

# Akron Central Schools

## *Interscholastic Athletics Handbook*

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## **Akron Central Schools Philosophy of Interscholastic Athletics**

The mission of New York State interscholastic programs is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship.

At Akron Central schools the goals and objectives of the interscholastic program reflect the mission of our total educational program. We wish to maximize each student's intellectual, social and personal development through the competitive athletic experience. Through Akron athletics our student-athletes have the opportunity to develop individually and as a team by promoting high standards of competence, character, civility and citizenship.

We have an expectation for excellence both on and off the field; academics, sportsmanship, safety and chemical-free participation are emphasized. We strive for individual and team excellence, but not at a win at all costs approach. We advocate a balance of participation and being competitive at all levels. At the modified level the emphasis is based on development of technique and participation. At the JV level the emphasis shifts to a more competitive focus with further development of technique and tactics. At the varsity level the emphasis is on competitiveness.

## **Program Objectives and Expectations**

The interscholastic program for students of the Akron Central School District shall be directed toward the following objectives/expectations:

- 1) To develop teams of which the school and community can be proud.
- 2) To develop the competence in terms of skill development, knowledge of the game and it's strategies, and fitness of each student athlete.
- 3) To develop the character (responsibility, accountability, dedication, trustworthiness, sportsmanship, and self control) of the student athlete.
- 4) To develop the civility of the student athletes towards others (their teammates, coaches, opponents, officials, and fans) through showing respect, fairness and caring.
- 5) To develop citizenship through showing evidence of loyalty, commitment, leadership, followership, and teamwork.
- 6) To develop within each student athlete a competitive spirit and desire to succeed.
- 7) To offer an experience which supplements the formal scholastic environment.
- 8) To offer students an enjoyable experience while they strive for excellence both on and off the field.
- 9) To provide the opportunity for every student athlete to work within their abilities and to understand success is based on everyone doing the best they are physically capable or doing.

## **Job Description – Head Coach**

### Qualifications

- 1) New York State Coaches Certification or New York State Temporary certification to coach.
- 2) Up to date CPR/AED (yearly) and first aid certification (every three years). Copies of these must be on file in the Athletic office.
- 3) Expertise in specific sport.

### Reports to

The Director of Athletics

### Program Responsibilities

- 1) Provides guidance and direction for the entire program.
- 2) Keeps open lines of communication with the athletic director.
- 3) Evaluates the program annually and makes recommendations to the Athletic Director.
- 4) Makes recommendations for improvements of facilities, personnel, and equipment.
- 5) Stays updated on latest developments and rules in the sport and share these with assistants, JV and modified coaches.
- 6) Supervises use of uniforms, equipment and supplies.
- 7) Develops budget for the next season for all levels.
- 8) Attends all meetings – Akron Athletic staff, pre season with parents, NO preseason and post-season meetings and seeding meetings (when necessary).
- 9) Establishes good rapport with the community, the recreation department, and the news media.
- 10) Supports the entire school program.
- 11) Knows the policies set forth by NO league, Section VI and NYSPHSAA.

### Pre-Season Responsibilities

- 1) Holds preseason meeting with assistants, JV, and modified coaches.
- 2) Holds preseason meeting with players. The preseason meeting should include both JV and varsity players. Athletes should be clearly advised of the training rules and academic regulations. Practice and game schedules should also be handed out. Players should be informed of expectations, procedures and team rules. If cuts are to be made than athletes should be informed how and on what they will be evaluated.
- 3) Develops and outlines season plan.
- 4) Checks equipment. Please make sure that all equipment issued to players is in proper working order.
- 5) Finds suitable student manager(s) (if desired.)

### In Season Responsibilities

- 1) Implements the Akron Athletic Philosophy.
- 2) Checks the approval list to make sure the nurse has cleared all athletes. It is imperative that athletes who have not been approved aren't allowed to practice.

- 3) Hands out/collects medical emergency cards that should be carried in the med kit throughout the season.
- 4) Checks athletic mailbox daily (for out of district coaches.)
- 5) Checks eligibility list.
- 6) Keeps a well-stocked med kit. (See the trainer for supplies.)
- 7) Takes ice to all practices and games. Ice is in the freezer in the physical education office.
- 8) Keeps daily practice plans. These should be very specific – listing times, drills, and techniques taught.
- 9) Contacts AD if they are will not be able to attend practice that day due to illness or an emergency.
- 10) Keeps daily attendance records.
- 11) Checks the school attendance list. If students are not in school, are late to school or if they are unprepared for physical education they may not participate in a game or practice. There are exceptions – college visitations or funerals. Students arriving late (legally) to school must get the AD's signature to participate that afternoon.
- 12) Turn in all paperwork in a timely manner:
  - a. Rosters – due as soon as team is chosen or no later than one week prior to first game.
  - b. Accident reports – complete immediately and turn into the nurse.
  - c. Officials vouchers to AD or Asst. AD
- 11) Ensures that basic technique/ skills are being taught.
- 12) Reports scores to appropriate media. (See media sheet.)
- 13) Updates rosters as appropriate.
- 14) Keeps athletic area safe and clean.
- 15) Carries out all supervision duties. (See supervision)
- 16) Schedules no practices on Sundays or major holidays (Thanksgiving, Christmas, New Years). Practices must be during regular building hours.
- 17) Secures people to aid in running of contests (scorekeepers, timers, PA announcers, ball people) when not paid by the district.
- 18) Arranges for videotaping (if necessary or desired).
- 19) Notifies players if there are any changes to the game or practice schedules.

#### Post- Season Responsibilities

- 1) Collects uniforms immediately following the last game of the season. The uniforms should be taken to the athletic office. They will be laundered for you. If you have players keep a uniform for all star pictures or an exceptional senior game please give a list of players and uniform pieces to the athletic director so they can be collected at a later date.
- 2) Attends NO league post-season meeting.
- 3) Cleans and inventories equipment before putting into storage.
- 4) Hands in end of season form.
- 5) Holds end of season banquet.

## **Job Description – Assistant, Junior Varsity or Modified Coaches**

### Qualifications

- 1) New York State Coaches Certification or New York State Temporary certification to coach.
- 2) Up to date CPR/AED (yearly) and first aid certification (every three years). Copies of these must be on file in the Athletic office.

### Reports to

Head coach of the sport and the Athletic Director

### Program Responsibilities

- 1) Attends staff meetings called by the head coach or athletic director.
- 2) Supports head coach, gives loyalty to the sport program and to the whole Akron athletic program.
- 3) Carries out all duties assigned by the head coach including:
  - a. Assists in scouting when requested.
  - b. Assists in conducting varsity contests when requested.
- 4) Assumes responsibilities of head coach in their absence (when requested.)

### Pre-Season, In-Season and Post Season Responsibilities

See the head coach's job description. Follow the responsibilities where applicable.

## **Athletic Council**

### Membership

- 1) Membership shall be chosen from the coaching staff. Coaches with at least one year of experience are eligible.
- 2) Selection will take place in June by a vote. Each June two people will be voted onto the council.
- 3) Membership on the council is a three-year term. (Two members will rotate off each June.)
- 4) The Council will consist of the athletic director and the six elected members.

### Functions of the council

- a. The council will meet in the spring to discuss athletic awards
- b. The council shall meet to discuss problems as they arise
- c. The council may be asked to make recommendations in cases of discipline of an athlete above the team level.
- d. A majority vote of the council is necessary in all votes.

## Characteristics of a Good Coach

The coach of an interscholastic team assumes a very responsible position in the education of student athletes. *You* are the one who will determine what kind of experience the student athletes will have. A coach has a unique opportunity to guide student athletes in developing personal living skills while also helping them develop their athletic skills to the greatest potential.

Since teams spend many hours together throughout the season, coaches often develop close personal relationships with the players. As a mentor you have an opportunity and obligation to help develop these students athletes into leaders.

As the coach, you are the official representative of Akron Central Schools. You are often in the public “spotlight”. You must project a professional image that exemplifies what Akron Tiger Athletics stands for:

- 1) Coach-Player Relationship- The ability to gain respect of players, have them follow your guidelines and work hard to develop their talents for the team and to communicate effectively with them.
- 2) Coach-Staff Relationship – the ability to develop a good relationship and to work cooperatively with your coaches and fellow staff members. It is imperative that coaches of different sports support each other’s teams. We are one Akron Athletic program.
- 3) Coach –Administration Relationship – the ability to work cooperatively with and follow direction from the AD, principal, and superintendent.
- 4) Coach-Parent Relationship – The ability to develop a good relationship and communicate effectively with parents.
- 5) Coach – Media Relationship – The ability to develop a good relationship and effectively communicate the media.
- 6) Coach – Officials – the ability to maintain a good rapport with the officials and to keep officiating in it’s proper perspective in the game.
- 7) Conduct of a coach
  - a. Bench conduct – the ability to control oneself, your emotions, and actions to set a positive example for players and fans. Your job is to coach – not berate players and officials.
  - b. In school – the ability to understand and cooperate in carrying out school and league policies.
  - c. Out of school – Remember are in the public’s eye, you are a role model.

## **Policies, Procedures and Miscellaneous Information**

### **Academic Ineligibility**

A student who is failing two or more subjects will become ineligible and will not be permitted to participate in games, scrimmages, or practices. After 2 weeks ineligible students can apply to be removed from the list. These procedures are outlined in the student handbook.

Students must be taking three academic courses in addition to physical education to be eligible to participate.

### **Budget Process**

- 1) All supplies and equipment for all phases of the athletic program will be purchased through the AD.
- 2) If your team wishes to purchase equipment out of your fundraising budget, please keep the AD informed of what you are purchasing.
- 3) Each varsity coach shall put in a budget request in December of each year. This budget should include supplies for your sport at each level. The requests should also include special needs such as invitational, clinics, and other anticipated expenses.
- 4) Athletic budget requisition sheets are available in the main office.
- 5) It is assumed that a coach would not request an item that he/she did not believe such item essential to a good program. It may be necessary for the AD to determine which items are absolutely necessary if budget cuts needed to occur.
- 6) Please put no sub (substitution) next to an item if that is the exact make and model of the item requested.

An example of a Budget item request

Co Name: M-F Athletic Co,  
Address: PO Box 0890 Cranston, RI 02920

Catalog/Item #	Complete Description	Quantity	Unit Price	Total Cost
2141A	Pole Vault Carrying Bags	2	89.00	178.00

### **Equipment**

- 1) Check equipment condition before the season and periodically during the season. If something is damaged beyond repair throw it away after talking with the AD. If it can be repaired and needs to be done professionally, consult the AD.
- 2) Make sure that your athletes are taking proper care of the equipment and uniforms. Be sure that each athlete understands that he/she is responsible for the care and return of his or her issued equipment.
- 3) Missing or damaged equipment will be charged to the student. A student will not be issued a uniform the next season if they have not handed in one the previous season.



- 4) 4) Any athlete in possession of unauthorized equipment or uniforms from Akron or competing schools will be suspended from the team.

A coach must emphasize that all protective equipment must be worn during practice and games. If it is mandated for a game, it must be worn in practice. This includes personal protection.

### **Fund Raising**

The athletic director must approve all fund raising projects.

### **Game Day Responsibilities**

- 1) Greet opposing coach.
- 2) Greet officials. Make sure they have a place to change (if necessary).
- 3) Have officials fill out claim vouchers. Please hand in to the AD or Asst. AD following the contest.

### **Medical Attention/Injuries**

If a player goes down with an injury, immediately call the trainer on the walkie- talkie. Medical attention needs to be prompt and competent. AED's are located with the athletic trainer and outside the gym near the girl's locker rooms.

### **911- emergency number**

- 1) Serious injuries
  - a. Contact parent
  - b. Report injury to the athletic director
  - c. Complete an accident report form and turn into the nurse's office the school day after the accident.
  - d. Do not let the athlete resume competition until the school doctor has cleared them. You will need a note from the school doctor.
  - e. "A students absent from school for five consecutive days, or who receive an injury must have an examination by the school physician before returning to completion."
- 2) Non-Serious Injury
  - a. Administer first aid.
  - b. Make a note of the injury.
  - c. Give player instructions for that night – i.e. ice.
  - d. Follow up with phone calls, to parent and student to check on injury.

### **Physical Education Requirements For Athletes**

Akron athletics is an outgrowth of the physical education program. Participation in a sport in no way is to act as a substitute for the wide range of activities offered through physical education. Because of the importance of physical education all athletes are required to participate in the full physical education program throughout the year.

Student athletes must participate in physical education to be able to practice or play in their game that afternoon. Music lessons, field trips or excused absences of a doctor's appointment, college visitation, or a funeral are acceptable reasons for missing class.

### **Post Season Banquet**

All teams are encouraged to have some type of post-season celebration (banquet, dish-to-pass, picnic). This event can include parents but doesn't have to. If team funds are used they should only be used for players, coaches and volunteers (scorekeeper, manager, ball people). If the celebration is at a restaurant or being catered, collection of money prior to the event is required.

### **Publicity**

- 1) Varsity coaches should contact appropriate media. Parents and athletes like to read about the Akron athletes, please make this a priority. See the media sheet for contact information.
- 2) Coaches should submit morning announcements citing the score, a few player or team highlights ad when the next home game will be.

### **Road Running**

No road running will be allowed. Running must take place on campus or in a park.

### **Scheduling**

#### ***Games***

- 1) The Niagara Orleans League determines the league schedule of games. The AD or Asst. AD will schedule non-league games with recommendations from the varsity coach.
- 2) Rescheduling of postponed contests will be done by the AD or are subject to approval of the AD.
- 3) Scheduling of scrimmages need to be approved by the AD.
- 4) The coach must notify the AD immediately if there are conflicts in the schedule.

#### ***Practices***

- 1) Outdoor practices should be held Monday through Friday 3:30 p.m. – 5:30 p.m. and Saturday Mornings as necessary.
- 2) Indoor practices will be scheduled by the AD or Asst. AD with early practices running 3:30 p.m.- 5:30 p.m. and late practices running 5:30 p.m. – 7:30 p.m. Morning practices should not begin before 6:00 a.m.
- 3) Practices during school vacations – the AD needs a copy of your practice schedule and times must coincide with when the building will be open.
- 4) All double sessions must be scheduled with the approval of the AD (Board of Education policy – approved 8/21/79.)
- 5) In the event of school being dismissed early due to inclement weather, all practices will be cancelled.
- 6) In the event of school cancellations due to weather, practices and contests may only take place if the weather conditions improve and the AD and Superintendent approve.

### Selective Classification

The selective classification program is a New York State regulated process for screening students to determine their readiness to compete in interscholastic athletic competition. This program was designed for **mature** and **exceptionally** skilled students to advance to a level that is suited to their development and ability, i.e. a 7<sup>th</sup> or 8<sup>th</sup> grader playing a j.v. or varsity sport or a girl playing on a boy's team.

Coaches may recommend student athletes to be tested. A parent can also recommend an athlete to be tested.

The following must be completed before allowing an athlete attempt to try out:

- 1) A signed parent consent.
- 2) A health and development rating by the school physician. This maturity test must be passed before attempting the athletic performance test.
- 3) The Athletic performance test. This is a six-item test that includes a shuttle run, standing long jump, flexed arm hang, stomach curls 50-yard dash and 1.5 mile run. Different sports require different performance tests. The different levels – JV or Varsity – have different standards.

The AD or Asst. AD will conduct the selective classification performance test in October for winter sports, February for spring sports and June for fall sports.

### Sports Physicals

- 1) Sports physicals will be given in June each year. Physicals are good for one year. Pink cards (interval health history updates) must be signed each sport season. These must be signed no earlier than one month in advance of the season.
- 2) If a student-athlete needs a physical during the school year, they will have to go to Occu-Med.
- 3) A student athlete must have a permission slip signed by a parent before signing up for a physical.
- 4) The Athletic Director will hold sport team sign-ups. The coach will be given the list following sign-ups.
- 5) **The coach will be given a list of all students who are approved for the season. If a student is not on the approved list, do not let them practice.**

### Supervision of Players

All coaches are responsible for team members and managers during scheduled practices and games.

- 1) If a coach calls off practice, make sure all players are notified and transportation home has been arranged.
- 2) The weight room is open only under the direct supervision of a coach.
- 3) The locker room is the responsibility of the coach(es) whose team is using the room at that time.
- 4) No cleats should be worn in the school building.
- 5) The coach is responsible for behavior of the team on the school bus.

- 6) The coach is responsible for the team's behavior when visiting another school. Make sure players are supervised in the locker room.
- 7) After late practices or games, the coach is responsible for supervision until all team members have been picked up.
- 8) Make sure lights are off and areas locked up when you are the last to leave.
- 9) Students are permitted to leave school grounds during 9<sup>th</sup> period. If they stay in the school building, they must report to the Athletic study hall in the cafeteria or stay with a teacher.

### **Transportation**

#### ***Away Games***

- 1) Transportation requests will be made by the Asst. AD or AD each week. Please check the schedule for accuracy and immediately advise the AD of any errors or omissions.
- 2) Coaches need to notify the Asst. AD or AD if a trip is added during the season – i.e. championships, sectionals, and scrimmages.
- 3) Coaches should make sure that their team members are on time for the bus, so that it leaves on time.
- 4) If a bus doesn't show up at the scheduled time, please call the bus garage at 542-5026.
- 5) Players must travel to and from games on the team bus. If a parent wishes to take their child home from an away game – they need to have a permission slip signed and on file. The parent then needs to initial or sign off on the roster every time they wish to take their child.
- 6) Practices buses are provided at 5:45.

### **Thunderstorms**

In the event of thunder or lightening players are required to go inside. Practice or play may resume 20 minutes from the last thunder or lightening.

### **Training Rules Agreement (see appendix for full agreement sheet)**

1. The following are not permitted during a sports season:
  - A. Smoking or possession of tobacco products.
  - B. Use of or possession of alcoholic beverages.
  - C. Use of or possession of drugs (e.g. Marijuana, narcotics, hallucinogens, or steroids.) Drugs prescribed by a physician are the only drugs to be used by an athlete.

Any violation of the above mentioned training rules would result in dismissal from the team.

2. Unexcused absence from practice or a game may remove an athlete from the team

### **Volunteer Coaches**

All volunteer coaches must be approved by the AD and Board of Education.

## **Information on Awards**

### **Athletic Award System**

Athletes will receive awards immediately following their sport season. All athletes will receive a recognition certificate. Other awards are listed the following cycle;

- 1) Tiger "A" – upon completion of a junior varsity sport.
- 2) 5" "A" – upon completion of a junior varsity sport.
- 3) Numerals – upon completion of a junior varsity sport.
- 4) 8" "A" – upon completion of a varsity sport.
- 5) Inserts – after completing two varsity seasons in the same sport.
- 6) Gold bars – after completing four seasons in the same sport.
- 7) Honor Award (Plaque) – after completing four seasons in two different sports.  
This is awarded at the end of the senior year during the awards assembly.
- 8) Stars – team captains.
- 9) MVP patch and plaque– for team MVP.

### **Award Regulations**

- 1) Members of teams winning a championship shall receive a chenille patch stating the sport and year.
- 2) Any student-athlete that is removed from the squad due to unsportsmanlike conduct or misconduct, or quits the team will lose credit for participation.
- 3) The Block A is to be used by the athletic department only.
- 4) Players transferring from another school will receive retroactive credit upon receipt of proof from their former school.
- 5) An athlete may earn credit in only three sports in a single school year.
- 6) Awards
  - a. MVP – Most Valuable Player – will be voted on by teammates and coaches in each sport.
  - b. Sportsmanship – Given annually to a senior girl and boy who best display the ideals of sportsmanship. (Two sport minimum) The plaque is presented at the sports assembly.
  - c. Outstanding senior athlete – Given annually to a senior boy and girl who across four years have demonstrated excellence in their respective sports. (Two-sport minimum). This plaque is given at the athletic assembly
  - d. Jim Downey Award – Given annually to a senior boy and girl who have played two or more sports for four years and who displays the characteristics of Jim Downey. The students will have their names placed on the Jim Downey Plaque by the gymnasium.
  - e. Scholar-athlete award – Given annually to the senior boy and girl for having demonstrated excellence in the classroom as well as on the playing field.
  - f. Senior Athlete award – Given annually to all seniors who have played two or more sports.
  - g. Miscellaneous awards-Coaches may give other awards at their end of season banquet, i.e. hustle award, most improved, captain's award.

The award system may be altered within the athletic department and with administrative approval.

### **Cheerleader awards**

- 1) First Year Award
  - a. 1 season – certificate
  - b. 2 seasons – gold bar
  
- 2) Second Year Award
  - a. 1 season – 4” felt megaphone
  - b. 2 seasons – gold bar
  
- 3) Third Year Award
  - a. 1 season – “5 chenille crossed megaphone
  - b. 2 seasons – gold bar
  
- 4) Fourth Year Award
  - a. 1 season – chenille class year
  - b. 2 seasons – gold bar
  
- 5) Captains Award
  - a. Cheerleader gold insert

### **Varsity Credit Requirements**

Players participating on a varsity team throughout the season (when there is also a JV team) will receive a varsity award. If the sport doesn't have a JV team, then freshmen and sophomores who do not participate in the majority of games, meets or matches will receive JV credit.

### **School Records**

- 1) New records must be achieved in a scheduled event or contest.
- 2) Generally records are set with a winning effort.
- 3) Non-winning performances may be accepted in sectional competition.
- 4) In events where time is involved, there must be two or more coaches or adults with timers clocking the individual or a timing system being used.
- 5) All records should be submitted to the AD on the post-season information form.