Upon completing the return to play protocol the student-athlete **must be cleared by the school physician.**

ALL ATHLETES regardless of in-season or off-season are required to complete the return to play protocol before returning to athletics.

Orchard Park Central believes in the importance of effective concussion prevention and post-concussion management. All coaches, physical education teachers, and school nurses will complete a concussion prevention certification biannually entitled "Heads Up! Concussion in Youth Sports", as per State Education Department guidelines. By educating staff, students, and parents, we can all help prevent injuries and minimize risks associated with head traumas.

COACHING FORMS

All OPCSD forms are available on the athletic office website. Please contact the athletic office if you have any difficulty accessing these forms. See www.opschools.org/athletics

JOB DESCRIPTION **INTERSCHOLASTIC ATHLETIC COACHES**

I. SPECIFIC DUTIES PRIOR TO AND DURING SEASON:

A. Conduct a pre-season meeting covering the following:

- Procedure for parents to register their student(s) through the Parent Portal. All medical forms are to be submitted to the building health office. Alert student-athletes of the seasonal timeline and due dates.
- Practice plans (times and locations) and game schedules. Establish a daily announcement routine. Keep your practice plan or schedule for parent consideration.
- Tryout procedure, attendance, and locker room assignments, dates, location and team requirements for the start of practice.
- NYS and school rules, team commitment and athletic eligibility policies for both behavior and academics.
- Letter of self-introduction to parents to include how you may be contacted during the day (standard form letter to be provided by athletic office in the coaching packet).
- Adherence to any laws or rules pertaining to Copyrighted materials.

B. Conduct an in-season conditioning program that conforms to the level and type of activity to be offered. When possible, the number of practices will be in excess of the team requirements prior to competition as listed in the NYS High School Athletic Handbook (eligibility rules).

C. Maintain an accurate log of practice days attended, as well as an informal injury log of dates when the injury occurred. Save for one year after the season. Requests for early dismissals must be cleared through the athletic office.

D. Game and practice time should not exceed 27.5 hours per week unless previously discussed with the Athletic Director.

E. Non district coaches will submit a completed roster form including managers to the Athletic Office prior to the first scrimmage and a game roster prior to the first home game. Those with Power Teacher access should complete their roster selection on-line.

- F. Notify the Athletic Office of any student managers. Student managers should be gender and age appropriate. They will need to complete the OPCSD Athletic Participation paperwork and will be added to the specific team roster.
- G. Notify the Athletic Office of any adjustments to your roster, ie. move from JV to V, student quits.
- H. Advise players of any inherent dangers in your particular activity to include a record of what you say regarding conduct of particular drills and use of needed equipment/facilities.
- I. Conduct a pre-season and periodic in-season facility check looking for safety hazards at the game and practice facility.
- J. **Supervise students at all times** when grouped in a practice, game area, locker room or on a bus. Talk with parents at the locker room door or at the bus where you can supervise at the same time.
- K. Keep records of issued school equipment, supplies and uniforms noting specific descriptions. Use a proper lock up area to safeguard supplies and equipment. Make student-athletes aware that they are responsible for all items issued by OPCSD. Failure to return will result in them being charged to replace missing items.
- L. Requests for scrimmages and extra non-division games must be cleared through the Director of Athletics and Physical Education. Schedules should be balanced with an equal number of home and away contests. Cancellations and schedule adjustments must be communicated to the Athletic Office.
- M. Complete and submit an inventory of all supplies (except athletic training), equipment and uniforms. Please note numbers and sizes of all cloth. All equipment, uniforms and supplies are to be stored in the Athletics Lock-up in the OPHS Basement.
- N. Complete and submit a postseason letter awards list within time frames established by the Athletic Office. Give the office adequate notice before your closing team function to allow award preparation.
- O. Conduct team election for the school sponsored Varsity Maroon Key award as well as the Quaker Athletics MVP award for JV, freshman and modified teams.
- P. Complete a win/loss form with scores, etc., plus any suggestions for next year regarding supplies, equipment, facilities, etc.
- Q. Complete accident reports in a timely fashion and submit a copy to the athletic office and nurse's office of either the middle school or high school. Call the Athletic Office regarding any significant injury or circumstance.
- R. Clean out storage area, coaching locker, team locker area, return keys, AED and swipe badges to the Athletic Office in a timely fashion. Inventory equipment/uniforms and arrange for an equipment appointment with the Athletic Office.
- S. Attend staff and parent meetings for your sport at the start of the season for seasonal updates. Plan a season ending function ahead of time for your team to give out letters and special awards.

This function may be planned by you or by parents with your input. When possible, include parents in your gathering, particularly at the JV and varsity levels.

- T. Attend ECIC coaches meeting for your sport as well as any other conferences called by the head coach or athletic director.
- U. With your team discuss, how the emergency action plan (provided in the coaching packet and on-line under forms) should apply during team activities.
- V. Review the District Policy 6180 STAFF-STUDENT RELATIONS (FRATERNIZATION)
- W. Coaches Evaluation

II. RECOMMENDED OUT-OF-SEASON ACTIVITIES:

- A. Prepare a budget request together with the head varsity coach. Materials are available through the Athletic Office.
- B. Participate in the selection of major sports awards for seniors at the end of the school year. This includes providing an appropriate detailed resume on your nominees.
- C. Maintain First Aid Certification at least every two years and adult CPR/AED biannually. Coaches using the pool need to be recertified yearly in CPR/AED for the professional rescuer. Concussion management certification needs to be completed every two years. You **will** be asked to pay for this if you do not attend any sponsored by the Athletic Office.
- D. Stay abreast of sport standards established for your activity by the league. As your experience allows, become involved as a sport chairperson.
- E. If you are not a physical education teacher, maintain the coaching certification classes at BOCES or other approved locations. Take courses in three years or less and first aid/CPR/AED as needed.
- F. Consider joining Quaker Athletics (our all-sport booster club). Stay abreast of news generated within that group. **Funding requests to the club need to go through the Athletic Office prior to being sent to the QABC.**
- G. Planning for fundraising for a special out of town competition is optional. Should you wish to get something going, please consult with the Athletic Office and the Student Activities Office so as not to duplicate fundraising. Requests for overnight field trips to competition require a sign off by the superintendent, prior to beginning fund raising or signing any commitments. If time off from the academic school day may be needed, approval by the building principal is required. All paperwork needs to be completed six weeks prior to the planned overnight field trip.
- H. Conduct internal team meetings with the purpose of help in the college selection process for collegiate athletic competition purposes. Parents can be included or at least kept abreast by way of appropriate handouts. This may need to occur during the high school competitive season. Remind potential Division I and Division II athletes to register through guidance with the NCAA Clearinghouse.

- I. If interested in conducting off-season programs consider coordinating with Community Education. Off-season programs shall meet the standards and expectations described in the coach's handbook and Board of Education Policy. Off season programs are not to interfere with other district sports programs.
- J. Resignations should be done as much ahead of time as possible.
- K. Suggestions for improvements can be made at any time.

III. LINES OF RESPONSIBILITY:

The above duties are the shared responsibility of all coaches. All coaches are responsible to the athletic director. Assistant coaches are also responsible for carrying out the direction and guidelines set by the head varsity coach. Where appropriate, communicate to the building administration as well as the district athletic office.

SPORTSMANSHIP

STANDARDS OF SPORTSMANSHIP IN SECTION VI:

We believe that sportsmanlike conduct will reflect the following ideals, attitudes and values:

- *A genuine interest in and enjoyment of interscholastic competition.*
- *An understanding that interscholastic competition exists as a part of education.*
- *Fields, courts, pools are extensions of our classrooms.*
- *Respect for one's school and community, its reputation and traditions.*
- *Respect for one's opponents, their school and community, including its cultural and ethnic makeup.*
- *An understanding and respect for the rules of the game and for those responsible for implementing them.*
- *Readiness to participate regardless of one's role in a constructive and contributing fashion.*

PLAYER:

1. Any member of a squad ruled out of a contest for unsportsmanlike conduct, including taunting, or for a flagrant foul shall not participate in that sport in the next previously scheduled contest with a member school or in NYSPHSAA tournament play. Disqualification from one season carries over to the next season of participation. If deemed appropriate, coaches should write a student referral.
2. Any member of the squad who strikes, shoves, kicks or makes other physical contact with the intent to annoy, harass or intimidate an official shall be expelled from the game immediately and banned from further participation in all sports for a period of time to be determined by Section VI from the date of the offense not to exceed one year. NOTE: Members of the squad include player, manager, scorekeepers, timers, statisticians.

COACH:

1. Any coach excluded by a certified official from an inter school competition for unsportsmanlike conduct, including taunting, is ineligible to coach any inter school competition in that sport until after the next previously scheduled contest at the same

level (i.e., JV, varsity, etc) has been completed. The coach may not be present at the game site. NOTE: "Not being physically present at the site" means the disqualified coach is not to be present in the locker room, on the sidelines, in the stands or site area before, during or after the game/meet.

2. A coach who strikes, shoves, kicks or makes other physical contact with the intent to annoy, harass or intimidate another person (i.e., official, another coach, player, fan) shall be expelled immediately and banned from further participation or coaching in all sports for a period of time to be determined by Section VI and Orchard Park Athletics.

OFFICIAL:

1. Unprofessional conduct on the part of the official such as, but not limited to taunting, baiting, use of profanity, shall be reported by the school administrator from the aggrieved school to the Section VI Executive Director. A request will be made to the appropriate sport officials' chapter to investigate the incident and to report their action to the Section in a timely manner.

ATHLETIC AWARD PROCEDURES:

The basic philosophy of athletics at the Orchard Park Central School District is one of participation for the pleasure of doing so, rather than participating for materialistic awards. Awards are given; however, for those individuals who, by their enthusiasm, good sportsmanship, citizenship and general attitude denote that they deserve some form of recognition.

Certificates:

All participants will receive a certificate.

Letter Awards:

The actual requirement for awards for any sport and level of competition will be designated by the coach of that sport. Letter awards are not given indiscriminately and, therefore, are an honor rather than a right. The following letter awards are normally given.

Varsity:

8" OP interlocking chenille award with a metal insert for the sport. The first time an athlete receives the Varsity Major Award, he/she will receive a letter and metal insert. Thereafter he/she will receive a certificate and a Chevron.

Varsity Squad:

8" OP interlocking all white chenille award. This is for the athlete who is on a varsity team but has not yet attained the Major Varsity Award status.

JV:

6" OP interlocking felt award. There will be no designation of sport and all subsequent JV letter awards will be in the form of a certificate.

Freshman:

4" OP interlocking felt award. There will be no designation of sport and all subsequent Freshman/Modified A letter awards will be in the form of a certificate.

Modified B (7th & 8th Grade)

Circular embroidered patch award. There will be no designation of sport and all subsequent modified B awards will be in the form of a certificate.

SPECIAL AWARDS

Maroon Key:

The Maroon Key plaque is presented to that student athlete on each varsity team who has contributed the most to the team for that year in the opinion of the team members.

MVP Award:

A plaque is presented to that student athlete on each JV, Freshman and Modified B team who has contributed the most to the team for that year in the opinion of the team members.

TRYOUTS AND CUT PROCEDURE

It is an unfortunate fact that in certain situations, athletes must be cut from athletic teams. It would be ideal to keep all who try out and to guarantee everyone playing time, but in some sports that is impossible. The decision to cut is based on, but not limited to, the following factors:

1. Keeping certain athletes with limited skills may not be good for the athlete.
2. The individual's potential for future growth.
3. The sport is such that only a limited number of athletes can be assured playing time.
4. Limited amount of practice space.

It is recommended that coaches use the following procedures when cuts need to be made:

1. The team is told at the first practice how many players will make the team, how many tryout practices will be held before cuts are made, and what the criteria will be.
2. An objective list of criteria be established by the individual coach and evaluated by the entire coaching staff over the try out period.
3. Criteria may include (but are not limited to) such things as skills, speed, strength, general condition, agility, practice attendance, understanding of rules and concepts, and attitude.
4. Coaches weigh each category according to its importance in their sport and assign points to each criteria.
5. Players are chosen objectively from these point totals.
6. Coaches post the names of players who make the squad (not those who were cut).

When athletes are cut from a sport, they may join another sports team that has not settled a final roster and a number of practices from the first sport will be counted toward the second sport.

PLAYING TIME PHILOSOPHY

An often controversial issue in athletics is the amount of time that each athlete is allowed to participate. Not all athletes possess the same skills, desire and potential for success. Many factors determine the amount of playing time that an athlete gets during games. Some factors include (but are not limited to):

1. Skills as demonstrated in practice.
2. Understanding of concepts, rules and strategies as demonstrated in practice.
3. Practice attendance.
4. Effort during practice.
5. Attitude as demonstrated in practice.
6. Physical condition.
7. The quality of other players at that position.
8. The ability to contribute to team success.
9. The score of the game and the time remaining.

Playing time and positions are non-negotiable and at the discretion of the coach.

LEVELS OF PLAY

Modified B:

This level of play is for 7th and 8th grade students. The size of the team shall be determined by the Coach and Athletic Director.

The purposes of the Modified B program are to have:

1. Sportsmanship promoted as a function of the athletic experience.
2. Coaches teach the fundamentals of the sport and the experience for the athlete is one of learning the game.
3. Participation is promoted at the modified level; however, playing time may not necessarily be equal for all.
4. The experience of competing and exploration of the sport being more important at this level than winning the contest.

Freshman:

This level of play is primarily for 9th grade students. Rules for this sport are the same as Varsity and JV sports.

The purposes of the Freshman program are to have:

1. Sportsmanship promoted as a function of the athletic experience.
2. Coaches teaching the fundamentals of the sport and the experience for the athlete is one of learning the game.

3. Participation based on competition for playing time. While adequate playing time for all is a goal, team members may not receive equal playing time.
4. The experience of competing and exploration of the sport being more important at this level than winning the contest.

Junior Varsity:

This level of play is primarily for students in grades 9 and 10. Teams may be limited in size as determined by the Coach.

The purposes of the JV program are to have:

1. Sportsmanship is promoted as a primary goal of the program.
2. An emphasis on individual and team development.
3. Participation based on competition for playing time. While adequate playing time for all is a goal, team members may not receive equal playing time.
4. An increased emphasis on winning.
5. Preparation of the athlete and team for Varsity play.

Seniors are not eligible for JV competition.

Juniors who have not reached their 16th birthday by September 1st shall be eligible for JV competition.

Juniors who have reached their 16th birthday by September 1st shall be eligible for JV competition for one year if:

- A varsity team in that sport is not available
- The purpose is to maintain or improve the program
- The request is in writing to the league and the request is approved by the Athletic Council.

Varsity:

This level of play is primarily for students in grades 11 and 12. For those programs that do not have JV level teams, this level is primarily for grades 9-12. Teams may be limited in size as determined by the Coach.

The purposes of the Varsity program are to have:

1. Sportsmanship displayed at all times.
2. Playing time that is earned, not guaranteed.
3. Winning is one of the goals.
4. Athletes showing a commitment to the team, and an emphasis on teamwork that is expected from Varsity athletes.
5. These athletes serve as role models for the younger athletes.

Athletes must recognize that competing as an athlete is a privilege in the Orchard Park School District and representing the school comes before representing their individuality.

ATHLETIC PLACEMENT PROCESS FOR 7TH AND 8TH GRADERS:

Parent signatures on the permission form are required to begin this process.

The purpose of this statewide athletic placement process physical fitness testing program is to determine the physical fitness of a 7th or 8th grade athlete when compared to older athletes who will participating at the freshman, junior varsity or varsity level. This fitness test, along with a special physical examination, will determine whether the appropriate physical development has evolved that equates to the similar levels of high school athletes. Passage of all required parts must occur in order to be eligible for a tryout and will help ensure the safety of their participation.

NOTE: the school doctor must give the physical examination for this opportunity.

This program is designed for the **exceptional athlete** in that the specific talent and conditioning level would need to be well above the level of the average for athletes of a similar age. It is **not** intended to help schools fill out high school rosters or give kids a head start for the sake of early involvement.

Each athlete will be asked to complete four (4) of (5) parts of the test. Tests include a flexibility (sit and reach test), 1 mile distance run (or 500 yard swim), and a shuttle agility run for time, as well as tests of abdominal (sit ups), upper body (pull up or push-up). Athletes may be given a second chance at parts of the test if they are close to achieving the needed score. Additional attempts to achieve required scores are limited.

Parents are cautioned that even though an athlete may be physically ready, it does not mean that he/she may be emotionally or socially ready to handle the normal stress of competition, or have the ability to socially mix with older athletes. Even though our coaches set the stage for the assimilation of the younger athletes into the team structure, these athletes must be comfortable within this environment. Should this not be a natural adjustment, it is recommended that the athlete remain at the district's modified level or just wait until high school. This decision must be made during the first few days (depending upon the sport) of upper level practice as required by state modified rules.

Football: may participate in eight (8) of the first ten (10) practices

Wrestling, Boys Lacrosse, Ice Hockey: may participate in five (5) of the first seven (7) practices.

All other sports: may participate in three (3) of the first five (5) practices.

The Director of Physical Education and Athletics or his designee will conduct Athletic Placement Process Physical Fitness tests in August for fall sports and at designated times in October and February for winter and spring sports. Athletes will meet at the high school field house with light weight gym clothes and good running shoes during the dates in August, and at the Middle School gym in October and February.

NOTE: Tryouts for varsity golf, rifle and bowling do not require the fitness test. Candidates must score in the top 8 competitive scores during tryouts to make the team.

TRANSPORTATION

An athlete is a representative of the Orchard Park School District. When traveling to or from a game, athletes should dress appropriately. It is expected that teams will travel together to all games. A member of an athletic team may not drive himself/herself to or from an athletic event. Proper decorum is a must when traveling to and from all contests and scrimmages.

Athletes must respect the bus driver at all times.

- NO PROFANITY AT ANY TIME.
- No yelling or screaming on the bus.
- Once the bus is in motion, all athletes must be seated.
- No food on OP Buses. Coaches can arrange food stops through communication with the Athletic Office.
- Before boarding the bus, athletes must make sure shoes and cleats are free of mud and debris. Students are responsible to clean all debris off the bus before exiting.
- Coaches are not to transport athletes in their private vehicles. If transportation is needed, please contact the Athletic Office.

Student-athletes will be transported to and from away contests by school authorized vehicles only. Parents requesting that their child be transported by another adult must write a note of permission in advance to the coach. Parents who provide transportation home for their children after away contests must notify the coach in writing before leaving the site.

CARE OF EQUIPMENT AND UNIFORMS

Lost Equipment:

All equipment issued by the school will be the responsibility of the individual athlete. Any equipment not returned at the end of the season must be paid for or replaced by the student. A student-athlete may not try out for another sport until all equipment has been returned or paid for. Seniors who have not returned equipment will not be allowed to participate in the graduation ceremony.

Vandalism and Misuse of Equipment:

All equipment should be cared for as if it were the athlete's personal property. The cost of replacement is quite high and we want our teams to have the best possible equipment. Please be aware of the concern for the care of equipment.

DISMISSAL/QUITTING A TEAM

Everyone cannot be a starter. All teams need a full squad for practice and for the development of future teams. Therefore, students should be committed to a team for the full season. However, if an athlete must leave the team for any reason, he/she may do so by immediately discussing the reasons with the coach and cleaning and returning all equipment within one week.

Remember, co-curricular activities are a privilege and we expect student-athletes selected for a sports roster to make a season long commitment upon making a team.

COACHING CODE OF ETHICS

As a professional educator and leader, the Varsity, JV, Freshman and Modified coaches and the Athletic Director will:

Exemplify the highest moral character as a role model for young people.

Recognize coaching as teaching in its truest form.

Recognize the individual worth and reinforce the self-image of each team member.

- Encourage and assist team members to achieve their highest academic potential.
- Create a set of training rules for athletes that reflect positive values of abstaining from the use of drugs, alcohol, tobacco and any other destructive behavior.
- Strive to develop the qualities of leadership, initiative and good judgment in each team member.
- Communicate and interpret program goals and objectives to parents and community.
- Provide a safe environment for practice and competition.
- Gain an awareness of the importance of prevention, care and treatment of athletic injuries.
- Respect the integrity and judgment of the game official(s).
- Teach and abide by the rules of the game in letter and spirit.
- Build and maintain ethical relationships with coaches, administrators and teachers.
- Strive for excellence in coaching knowledge, skills and techniques.
- NO SWEARING or FOUL LANGUAGE

SPECTATOR CODE OF CONDUCT

The Athletic Department recognizes the role of interscholastic athletics in defining ethical behavior and developing the personal character of our students.

Therefore, we ask that all spectators become active participants by:

- Demonstrating a high degree of sportsmanship by modeling appropriate behavior and also monitoring the behavior of our crowd.
- Showing team support by making only positive comments and by using appropriate language.
- Showing positive respect for the judgment of coaches, officials and referees.
- Acknowledging that fields, courts, bench area and equipment are the player's domain during a contest. Spectators should remain within the designated areas.
- Monitoring the safety of small children at all times.

TRANSFER STUDENTS

A transfer student is one who has changed registration from one school to another.

- A student in grades 9-12 who transfers, with a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) shall become eligible after registering at Orchard Park School District.
- Students who return from a private school to the Orchard Park School District must be a resident of the District and are eligible to participate in sports, without penalty, once in a high school career.
- A student in a foreign exchange program listed by CSIET (Council on Standards for International Educational Travel) is eligible for one year to participate in sports.

BONA FIDE STUDENTS

A participant in the athletic program must be a bona fide student of Orchard Park School District and must be taking at least four subjects including Physical Education.

PARENT/COACH RELATIONSHIP

Parenting and coaching can be both extremely challenging and rewarding. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to children. It is important that the parent/coach relationship remains professional in nature. Below are listed some general expectations that are important for each role:

Communication parents should expect from their child's coaches:

1. Athletic philosophy of the coach.
2. Expectations the coach has for members of the team.
3. Locations and times of practices and contests.
4. Team requirements; i.e., fees, special equipment, off-season equipment.
5. Procedures should your child be injured during participation.
6. Discipline resulting in the denial of your child's participation.
7. Encouragement to approach the coach with appropriate questions or concerns.

Communication coaches should expect from their athletes' parents:

1. Expectation that concerns will be expressed directly to the coach.
2. Expect notification of any schedule conflicts of an athlete well in advance.
3. Specific concerns in regard to a coach's philosophy and/or expectations.

As your child(ren) become(s) involved in programs at the Orchard Park High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child(ren) wish(es). At these times, discussion with the coach is encouraged.

Appropriate concerns for parents to discuss with coaches:

1. The treatment of your child, emotionally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It may be difficult for parents to accept their child not playing as much as they may have hoped. Coaches are professional. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those below, must be left to the discretion of the coach.

Issues which are not appropriate for parents to discuss with coaches:

1. Playing time
2. Team strategy.
3. Play calling.
4. Other students/athletes.

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

How parents are to approach a concern with the coach:

1. Make an appointment with the coach to meet with him/her.
2. If the coach cannot be reached, call the Athletic Director. Arrangements will be made to meet with you.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

If a solution is not achieved through the meeting, the parent/guardian, coach and athletic director will meet to discuss the issue. If a parent has specific complaints regarding a coach, then the coach must have the opportunity to be present to meet with the parent. Further, we believe it is very important that the parent and coach discuss areas of concern prior to involving the athletic director or other district employees.

EXPOSURE CONTROL PLAN

The OPCSD is committed to provide a safe and healthy work environment for our entire staff. In this regard the district has developed an Exposure Control Plan (ECP) designed to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA Blood borne Pathogens Standard, Title 29 code of Federal Regulations 1910.1030.

The District's EPC identifies coaches as a job title at risk for exposure to blood borne pathogens. Because of this, coaches are eligible to receive the Hepatitis B vaccination at district expense. The District strongly encourages all coaches to receive this vaccination. Coaches who decline to receive the vaccination must do so in writing. Additionally, if a coach chooses to decline the vaccination, they may subsequently change their mind and receive it in the future at District expense.

The Athletic Office and each building's office maintain a copy of the EPC and it is available for your review. Please see the Director of Athletics and Physical Education or the Director of District Safety with any questions.

ARBITER LIVE HIGH SCHOOL SPORTS

The Athletic Department subscribes to an online scheduling program that allows you round-the-clock access to team-by-team schedules. The Athletic Department encourages you to check the website before phoning the office with game day questions.

- Go to: www.opschools.org/athletics
- On left hand side, click "Team Schedules and Information"
- Select the Arbiter Live link to be directed to the Arbiter Live site.

ArbiterLive.com has accurate, complete, and up-to-date scheduling information directly from our Athletic Department.

STADIUM AND HS GYM SCHEDULE FOR SPECIFIC SPORT SEASON

For the fall and spring seasons, the Athletic Office will maintain an online schedule for the OP Stadium and HS Gym for practice and game purposes. The schedule will be accessible through your Google Account. A link will be sent to you at the beginning of your sport season.

OVERNIGHT TRAVEL

Plans for overnight travel must be submitted in writing to the athletic director and superintendent of schools six weeks prior to engaging in fund raising or securing of any commitments (see overnight travel approval form). A detailed itinerary including a list of OPCSD personnel, approved parent volunteers with children on the team, athletic team members, room assignments and reason for the trip should be included. The building principal must also approve if any time school time will be missed.

FUND RAISING (see district regulation 7450)

Fund-raising should benefit students collectively or in recognized groups. Fund raising should not benefit individual students differently.

Property purchased as a result of a fundraiser/event is for the use of students when they are part of student groups and should not be used to purchase personal consumable items. The materials or supplies become the property of Orchard Park Central School District and must be available for reasonable use by other student groups.

Certain services for students, such as training and entrance fees, may be paid for by funds derived from fundraisers/events, upon the recommendation of the advisor/coach and with the consent of an administrator. However funds raised are to be used collectively.

1) Extra-Classroom Accounts (all Student Fundraising)

- ✓ Checks should be made out directly to the name of the club/sport if it has its own charter (ex. "Orchard Park Varsity Football").
- ✓ Checks and cash are deposited with the Extra-Classroom Treasurer at the High School as soon as possible, but no later than the next business day.
- ✓ If money cannot be deposited that day, store funds in the office safe overnight (do not take money home).
- ✓ For athletic teams, the head coach serves in the capacity of "club advisor", unless otherwise noted.
- ✓ A purchase order (PO) must be done before any purchase can be made from the account.
- ✓ All purchases made out of Extra-Classroom Accounts must be approved by the members of that organization (students), the club advisor, and the athletic director.

2) Athletic Booster Club (all Parent Fundraising)

- ✓ Checks should be made out to the "Orchard Park Athletics Booster Club" (with the name of the sport the money is intended written on the memo line.)
- ✓ Checks and cash are turned over directly to the Booster Club (school employees should not handle checks or cash associated with parent purchases of student/parent apparel and products).
- ✓ All orders placed for student/parent apparel should be placed by the students or parents, not a school district employee.
- ✓ ***School employees should not be placing orders or handling cash or checks for purchases that are not being made by the school district.***

3) Donations to Interscholastic Athletic Programs (all Donations)

- ✓ Checks should be made out to the "Orchard Park CSD" (with the name of the sport the money is intended written on the memo line on the check).
- ✓ The check should be given directly to the school district Business Office.
- ✓ All donations must be accepted by the Board of Education.

- ✓ Once a donation is accepted, the school district will make purchase(s) out of the General Fund.

General Fundraising Rules: Obtain advance approval. Funds must be for the collective benefit of the team and not benefit individuals differently. Cash and checks are not to be maintained by the individual coach or the athletic office, but are to be immediately turned into Team Treasurer, Business Office, or Booster Club as described above.