

# **Camden Athletics**

**Home of the Blue Devils**



**Pre-Season Coaches Information**

Athletic Director – Joshua Mazzaferro

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# Coaching Certification

## **Mandatory Requirements:**

1st year

- **Register For A Teach Account**
  - [higherred.nysed.gov/tcert/teach](http://higherred.nysed.gov/tcert/teach)
- **Fingerprinting**
  - To schedule on line [www.identogo.com](http://www.identogo.com)
  - To schedule at school
    - see Kelly Eveleth in the administration building to pay and help get you scheduled
- **First Aid / CPR / AED Certifications**
  - All coaches must have current First Aid / CPR / AED certification prior to the first day of practice for the assigned sport season. (First Aid/CPR/AED is valid for 2 years from the date taken). The Athletic Office must have a valid copy of this card on file prior to first day of practice.
  - Cost \$28.00 (cash or check made out to Camden Central School)
  - Can be completed at the High School
- **Dignity For All Students Act (DASA)**
  - No Cost
  - Can be completed through Section III, see AD for locations & dates
- **Child Abuse Workshop / The School Violence Workshop**
  - \$75.00 if taken together
  - [Childabuseworkshop.com](http://Childabuseworkshop.com)
- **Concussion Workshop**
  - No Cost
  - On line course – [cdc.gov/concussion/headsup/online\\_training.html](http://cdc.gov/concussion/headsup/online_training.html)

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3<sup>rd</sup> year

- **Philosophy, Principles and Organization of Coaching Course**

By 5<sup>th</sup> year

- **Health Sciences Applied to Coaching Course**
- **Theory and Techniques of Coaching Course**

## **Coaching Courses:**

1. Principles, Philosophy and Organization of Athletics in Education
  - a. 3 Credits – 45 Hours
2. Health Sciences Applied to Coaching
  - a. 3 Credits
  - b. 45 hour course divided into three parts
    - i. Part I – Philosophy, Physiology and Psychology (9 hours)
    - ii. Part II – Fitness, Conditioning, Sport Specific Training, Nutrition, and Weight Management (24 hours)
    - iii. Current and On-going Health Issues and Administrative Procedures (12 hours)
3. Theory & Techniques of Coaching
  - a. 2 Credits – 30 Hours

### **Teacher – Coaching Requirements**

- 1 – First Aid / CPR course.
- 2 – Within **2 years** of coaching appointment complete: **Philosophy, Principles and Organization of Coaching Course.**
- 3 – Within **5 years** complete the: **Health Sciences Applied to Coaching Course.**
- 4 – Within **5 years** complete the: **Theory and Techniques of Coaching Course.**

Note: If you have not started the Coaching Course Process, there is a new process you can do on line. You must follow the "NFHS Coaching Course NYS Specific Second Pathway Guidelines".

- See link: [https://nfhslearn.com/home/coaching\\_requirement](https://nfhslearn.com/home/coaching_requirement)
- See the packet on the next 2 pages

## **NFHS Coaching Course New York State (NYS) Specific Second Pathway Guidelines**

### **Note**

Effective **July 1, 2015**, coaches in New York State (NYS) will be able to pursue a second alternative pathway to complete the 3 NYS required coaching courses (Principles, Philosophy and organization of Athletics in Education, Health Sciences Applied to Coaching, and Theory & Techniques of Coaching (Sport Specific) by utilizing the NFHS online coaching courses (AIC-Level 1 and CIC-Level 2) and completion of an internship in accordance with guidelines.

See link: [https://nfhslearn.com/home/coaching\\_requirement](https://nfhslearn.com/home/coaching_requirement)

### **The NFHS NYS Specific Second Pathway Process is outlined below:**

#### **I. First Temporary Coaching License – No Change** a. SED Approved First Aid course

- b. SED Approved CPR/AED course
- c. Child Abuse recognition course
- d. School Violence Prevention Course,
- e. DASA training
- f. Fingerprinting

Not required for certification, however required by District to coach: Concussion Course (Every 2 years)

#### **II. Second Temporary Coaching License (First Renewal) – No Change** a. SED Approved First Aid course

- b. SED Approved CPR/AED course
- c. Child Abuse recognition course
- d. School Violence Prevention Course,
- e. DASA training
- f. Fingerprinting

Not required for certification, however required by District to coach: Concussion Course (Every 2 years)

#### **III. Third, Fourth and Fifth Temporary Coaching License (2<sup>nd</sup> – 4<sup>th</sup> Renewal) – Two Options**

<b>Option I (Current Requirements)</b>	<b>Option II NFHS</b>
SED Approved First Aid course	SED Approved First Aid course
SED Approved CPR/AED course	SED Approved CPR/AED course
Completion of Principles, Philosophy and Organization of Athletics in Education	NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)*

Child Abuse recognition course	Child Abuse recognition course
School Violence Prevention Course,	School Violence Prevention Course,
DASA training	DASA training
Fingerprinting	Fingerprinting
Not required for certification, however required by District to coach: Concussion Course (Every 2 years)(Kept at local level)	

#### **\*NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1) includes:**

- i. Fundamentals of Coaching (NYS Specific)
- ii. First Aid, Health and Safety For Coaches
- iii. Concussion in Sports

- iv. One Sport Specific course of your choice. All courses can be found at

<http://www.nfhslearn.org>

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#### IV. Professional Coaching Certificate (by year 5)

Option I (Current Requirements): Must be followed if the coach was issued the third temporary using this option	Option II (NFHS) Must be followed if the coach was issued the third temporary using this option
SED Approved First Aid course	SED Approved First Aid course
SED Approved CPR/AED course	SED Approved CPR/AED course
Completion of Principles, Philosophy and Organization of Athletics in Education	NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
Health Sciences Applied to Coaching	NFHS Accredited Interscholastic Coach Certificate (CIC-Level 2)**
Theory & Techniques of Coaching (sport specific)	Internship – 30 hours***
Verification of three years of coaching	Verification of three years of coaching
Child Abuse recognition course	Child Abuse recognition course
School Violence Prevention Course,	School Violence Prevention Course,
Fingerprinting	Fingerprinting
Not required for certification, however required by District to coach: Concussion Course (Every 2 years) (Kept at local level)	

#### **\*\* Completion of the following *Certified Interscholastic Coach (CIC-Level 2)* Course Requirements:**

- i. Fundamentals of Coaching (NYS Specific) (Included in AIC)
- ii. First Aid, Health and Safety For Coaches (included in AIC)
- iii. Concussion in Sports (Included in AIC)
- iv. One sport-specific course of your choice (included in AIC)
- v. Creating a Safe and Respectful Environment
- vi. Strength and Conditioning
- vii. Teaching and Modeling Behavior
- viii. Engaging Effectively with Parents
- ix. Sportsmanship
- x. Sports Nutrition
- xi. Heat Illness Prevention

\*\*\*Internship: 30 hour minimum. Includes; Internship Evaluation Form completed (Kept at local level) and Coaching Internship Attestation (Sent to SED).

**Note:** If using Option II -NFHS certification for additional specific sport certificates, the evaluator must submit directly to the Office of Teaching Initiatives, the Coaching Internship Attestation form for the sport and the NFHS Sport Specific course completed.

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### Coaching Certification

#### **Non-Teacher Coaches**

- Must create a TEACH account and apply for certification in their specific sport
- Coaches need to renew their license every year.
- Must obtain the following certifications:
  - First Aid/CPR/AED
  - DASA
  - Fingerprinting
  - Child Abuse Workshop
  - SAVE Workshop
  - CDC Concussion Workshop
  - Sudden Cardiac Arrest
- DASA, CAR, and SAVE can be completed here: <https://www.workshopsexpress.com/>
- Fingerprinting can be set up here: Fingerprinting: <https://uenroll.identogo.com> Enter service code: 14ZGR7 when prompted.
- Teach Account can be created here: <https://www.highered.nysed.gov/tcert/teach/>
- NFHS Website for Concussion/Cardiac Arrest <https://nfhslearn.com/>

#### **Steps toward Professional Certification:**

- 1st year coaching- First Temporary
- 2nd Year coaching- Second Temporary (1st Renewal)
- 3rd, 4th, or 5th year- 3rd, 4th, 5th Temporary (2nd-4th Renewal)

Here are online links you can use to take classes required for AIC- Level 1. (Sport Specific is for your sport)

<https://nfhslearn.com/courses/fundamentals-of-coaching>

<https://nfhslearn.com/courses/first-aid-health-and-safety>

<https://nfhslearn.com/courses/coaching-basketball-2>

#### **5th year coaching and on- Professional Coaching Cert**

CIC-Level 2 requirements:

- <https://nfhslearn.com/courses/sportsmanship-2>
- <https://nfhslearn.com/courses/engaging-effectively-with-parents>
- <https://nfhslearn.com/courses/bullying-hazing-and-inappropriate-behaviors>
- <https://nfhslearn.com/courses/heat-illness-prevention-2>
- <https://nfhslearn.com/courses/sports-nutrition>
- <https://nfhslearn.com/courses/strength-and-conditioning>
- <https://nfhslearn.com/courses/teaching-and-modeling-behavior>

Athletic Director would then fill out evaluation form and complete Coaching Internship Assentation when you get to this point.



**INSTRUCTIONS—ONLINE COACHING APPLICATION  
TEMPORARY COACHING LICENSE  
PROFESSIONAL COACHING CERTIFICATE**

As of July 1, 2009, all temporary coaching license and professional coaching certificates must be processed online. Please refer to the instructions that follow to guide you through the application process.

Navigate to: <http://www.highered.nysed.gov/tcert/teach/login.htm>

### 1. Create an account

You must have an account to apply for a coaching license online. Click on the link to **SELF-REGISTER** and create an account so you can access the system.

#### Logging into TEACH Online Services System

What is the TEACH system? go to [List of TEACH Services](#)

#### STEP 1: Create a Login Account

You must Self-Register to create a login account to access TEACH Online services system.

A series of informational pages will follow. Navigate through them by clicking the **CONTINUE** arrow at the bottom right corner of your screen.



Once you have read through all the informational pages, you will see a button to **SELF-REGISTER NOW** at the bottom right corner of your screen. Click this to continue.

The application to create an account will now open. Click in each box to enter your personal information (name, address, phone/fax numbers and date of birth.

You will also be required to choose a **USER ID** and **PASSWORD**.

**IMPORTANT:** Write down your **USER ID** and **PASSWORD** and keep it stored in a safe place. The retrieval process can take up to 72 hours and can only be done through employees at the State office.

Once you have entered all the information, click the **CREATE ACCOUNT** button at the bottom of the screen. You will see a summary of the information you provided. Click **EDIT** to change or **CONTINUE** if all is correct.

**You will receive an e-mail confirming your account once it has been created.**

If there are any errors, the system will display an error message indicating what must be added or changed. If your application for an account was complete, you will see the following message:

Welcome to NYS Directory Services! You have now created an account in the Enterprise Directory.

[Click here](#) to continue the login process for TEACH Online Services.

Click the link to be directed to the login screen, where you can log in with the username and password you created and begin your application.

The system will ask you for your social security number and allow you to update your personal information. Click **SUBMIT**.

## ONLINE COACHING APPLICATION INSTRUCTIONS

July 2009

### 2. Start the application

From the TEACH home page,

<https://eservices.nysed.gov/teach/teachext/teach.jsp>,

log in and click on **APPLY FOR CERTIFICATE**.

► Online Application

Apply for Certificate

Apply for a Duplicate Certificate

Apply for a Time Extension

Press **NEXT** at the bottom right corner to navigate through the informational pages before the application.

#### Step 1 – Verify/Update profile:

You will have an opportunity to update your profile to include employment and education information.

Note: the system requires that you enter your education history and will not proceed until you do. Press

**NEXT** at the bottom right corner when you are finished.

#### Step 2 – Select Certificate(s):

Select your Certificate Title  
 Select your Area of Interest  
 Select your Subject Area  
 Select the Grade Level  
 Select the Title

---Select---  
 ---Select---  
 ---Select---  
 ---Select---

Your information will be listed across the top of the page. As shown at left, fill out the application by selecting choices from the drop-down menus.

Choose the following options from the respective drop-down menus:

**Select your Area of Interest:**

Other School Service

**Select your Subject Area:**

Coaching

**Select the Grade Level:**

Adolescent – Grades 7-12

**Select the Title:**

choose your sport

Select your Certificate Type

Select the Type of Certificate

---Select---

Choose the type of certificate you are applying for.

You will have four options to choose from on the drop-down menu.

Choose...	if...
<b>Temporary Coaching License:</b>	you are applying for the first time.
<b>Temporary Coaching License Renewal:</b>	you have previously applied for a temporary coaching license and have one-three applications on file.
<b>Professional Coaching License:</b>	you have four TCLs on file and have completed all required courses.
<b>Professional Coaching License Renewal:</b>	you have at least one PCC on file and proof of three years' worth of satisfactory evaluations.

*If you are unsure of what type of license to apply for, please call the office and we will review our files.*

Click the **ADD** button at the right side of the page. The application will now be listed in the "certificates in this application" section. Click **NEXT** to continue.

## ONLINE COACHING APPLICATION INSTRUCTIONS

July 2009

The following page will show a list of requirements which must be met in order for the license to be issued (see example at right).

### Pathway: Individual Evaluation

- Valid First Aid
- Valid CPR Certification
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Fingerprint Clearance
- School District Recommendation

You may click the blue link for a detailed description of each requirement. Click in the white circle to select the group of requirements and press **NEXT** to proceed.

You will then be directed to the main application page.

Click in the white circle to select your application and then click **NEXT**.

The next page will ask you how you would like your application to be evaluated. Choose the option for BOCES to review your application by clicking in the white circle next to the choice and then clicking **NEXT**.

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application can be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Office. It may be more convenient for you to contact and be able to provide you with more personalized service.

Please select an option:

- ☐ I want my application to be reviewed by the State Education Department
- ☒ I want my application to be reviewed by the BOCES Regional Certification Office

Previous Cancel Next

The page will refresh with options to help you choose the correct office. Choose your school district or county from one of the drop-down menus.

Select a school district or county from the drop-down lists. Then select from the available BOCES Certification Offices.

School District:

- or -

County:

Select an institution from the list:

Name of BOCES Institution	Address	Phone
<input type="radio"/> WESTERN SUFFOLK BOCES	50 DEER PARK RD. DEERFIELD, MA 01936	413-519-1900
<input checked="" type="radio"/> MASSACHUSETTS BOCES	75 CLINTON RD. GARDEN CITY, MA 01903	516-756-2200
<input type="radio"/> EASTERN SUFFOLK BOCES	201 SUTHERLAND RD. PATCHOGUE, NY 11757	631-687-3606

Previous Cancel Next

Click in the white circle next to the appropriate BOCES and click **NEXT** to proceed.

### Step 3 – Sign Affidavit:

Choose the appropriate items under the Child Support Statement and Moral Character Determination by clicking the white circles for “yes” and/or “no.” Please note: any “yes” responses under the Moral Character Determination section **MUST** be explained in the text box under Section H.

Click **SIGN AFFIDAVIT** at the bottom right corner of the screen to proceed.

Sign Affidavit  
www.nysed.gov



## ONLINE COACHING APPLICATION INSTRUCTIONS

July 2009

### Step 4 – Confirm and Sign Application

This is the final opportunity to review the information you have entered and/or make changes. If you are certain that your information is correct, click **SIGN APPLICATION**.

Sign Application

### Step 5 – Make Payment

Choose to either pay online with a credit card or mail in a cashier's check/money order by clicking on the appropriate link.

You may choose to pay for your applications with a credit card or you may mail payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so that you can print out the mail-in payment coupon. Please make a selection to continue.

[Pay Online with a Credit Card](#)

[Mail in a Cashier's Check or U.S. Postal Money Order](#)

If paying by credit card, a page will open up for you to enter your card's information. If you choose to pay by mailing in a cashier's check or money order, the screen will display a payment coupon which must be **PRINTED** and submitted with your payment, which will be sent directly to the State Education Department.

### Next steps

Once payment has been processed, your application will be held in the system until all necessary paperwork (copies of valid CPR, First Aid and coaching courses) are submitted **IN PAPER FORMAT** to the BOCES office. Please use the attached cover sheet when sending in your documents, making sure that all fields have been completed. For reference, the cover sheet – along with a downloadable .pdf of these instructions – can be printed from the coaching section of our web site.

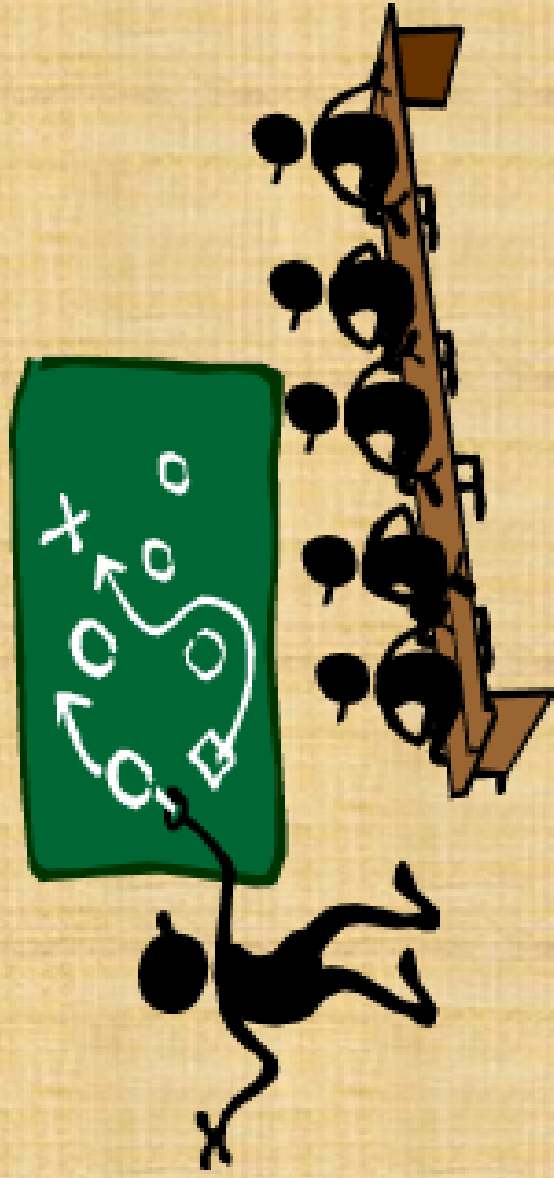
### Your certificate

Certificates will be issued directly from the State Education Department, and you will be able to check the status of your application by logging into your account on the TEACH web site.

### Resources

Section 3 web site: <http://www.section3athletics.org/coaches.cfm>

# **NYSED Coaching Certification Procedures**



# Coaches What They Need:

## NON-TEACHER Coach

- Valid NYSED First Aid Course [www.nysed.gov](http://www.nysed.gov)
- Valid NYSED CPR Course [www.nysed.gov](http://www.nysed.gov)
- Coaching Courses through [www.nysed.gov](http://www.nysed.gov)
- Concussion Workshop
- DASA – Dignity for All Students Act [www.nysed.gov](http://www.nysed.gov)
- School Violence Workshop
- Child Abuse Workshop
- Completed Fingerprint Clearance [www.denega.com](http://www.denega.com)  
[www.denega.com](http://www.denega.com) (July 1, 2001) – Code: 147001
- Create TEACH Account [www.nysed.gov](http://www.nysed.gov)
- Superintendents' Statement [www.nysed.gov](http://www.nysed.gov)
- MUST Apply for a "Sport" Specific License (Choose sports to evaluate and choose if it is for a club or school)
- Send Completed Credential Packet to:

**State High School Athletic Association**

Address: 1000 10th St.

Albany, NY 12242

Phone: 518/462-1500

Email: [licensing@hsaa.org](mailto:licensing@hsaa.org)

NON-TEACHER COACHES: Effective July 1, 2009 - In accordance with the certification procedures for teachers and other school staff, the licenses are given one of two specific effective dates when issued by the State – either September 1 or February 1.

## SEPTEMBER 1 Effective Date

Automatically given to all licenses processed between February 1 – August 31

## FEBRUARY 1 Effective Date

Automatically given to all licenses processed between September 1 – January 31

Teacher coaches include any school personnel with NYSED teacher certification in a subject area as well as PES staff including School Psychologist, Social Worker, Guidance Counselor and Attendance.

NON-TEACHER Coaches include any person outside of the school system and any school personnel without a NYSED teacher certification, i.e.: "volunteer coaches", teaching assistants, etc.

# Original-Pathway Requirements

## Requirements for First-Time Coaching Applicants

- (Temporary License)
- Valid NYSED First Aid (must be updated every two or three years, depending on provider)
- Valid NYSED CPR (must be updated every two years)
- Completion of Identification and Reporting of Child Abuse Certification Workshop
- Completion of School Violence Prevention and Intervention (SAVE) Certification Workshop
- Concussion Workshop
- DASA – Duty for All Students Act (Effective January 1, 2014)
- Create Teach Account
- Completed Fingerprint Clearance - [www.dos.state.ny.us](http://www.dos.state.ny.us)
- Code: 141001
- Superintendents' Statement -- for current year

## Requirements for Second-Year Coaches

- (Temporary First Renewal)
- Valid NYSED First Aid and CPR
- Completion of OR **proof** of enrollment in Philosophy, Principles and Organization of Athletics in Education Course

## Requirements for Third-Year Coaches

- (Temporary 2nd, 4th Renewal)
- Valid NYSED First Aid and CPR
- Completion of Philosophy, Principles and Organization of Athletics in Education Course

Change as of July 1, 2008 CPR is now valid for two years (upon renewal)  
 Child Abuse and School Violence Workshops are now required at all application  
 All Non-Teacher Coaches must be fingerprinted

**Coaches must file a separate application for each sport they wish to be licensed in**

Use TEACH account to access completed certificates, NYSED does not mail printed certificates

## Requirements for Fourth-Year Coaches

- (Temporary 2nd, 4th Renewal)
- Valid NYSED First Aid and CPR (must be updated every two or three years, depending on provider)
- Completion of Health Sciences Applied to Coaching – required before the fifth year – can be taken anytime within the coaching process.
- Completion of Theory and Techniques of Coaching (3 academic years)
- Required before the fifth year – can be taken anytime within the coaching process.

## Requirements for Fifth-Year Coaches (and subsequent renewals)

- (Temporary 2nd, 4th Renewal)
- Valid NYSED First Aid and CPR

## Professional Coaching Certificate

- (Good for Three Years; Sports Specific)
- Valid NYSED First Aid and CPR
- Completion of all required coursework
- A minimum of three years coaching experience in a specific sport in a NYS athletic program
- Last three years' evaluations (for renewal)

# NEW as of 2015 - Pathway Requirements

## TEMPORARY COACHING LICENSE

Requirements for first-time coaching applicants (Initial application) and second-year coaches (first renewal)

- First Aid & CPR (must be updated every two or three years, depending on provider)
- Completion of Identification and Reporting of Child Abuse Certification
- Completion of School Violence Prevention and Intervention (SAFE) Certification
- DASA Training
- Fingerprint Clearance ([www.fingerlogo.com](http://www.fingerlogo.com) – code: 140007)
- Superintendents' Statement

Requirements for third-year coaches (second renewal), fourth-year coaches (third renewal) and fifth-year coaches (fourth renewal) [2nd-4th renewals]

- All items required for Initial TCL and first renewal
- **NFHS Accredited Interscholastic Coach Certificate (AIC – Level 1)**

## PROFESSIONAL COACHING CERTIFICATE

Apply after three TCLs and all courses completed.

Valid for three years; sports-specific.

• All items required for Initial TCL and first renewal

• **NFHS AIC – Level 1 Certificate**

• **NFHS Certified Athletic Coach Certificate (CIC – Level 2)**,

which includes the following components:

1. Fundamentals of Coaching (NYS Specific)
2. First Aid, Heat/Ill and Safety for Coaches
3. Concussion in Sports
4. One (1) sports-specific course
5. Creating a Safe and Respectful Environment
6. Strength and Conditioning
7. Teaching and Modeling Behavior
8. Engaging Effectively with Parents
9. Sportsmanship
10. Sports Nutrition
11. Heat/Illness Prevention

• Internship (30 hours)

• Verification of three years of coaching

Courses provided online at  
[www.nfhslearn.org](http://www.nfhslearn.org)

▪ A complete packet must be sent for every application. Copies of all requirements must be accompanied by a cover sheet and are due to the Regional Certification officer no less than two months prior to the start of the coaching season in question.

▪ A Superintendents' statement must be entered for all TCL applications (not required for Professional Coaching Certificate)



# Procedures

- Coaches should be directed to...

- **Step 1: Apply online.**

Follow the instructions (available online) to create an account and apply for a license on TEACH. The application fee of \$50 can be paid online with a credit/debit card.

- **Step 2: Submit backup.**

Print and complete the cover sheet (available online through TEACH). Attach copies of valid CPR and First Aid cards/certificates, required coursework and other materials. Submit all documents to Athletic Director or Superintendents' Secretary who will enter the "Superintendent Statement" and they will mail all documents to the Certification Officer for review.

- **Step 3: Check the status of your application.**

Log into the TEACH system to check the progress of your application through the system. The license will show up as "issued" once it has been approved.

# Roles and Responsibilities

	Coach	Athletic Office	District Superintendent	BOCES	Regional Certification Office	State Education Department
Responsible for:	Completing the online application (one for each sport coached).	Providing coaches with information and instructions on the new system, and instructing coaches to apply <b>AT LEAST</b> two weeks prior to start of season.	Communicating with the District Athletic Office regarding completion of the Superintendent's statement. *	Providing State Mandated Coaching Courses.	Entry of all First Aid, CPR and coaching course information.	Completing "Final review" of all applications.
	Taking CPR, First Aid and all coaching courses (and providing proof of completion of the such) to the District Athletic office.	Communicating with the District Superintendent (or designee) regarding completion of the Superintendent's statement. *	* Superintendent's statement only required for Temporary Coaching License—not required for Professional Coaching Certificates.		Transmission of completed applications to the State Education Department for final review.	Approving license applications and posting issued licenses on TEACH.
	Following up with TEACH (online) to check the status of their application.	Reviewing coaches' backup documents before sending them to BOCES. (Documents <b>MUST</b> be submitted by the AD's office.) <b>NOT MY-SED</b>				

Effective: July 1, 2009 - In accordance with the certification procedures for teachers and other school staff, the licenses are given one of two specific effective dates when issued by the State – either September 1 or February 1.

## SEPTEMBER 1 Effective Date

Automatically given to all licenses processed between February 1 – August 31

## FEBRUARY 1 Effective Date

Automatically given to all licenses processed between September 1 – January 31

Once an application shows up as "Issued" on TEACH, the coach is officially licensed in that sport and may begin coaching. Your timely submission of coaching paperwork is necessary, as the State cannot backdate or expedite coaching licenses. The current processing time for the State to issue a license is approximately eight (8) weeks. This does not include processing time for BOCES.

# Resources/Contacts

TEACH Tech Help Line: (518) 485-6041

For technical questions regarding the TEACH web site, forgotten passwords, etc.

OSPR (Office of School Personnel Review and Accountability): (518) 473-2938

For questions regarding discipline holds, fingerprint holds, incomplete applications.

Coaches can log in and check the status of their application at:  
<http://www.highered.nysed.gov/tcent/teach/login.html>

TEACH Public Inquiry System: <http://eservices.nysed.gov/teach/certhelp/CpPersonSearchExternal.jsp>

Regional Certification Office:

Ms. Diane Wright or Ms. Amanda Hibbard

Jefferson-Lewis BOCES

20104 State Route 3

Watertown, NY 13601

Business hours: 7-3:30, M-F

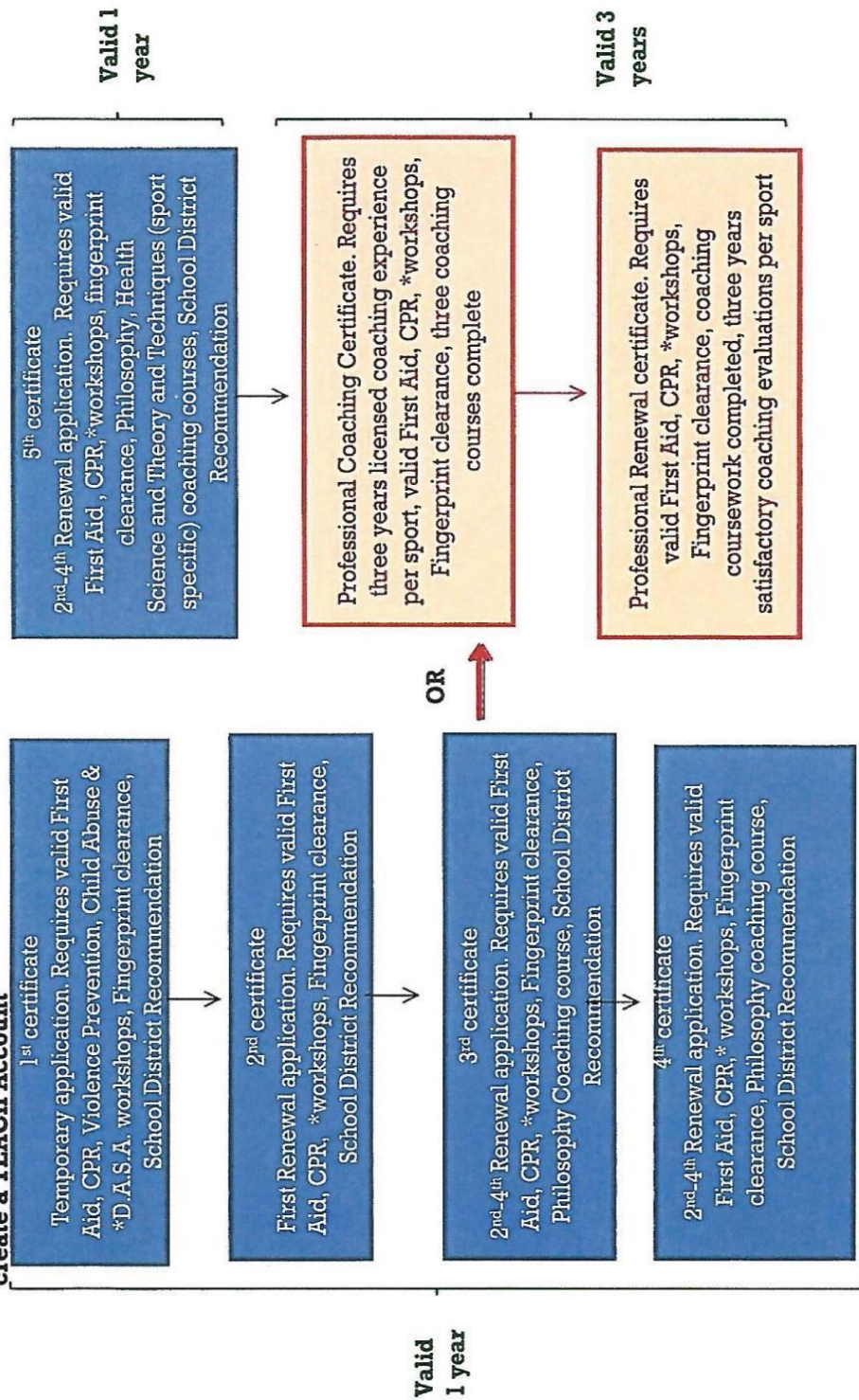
Phone: (315) 779-7019 or (315) 779-7020

[jlbcertification@boces.com](mailto:jlbcertification@boces.com)

- General Certification Information Can Be Viewed At: [www.highered.nysed.gov/tcent](http://www.highered.nysed.gov/tcent)

## NYS Coaching License Non-Teacher and Volunteer Coaches

- Apply through **TEACH On-line Services**
- 1<sup>st</sup> time users **"Self Register with TEACH"** to create a **TEACH Account**



\*Effective 12/31/2013, all applicants applying for a NYS certificate are required to complete the D.A.S.A. workshop

## **Parent Meeting Agenda Guidelines (Example)**

Program Information – Schedules & Directions – Camden Central School District Athletic Department Website/APP

Student Guidelines & Code of Conduct

Communication – Athlete/Coach, Parent/Coach, Coach/Parent/AD (Chain of Command)

Parent Square

Practice Schedules

Family Vacation (Spring Break, Practice Plans over break, your philosophy on missing practice/games over break)

Equipment needs

Fundraising opportunities

Booster Club

Expectations of players, coaches, and parents

Goals for season

Selection of Team (Levels

- Tryout Policy and Rubric
  - Review with athletes
  - Review with parents
- Cutting a kid
  - Meet one on one with kid
  - Explain the good as well as the bad
  - Go over what needs to be improved on
  - Give them what they are expected to do to get better for next year
  - Verification
  - Go over rubric with all athletes
  - What they still need to improve on
  - What they did well (Have them sign it)

Explanation of player participation in contests (Playing Time Philosophy)

Sportsmanship – Athlete, Parents, Coaches, Spectator

Season-long conditioning expectations

Handling injuries

Transportation of athletes to and from practices and games

Missed practices, lateness procedures

Eligibility rules

Team (Coaches) rules

The athlete and nutrition



## **Mohawk Valley Chapter of Certified Football Officials**

July 19, 2022

Dear Athletic Director,

I am sure you are aware of the nation-wide shortage of sports officials in every sport and at every level. Games are being moved, cancelled, or played without officials on many occasions. On behalf of the Mohawk Valley Chapter of Certified Football Officials, I am asking for your help. In our attempts to recruit new officials, the overwhelming hesitation from potential candidates is the way officials are abused and accosted by parents, coaches, and spectators. There have been several recent physical attacks and assaults on officials working games in all sports and our organization is not without exception, with incidents happening just last year. A quick search of social media will show numerous recent incidents across the country. The safety and protection of our members is paramount, and we must take this seriously considering recent events. Therefore, our organization is asking that you please assist us by providing an adult at all events, at every level, that would act as site supervisor to ensure the safety of our members. We realize that many school districts are already doing this and we appreciate it. For those districts that are not, we ask that you please consider this. I should note that a coach involved in the event does not fulfill this request as sometimes, the coach can become part of the issue. The protection of our sports officials must be a primary concern of our organization and we cannot in good conscience send officials into unsafe environments. Please help us so we never get to that point. If you would like to discuss the matter further, I can be reached at the email or phone number below. Thank you in advance for your support and understanding.

Sincerely,

Kevin Simons  
Rules Interpreter  
Mohawk Valley Chapter of Certified Football Officials  
Phone/Text: (315) 281-4675  
e-mail: [ksimons@twcny.rr.com](mailto:ksimons@twcny.rr.com)

# **Athletic Departments 5 c's**

## **Competence**

A student athlete/coach in a quality program is competent in terms of:

- Skill Development
- Knowledge of the game and strategies
- Fitness, conditioning, healthy behavior

## **Character**

A student athlete/coach in a quality program demonstrates:

- Responsibility
- Accountability
- Dedication
- Trustworthiness and fair play
- Self control

## **Civility**

A student athlete/coach in a quality program demonstrates civility toward others, showing:

- Respect
- Fairness
- Caring

## **Citizenship**

A student athlete/coach in a quality program demonstrates citizenship through actions showing evidence of:

- Loyalty and commitment
- Teamwork
- Role modeling

## **Camden**

A student athlete/coach who is a part of the Camden Athletic Department demonstrates:

- Community
- Opportunity
- Consistency
- Togetherness

# Goals of the Athletic Department

- Develop the student-athlete (feeling of self-confidence and self-esteem through commitment, hard work and dedication).
- Develop an understanding and appreciation for good sportsmanship.
- Nurture the development of physical and emotional growth, mental alertness and a healthy competitive spirit.
- Develop the educator-coach
- Provide the opportunity for participants to learn to **manage winning and losing** properly and to **make good decisions for themselves** and **all other members** of the **team**.
- Increase participation in our program
- Improve school spirit and atmosphere
- Increase family, community, and alumni involvement
- Recognize and encourage athletic excellence
- Improve athletic facilities and equipment
- Impact Testing
- Posting Comments – Are you part of the Solution or Problem?



# Role of the Coach

- Prepare athletes with sound instruction – Have a Plan
- Provide positive encouragement – **Swearing Not Tolerated!**
  - Talk to your players, find out what makes them tick
  - Build a strong, positive and trustworthy relationship
- Teach life-long values and skills – *If you only taught them about the sport; you have failed as a coach.*
- **Promotes academics – this should come first...**
- **Role model**
- Be the leader, be the one to guide them – *I am holding you to a higher standard on and off the field.*
- **Be the boss**, you need to be the one in charge of your team, not your captains or athletes.
- **Be Consistent** with your rules and policies.
- **Never** let someone **who is Not board approved** in your practice or games. That is on you!
- **Announcements** – Sadie Alling (High School Secretary) OR **wchsnews@camdencsd.org**
  - **Lorie Lescenski** (Middle School Secretary) **llescenski@camdencsd.org**
- News Papers – Your responsibility (parents love to see this)
- Senior Nights – Be prepared (**let Athletic Director know in advance**)
- Captains – Essay on Leadership – Interview them.
- Sunday Practice needs to be cleared through our office.
- Stadium Keys – Put Back – Location

- Storage – In Season Room
  - **DO NOT** give kids **Code to Shed**
  - Don't leave equipment lying around / locker rooms etc.  
i.e. Shots, discs, balls left outside
- Athletic Study Hall – keep kids contained – **NO** 10<sup>th</sup> period practice!
- Locker Rooms Locked – You let them in! (Supervise Locker Room)
- NO Sunflower Seeds or Food on Turf
- PE – Participate or NO Play!
- Travel Release Forms – only the parent/guardian signs them out without prior permission.
- Building Use – Is done on line now
- Directions to Contests
- Batting Cage – Put it up when you're done!
- Accident Claim Form – How to fill it out! / **don't sign in AD's spot**  
**(turn into Athletic Office by next day)**
- Twitter -@camdenBlueDevil –scores–photos–updates–changes, etc.
- Scorestream – need parents to help
- Sportsmanship Forms – Varsity Only – League Games (Soccer/Field Hockey/Basketball/Volleyball/Wrestling/Baseball/Softball)
- Running – Don't leave kids behind
- Younger Players APP – Playing Time / have meeting with all kids, don't wait until last second.

- **During The Season:**

- **Preparing for contests:**

- Are you prepared for everything that might come your way?
    - Set the tone for practice each day.

- **During contests:**

- Know the penalty and ejection rules.
    - For away games cover expected bus behavior & supervision.
    - For away games confirm bus time and site location.
    - **Always have a roster**, for the bus will not leave without it.
    - Respect opponents and officials.
    - Report scores (paper, Athletic Office).
    - Record all injuries, (accident claim form, submit to athletic office).

- **Post-Game / Practice**

- Advise your athletes to wait for their rides in one area
    - Wait with athletes, never leave alone or unsupervised
    - Coaches are the last to leave

- **Communicating:**

- Be proactive, have e-mail addresses & phone numbers of parents.
    - Call Athletic Director with any major issues or major injuries.
    - Always report all injuries to Athletic Office.
    - Think everything through...be detail-oriented.
    - Be aware and vigilant, (issues brewing between players, parents, or opponents?)
    - Handle team discipline issues, and report it to the Athletic Director.
    - Handle Parent issues, and make the Athletic Director aware of them.
    - Be a player's coach...**"Would I want to play for me?"**

- **After The Season:**

- Meet with assistant coaches and program coaches.
  - Do End of Season Report (make sure you have trophy winner in early).
  - Plan Banquet or End of Season Party (up to coach & kids if you have parents).
  - Pick up awards from athletic office.
  - Collect all equipment (make sure it's all put away in storage).
  - Collect Uniforms
    - Fill out an obligation form for anyone missing their uniform.
    - Make sure they have been washed, if not we will do in school.
  - Make sure all paperwork is done and handed in on time.

## **Creating Team Guidelines:**

We also provided the Camden players with a few general guidelines to consider as they post and tweet on their social media pages:

- Use some common sense. If you are not sure whether a post or tweet is appropriate, then it probably is not.
- Profanity, vulgarity, and sexual references always fall into the “not appropriate” category.
- Resist the temptation to engage with fans or players from other schools if they are making derogatory comments online.
- Never tweet or post when you are emotional. Chances are the action will have a negative outcome.
- Be cautious when re-tweeting or reposting someone else’s content. Such action can appear to be an endorsement of the message, even if you are not the original author.
- Never assume that a message or post is protected from public view, even if you have the “private” settings turned on for your profile.
- Do not give out personal contact information to a “friend” or “follower” that you do not know, and never post that information publicly.

We periodically check up on the content posted by our players, but our approach stops well short of an outright ban, heavy monitoring or social media contracts that some schools have chosen to implement to protect their institutions and student-athletes from negative publicity. Although our team has not been completely incident free, the couple of issues that have come up have been very minor in nature.

Our approach to social media oversight ultimately allows our players some freedom, shows that we trust them to use good judgment, and gives them the necessary guidance to ensure that they avoid any embarrassing incidents. As a result, we will continue to utilize this approach with each of our teams in seasons to come.

### **Quick tips to remember**

- Do not wait for a crisis to occur before addressing social media use with your team.
- Provide some examples of what can go wrong on social media.
- Stress the permanency of social media content due to search engine indexing.
- Outline general guidelines for appropriate and safe use.
- Periodically monitor content to ensure it is meeting your guidelines.
- Revisit the topic from time to time, particularly if you hear about an incident that occurred elsewhere that can be used as a teaching point.

# Keys & Facilities

**High School Coaches** – Pick up keys in the Athletic Office

**Middle School Coaches** – Pick up keys in the MS Main Office

## **NEVER, NEVER, NEVER:**

- Never Give keys to students
- Never Make duplicate keys
- Never Leave athletes un-attended
- Never Give Kids Code to Shed

## **ALWAYS, ALWAYS, ALWAYS:**

- Know where your keys are
- Always police the fields & facilities before leaving
  - o Check for items left lying around
  - o Monitor locker room
  - o Always do your bus duty
- Lock up behind you

# SOCIAL MEDIA

## Here are some of the key points you should stress:

- **Representing the school.** The players need to remember that they represent the school. As student-athletes, they often receive more publicity than their peers, which means their behavior can cause significant damage to the schools image if they act inappropriately online.
- **Posts are always visible.** Once a player posts or tweets a message, it is captured and indexed by any number of search engines that crawl the Internet. This means that a message never actually goes away, even if the player has second thoughts and decides to delete it.
- **Owning your brand.** The players own their personal brand. Whatever they post will be around years from now when a potential employer looks them up on a search engine, so they need to consider what kind of message they want to send about themselves.
- **Beware of cameras.** Each player needs to remember that anyone can be a journalist, since smartphones give everyone the ability to take pictures or video and instantly post it to social media. As a result, players need to use good judgment in social settings. They also need to try to avoid any actions that could be misconstrued when taken out of context. For example, most viewers will assume that a player was consuming alcohol if he or she poses for a picture with a red solo cup at a party, even if the cup contained only water.
- **Impress potential recruiters.** College coaches at four-year institutions have lots of potential student-athletes to contact and a limited window of time in which to recruit. As a result, it is not uncommon for coaches to research potential recruits through social media to get a sense of whether a player has the right character for their program.

# Sport Medicine: Policy & Procedures

- **Athletic Trainer**

- **Aaron Linder 272-8608 (cell)**
- **Office across from boys locker room**

- **Athletic Trainers Hours**

- Prior to your season a copy of your practice schedule should be turned into the Athletic Office/Athletic Trainer.
- If you make changes to your schedule after it has been turned in, you should make sure that the Athletic Office and the Athletic Trainer know of the change
- 2:00pm – End of last practice
- If you need something done, ask him!

- **Rules For Athletic Training Room**

- Respect and maturity should be observed at all times by everyone (coaches and athletes)
- Cleated shoes are not allowed in the training room or building
- Proper dress of athletes is required (i.e. shirt, shorts, sweatpants, sneakers)
- Horseplay and inappropriate language will not be tolerated
- Self-treatment and taping are not allowed
- Loitering is not allowed. There are too many injured athletes requiring attention for people to be in the way
- Any athlete failing to abide by the rules will be asked to leave, and their respective coaches will be notified about the breach of the rules. Any coach failing to abide by the rules will be reported to the Athletic Director

# **The Dominic Murray Sudden Cardiac Arrest Prevention Act**

June 27, 2022

Dear Parents/Guardians,

The Dominic Murray Sudden Cardiac Arrest Prevention Act is a new law as of July 1, 2022. This law requires schools, students, and parents/guardians have information on sudden cardiac arrest risks, signs, and symptoms. Please note that sudden cardiac arrest in children and youth is rare. The incidence of sudden cardiac death (SCD) on the playing field is 0.61 in 100,000.

Sudden Cardiac Arrest (SCA) is an emergency that happens when the heart suddenly stops working. SCA can cause death if not treated immediately, and even with treatment death may occur. Immediate treatment is cardiopulmonary resuscitation (CPR) and use of an automatic external defibrillator (AED). All public schools must have a staff member trained in the use of CPR and AED in school and at all school athletic events.

Preventing SCA before it happens is the best way to save a life. Both your family health history and your child's personal history must be told to healthcare providers to help them know if your child is at risk for sudden cardiac arrest. Ask your child if they are having any of the symptoms listed below and tell a healthcare provider. Know your family history and tell a healthcare provider of any risk factors listed below.

## **The signs or symptoms are:**

- Fainting or seizure, especially during or right after exercise or with excitement or startle
- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive, unexpected fatigue during or after exercise



# The Dominic Murray Sudden Cardiac Arrest Prevention Act

## Student's Personal Risk Factors are:

- Use of diet pills, performance-enhancing supplements, energy drinks, or drugs such as cocaine, inhalants, or “recreational” drugs.
- Elevated blood pressure or cholesterol
- History of Health care provider ordered test(s) for heart related issues.

## Student's Family History Risk Factors are:

- Family history of known heart abnormalities or sudden death before 50 years of age.
- Family members with *unexplained* fainting, seizures, drowning, near drowning or car accidents before 50 years of age.
- Structural heart abnormality, repair or unrepaired.
- Any relative diagnosed with the following conditions:
  - Enlarged Heart/ Hypertrophic Cardiomyopathy/Dilated Cardiomyopathy
  - Arrhythmogenic Right Ventricular Cardiomyopathy
  - Heart rhythm problems, long or short QT interval
  - Brugada Syndrome
  - Catecholaminergic Ventricular Tachycardia
  - Marfan Syndrome – aortic rupture
  - Heart attack at 50 years or younger
  - Pacemaker or implanted cardiac defibrillator (ICD)

SCA in students at risk can be triggered by athletic activities. To decrease any change of SCA in a student, the Sample Recommended NYSED Interval Health History for Athletics must be completed and signed by a parent/guardian before each sports season unless a physical examination has been conducted within 30 days before the start of the season. This form has questions to help identify changes since the last physical examination or health history was completed. School personnel may require a student with health or history changes to see a healthcare provider before participating in athletics.

Finally, the law requires any student who has signs and symptoms of pending SCA be removed from athletic activity until seen by a **physician**. The physician must provide written clearance to the school for the student to be able to return to athletics.

Please contact the State Education Department's Office of Student Support Services for questions at [studentsupportservices@nysed.gov](mailto:studentsupportservices@nysed.gov) or 518-486-6090.

## ● Emergency Procedures

- o In the event of injury, the following procedures must be followed.

### 1. Inform the coach

- a. Coach should immediately attend to the injured athlete and evaluate the athlete's condition.
- b. Coach should instruct someone to get the athletic trainer or call him 272-8608. Once the athletic trainer is on the scene, he will handle the situation
- c. Keep the athlete calm and in a comfortable state
- d. Keep other team member away from the area

### 2. Athletic Trainer /Coach

- a. Trainer will evaluate the situation and follow the necessary procedures
- b. Coach/Athletic Trainer should call or instruct someone to call 911 if needed
- c. If **911** is called, the following people need to be notified:

#### i. **Parents**

#### ii. **Athletic Director**

- d. Athletic Trainer / Coach should stabilize the condition and wait for help.
  - i. Breathing
  - ii. Bleeding
  - iii. Pulse
  - iv. Treat for shock
- e. Send someone to meet the ambulance
- f. Make sure you have their **First Aid Form**
- g. Fill out an **Accident Claim Form** and give it to the Athletic Director, by the next day.

## ● **Strength & Conditioning**

- You must sign your team up with Aaron Linder, No Last Minute
- NO Open hours / NO Walk In's
- NEVER Unsupervised
- NOT a Practice Room
- RESPECT
  - Whatever you use put it back!
  - Wipe equipment down after use
- Middle School Weight Room is available for use, sign it out with Aaron Fiorini

## ● **Medical Kits**

- Each team will be assigned a medical kit. The kit will contain all required supplies to care for injuries to your athletes. They are to be with you at all practices and games. Keep track of the supply level and notify the Athletic Trainer if you need more of certain items.
- If you are caring medication for a specific athlete in your med kit, then you should be the only one who enters the med kit!
- Make sure that at the end of the season your med kit is returned to the Athletic Trainer, as well as any ice coolers or water jugs that you may have used during the season.

## ● **First Aid Forms**

- You will receive a first aid form for every athlete trying out for your team. If you do not have one for them, then you need to see Wanda in the Athletic Office before your season starts.
- First Aid Forms should be carried with the coach at all times, practice and games. If an injury occurs, and the athlete has to go to the hospital, they will need the information on that form.

## ● **Prevention**

- Colds / flu / cold sores /etc.
  - Sharing
    - Do not share Drinks
    - Do use same utensils
    - Do not share Lip balm
- Skin Infections
  - See next 2 pages

# Best Practices for Preventing Skin Infections

## Types of skin infections:

**Bacterial skin infections:** Caused by “Strep” or “Staph”

**Examples:** Impetigo and MRSA

**Symptoms:** redness, swelling, pain, or pus

**Viral skin infections:** Caused by Herpes Simplex Virus Type-1 (HSV-1)

**Examples:** Herpes Gladiatorum (Mat Herpes)

**Symptoms:** fever, swollen glands, blisters surrounded by redness

**Fungal skin infections:** Caused by a dermatophyte

**Examples:** Ringworm (Tinea)

**Symptoms:** itchy red raised scaly patches, sores in the shape of a ring or circle, redness around the outside, bald patches on the scalp, infected nails can be discolored, thick, and crumble

## What should athletes do if they have a rash or skin infection?

- Tell parent or guardian, coach, and/or school nurse
- Have medical personnel diagnose and prescribe appropriate treatment
- Do not practice or compete until cleared by the Chief School Medical Officer.
- Do not cover the affected area and continue to practice or compete

## How can coaches and trainers prevent the spread of skin infections?

- Examine athletes before each practice and competition for and skin irregularities
- Know and use proper hand washing hygiene, teach these techniques to all of your student-athletes
- Educate student-athletes on appropriate wound management
- Provide enough clean towels so that student-athletes do not have to share

## What can student-athletes do to prevent skin infections?

- Report any skin lesions or sores to the appropriate adults
- Have rashes or sores examined by appropriate health care provider
- Wash hands, towels, uniforms, and clothing frequently
- Shower before and after practice
- Do not share deodorant, lotions, ointments, gels, or creams

## What can schools do to prevent skin infections?

- Environmental surfaces should be cleaned and disinfected on a regular basis
- Repair or discard equipment with damaged surfaces
- Cover treatment tables
- Wash towels and clothing with laundry detergent and hot water (min 160 degrees)



## A Guide to Address a Skin Infection Outbreak

A skin infection outbreak is a serious situation for a school district. The NYSPHSAA recommends taking a proactive approach and formalizing a plan before an outbreak occurs. The *athletic director, school nurse, certified athletic trainer, chief school medical director, superintendent, and coach* should be directly involved in developing the plan. Every precaution needs to be taken to limit the spreading of the skin infection to the rest of the athletes on the wrestling team and to other wrestling team members from other schools.

The following steps can be used to help reduce the spreading of a skin infection when an outbreak is confirmed by the district.

**Step 1:** Notify athletic director, school nurse, certified athletic trainer, chief school medical director, and superintendent of the suspected or confirmed case of a skin infection. Also, notify the local health department of a confirmed case of a skin infection. Follow the recommendations from the local health department.

**Step 2:** Instruct all wrestlers in the program (modified and high school) to clean out their lockers and wash all workout clothes. Consult with Buildings and Grounds Supervisor on the appropriate disinfectant to use. Disinfect all lockers, wrestling mats, and padded walls.

**Step 3:** Notify all wrestling parents of the outbreak. The local health department can help you with the letter to the parents. Schedule a parent/student meeting to help educate and increase the awareness of skin infections. Consider using the National Wrestling Association Web Video on preventing skin infections during the meeting.

**Step 4:** If you're wrestling team has participated in any dual meets or tournaments, notify all attending school districts that you have a confirmed case(s) of a skin infection. Inform the school(s) of the type of skin infection that has been confirmed and what types of symptoms are associated with the skin infection. The health department can collaborate with you on drafting this letter.

**NOTE:** Every precaution must be taken to protect all infected wrestler's HIPPA rights.

**Step 5:** If a wrestler has a suspected case, they should be examined by a physician, physician assistant, or nurse practitioner. Have the school nurse or certified athletic trainer perform daily skin inspections to help identify any potential new cases. Consider suspending all wrestling activities, other than conditioning the athletes, to avoid direct skin to skin contact.

Wrestling activities, including dual meets and tournaments, can be resumed when the chief school medical director and local health department feel the spreading of the infection has been contained and it is safe to resume.

School districts have a great responsibility to protect their student athletes and the student athletes of other school districts when it comes to skin infections. The NYSPHSAA staff is always available to our member schools for advice and information to help with any outbreaks of a skin infection. If you have any questions or need further assistance, contact Todd Nelson, Assistant Director, at (518)690-0771.

December 16, 2011

- **Environmental**

- **Fall / Spring Sports Season**

During the summer, early fall and late spring seasons, the temperatures and humidity can cause health related problems to the athletes. These problems include heat cramps, heat exhaustion and more seriously heat stroke. Be advised that there may be days that the Athletic Trainer or Athletic Director will ask you (the coaches) to decrease the intensity level of activity and provide more breaks and increase the athlete's fluid intake. The Athletic Trainer or Athletic Director may also ask you to eliminate unnecessary clothing, or delay or postpone practices until conditions improve. The Athletic Trainer or Athletic Director will measure the relative % humidity and temperature in order to determine the heat index.

Heat Cramps – are painful muscle spasms caused by an imbalance of water and electrolytes in muscles. (not serious, the best treatment is prevention)

Heat Exhaustion – profuse sweating, skin appears flush and clammy, rapid pulse, may have dizziness, could be hyperventilation. Low extracellular fluid levels which causes peripheral vasomotor collapse –which is the inability to dilate blood vessels to dissipate heat

Treatment: 1) remove the athlete from the hot environment  
2) cover with cool towels  
3) give plenty of fluids  
4) may have to send them to the hospital for an IV

Heat Stroke – a medical emergency, the sweating mechanism has shut down, the individual will be hot, red, dry, disoriented, incoherent, or unconscious, their core temperature could be as high as 106F or higher. After 45 min. there will be brain damage and possibly death.

Treatment: 1) remove from the hot environment  
2) sponge them down with cool water  
3) pack with cool towels  
4) get a fan on them  
5) get medical attention immediately

- **Fall / Winter Sports Season**

During the late fall and winter seasons, the temperatures may vary drastically, this can cause health related problems to the athletes. The problems include, but are not limited to asthmas, hypothermia and frostbite from extremely low temperatures and wind chill. Be advised that you must follow the guide lines set by New York State. (see chart on next page)



## **New York State Public High School Athletic Association**

### **Drone Policy**

The New York State Public High School Athletic Association prohibits the use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, for any purpose by any person or entity at all scrimmages, regular season and post season events.

This prohibition applies to the area above and upon all spectator areas, fields of play, courts, arenas, stadiums, mats, gymnasiums, pools, practice facilities, parking areas and or other property being utilized for the purpose of the interscholastic activity.

If there is a report of UAS activity at an athletic event school, Section and/or State Association officials will, in consultation with the sports officials, suspend the play until such time as the UAS is removed from the area as defined above or the school, Section/ State and sports officials determine it is safe to proceed.

For purposes of this policy, a UAS is any unmanned airborne device or aircraft. The NYSPHSAA, Section and/or Member School reserves the right to refuse admission to anyone operating or attempting to operate a UAS or to request the immediate removal of any person using or attempting to use a UAS in violation of this policy.

The NYSPHSAA Executive Director has the authority to grant an exception to this policy to law enforcement, public safety agencies, NYSPHSAA media partners, or other entities or individuals. Any request for an exception to the policy must be submitted to the Executive Director at least a week prior to the event. The exception is limited to the specific event requested and requires the consent of the host venue.

Any use granted under this provision must comply with the applicable FAA regulations as well as any and all requirements set forth by NYSPHSAA. News media must have the necessary FAA authorization. Any individuals granted an exception would be required to sign a document acknowledging and agreeing to the terms of use and agreeing to hold the NYSPHSAA and its member schools harmless from damage to persons or property.

*\*Approved May 5, 2017 (Executive Committee)*

### **Jewelry Rule**

NYSPHSAA will abide by the national governing body jewelry rule (i.e., NFHS, NCAA, USA Softball, USTA, USAG, etc.) followed by NYSPHSAA. (July 2022) Hair adornments, including beads, may be worn provided they are secured and do not present a safety hazard to the player, teammates, or opponent(s). (May 2022) Head coverings worn for religious reasons are permitted and shall not be made of abrasive or hard material and must fit securely. (September 2022)

# **THUNDER & LIGHTENING POLICY:**

EFFECTIVE 10/25/01

Applied to regular season through NYSPHSAA Finals:

1. Thunder and lightning necessitates that contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion- thunder is thunder, lightning is lightning.
  - a. With your site administrator, set up a plan for shelter prior to the start of any contest.
2. When thunder is heard and /or lightning is seen, the following procedures should be adhered to:
  - a. Suspend play and direct participants to go to shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, and car).
  - b. Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.
  - c. After thunder and /or lightning have left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.





## WIND CHILL PROCEDURES

### Administration of Wind Chill Procedures:

- Hourly RealFeel Temperature (Wind Chill) will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 39 degrees (Fahrenheit) or lower.
- **STEPS TO OBTAIN HOURLY REALFEEL TEMPERATURE:**
  1. Log onto **AccuWeather.com** by using the association website, [www.nysphsaa.org](http://www.nysphsaa.org), we recommend saving this site to your computer or phone.
  2. Once you have entered the zip code for your practice or contest site you will see the home page for the local forecast. **DO NOT USE THE REALFEEL TEMPERATURE on this page.**
  3. Click onto **Hourly Forecast**, and you will be linked to a chart. Please use the current hour RealFeel temperature for your zip code to take the appropriate action for your practice or contest.
- If the Hourly RealFeel temperature (wind chill) is 10 degrees or below, the athletic trainer, athletic director, or school designee must re-check the Hourly RealFeel temperature (wind chill) at halftime or midway point of the contest. If the Hourly RealFeel temperature (wind chill) is -11 degrees (Fahrenheit) or lower, the contest will be suspended.

**Please refer to the following chart to take the appropriate actions:**

	Hourly RealFeel Temperature(wind chill) above 40 degrees	Full activity. No restrictions
<b>R E C O M M E N D E D</b>	Wind Chill Caution: Hourly RealFeel Temperature (wind chill) 39 degrees to 20 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing.
	Wind Chill Watch: Hourly RealFeel Temperature (wind chill) 19 degrees to 10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing. Cover the head and neck to prevent heat loss.
	Wind Chill Warning: Hourly RealFeel Temperature (wind chill) 9 degrees to -10 degrees	Stay adequately hydrated. Notify coaches of the threat of cold related illnesses. Have students and coaches dress in layers of clothing. Cover the head and neck to prevent heat loss. Consider postponing practice to a time when the Hourly RealFeel temp is much higher. Consider reducing the amount of time for an outdoor practice session.
<b>REQUIRED</b>	Wind Chill Alert: Hourly RealFeel Temperature (wind chill) -11 degrees or lower	No outside activity, practice or contest, should be held.

**Special Note:** Alpine Skiing will be exempt from this policy and will follow the regulations of the host ski center where the practice or event is being held.

*Approved May 1, 2010  
Updated May 27, 2010*



## HEAT INDEX PROCEDURES

### Administration of Heat Index Procedures:

- Feels Like Temperature (Heat index) or THI using a Wet Bulb indicator on the field will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 80 degrees (Fahrenheit) or higher.
- Download WeatherBug app to your phone or log into [www.weatherbug.com](http://www.weatherbug.com). Schools may also use a Wet Bulb indicator on the field that will be used.
- Enter zip code or city and state in the location section of the app or on-line or determine the THI by using a Wet Bulb indicator.
- If the Feels Like temperature (heat index) or the Wet Bulb Indicator is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature (heat index) or Wet Bulb indicator at halftime or midway point of the contest. If the Feels Like temperature (heat index) or Wet Bulb indicator is 96 degrees (Fahrenheit) or more, the contest will be suspended.

Please refer to the following chart to take the appropriate actions:

	Feels Like Temp(Heat Index) or Wet Bulb indicator under 79 degrees	Full activity. No restrictions
<b>R E C O M M E N D E D</b>	Heat Index Caution: Feels Like Temp (Heat Index) or Wet Bulb indicator 80 degrees to 85 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session.
	Heat Index Watch: Feels Like Temp (Heat Index) or Wet Bulb indicator 86 degrees to 90 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time).
	Heat Index Warning: Feels Like Temp (Heat Index) or Wet Bulb Indicator 91 degrees to 95 degrees	Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn.
<b>REQUIRED</b>	Heat Index Alert: Feels Like Temp (Heat Index) or Wet Bulb indicator 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

Approved May 1, 2010  
Updated July 27, 2016

# Academic Eligibility Program

**Mission Statement:** The Academic Eligibility Program is a vehicle for students to be successful in their academic endeavors, as well as to be eligible to participate in extracurricular activities.

1. At the beginning of each sport season, the coach will formally counsel student athletes on the academic expectations required for participation in interscholastic athletics.
  - a. Every two weeks teachers will submit a list of athletes who are failing their class
  - b. If they are failing two or more classes they will be placed on the athletic ineligibility list.
  - c. If an athlete is taking two courses or less, no failing grades are allowed. (BOCES counts as one class)

## 2. The Three steps

<b>Step 1</b>	1 <sup>st</sup> Time on ineligibility list	2 week Probation Period	Continue Practice & Contests
<b>Step 2</b>	2 <sup>nd</sup> Time on ineligibility list	2 week Suspension Period	Must Practice, but No Contests
<b>Step 3</b>	3 <sup>rd</sup> Time on ineligibility list	Dismissal from Team	Removal from Team Roster





# New York State Public High School Athletic Association Scholar-Athlete Award Program



## SCHOLAR-ATHLETE DEADLINES:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Monday of Week #23	Monday of Week #37	Monday of Week #47

## SCHOLAR-ATHLETE AWARD:

At the end of each sports season, the NYSPHSAA honors those teams and individuals that excel in the classroom. Those student-athletes, teams, and schools work very hard throughout the year and deserve to be recognized for their academic success.

To receive team recognition with a certificate, the team's average GPA for 75% of the roster must be greater than or equal to 90.00. Only students with a 90 or above will receive pins, even if a student with a lower GPA was used in the calculation.

If a team DOES NOT meet the Scholar-Athlete Team criteria, the individuals on that team with a 90.00 or above GPA are still eligible to receive a pin and will be considered an *Individual Scholar-Athlete*.

If a team DOES NOT meet the Scholar-Athlete Team criteria and there are NO individuals with a 90.00 or above GPA, **then please do NOT submit that team.**

The following Marking Periods should be used:

Marking Periods	FALL	WINTER	SPRING
12 week marking period, use:	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
5 or 6 week marking period, use:	1 <sup>st</sup>	avg of 2 & 3	avg of 4 & 5

### EXAMPLE 1:

Team A has a roster of 12.

$$.75 \times 12 = 9$$

Therefore, 75% of the roster is 9.

Average the top 9 student's GPAs.

$$99 + 95 + 94 + 98 + 92 + 90 + 88 + 85 + 75 = 816$$

$$816/9 = 90.666 \text{ which rounds to } 90.67.$$

Is this a Scholar-Athlete team? YES.

How many pins? 6 pins because ONLY students who receive a 90 or above individual GPA receive pins. If you did not include all individuals with a 90 in your calculation, then they can be added.

### EXAMPLE # 2

Team B has a roster of 10.

$$.75 \times 10 = 7.5 \dots \text{ which would round to } 8. \text{ If it was } 7.4, \text{ it would round down.}$$

Average the top 8 student's GPAs.

$$99 + 95 + 91 + 90 + 90 + 88 + 86 + 80 = 719$$

$$719/8 = 89.875 \text{ which rounds to } 89.88.$$

Is this a Scholar-Athlete team? NO.

How many pins? 5 pins for the students who received an individual GPA of 90 or above.

### NOTE:

- If 75% of your team is not a whole number, then please round up if it is .5 or above.  
Ex: 75% of 10 (.75x10) = 7.5, then please round up to 8.
- If 75% of your roster is not a whole number, then please round down if it is .4 or below.  
Ex: 75% of 15 (.75x15) = 11.25, then please round down to 11.
- When rounding an individual or team GPA, round to the nearest hundredth.  
Ex: 89.888 rounds up to 89.89.  
Ex: 89.926 rounds up to 89.93.

# When The Team Is Not Winning

- That's when real coaching is done
- Coaches must remain positive no matter what
- Encourage, Encourage and **Encourage**
- Set progress goals over winning goals
- Track progress in specific areas
- Never Give Up!

# **What is LIFE of an ATHLETE?**

When you stop and think about the purpose of activities for youth, it is important to be reminded that the objective goes far beyond winning, championships, season records and the scoreboard. Athletics is the largest target population that exists in any community.

Try to visualize how important our job in athletics is and the positive impact it can have on youth and communities; the potential it has in developing in youth many of the life skills and abilities they will need to be successful as adults and in the world. Take pride in what you do and how you do it. Set standards that are never compromised. Remember, first and foremost, our job is to teach young people how to prepare for life. Now it is up to you to make a positive difference in the life of an athlete.

- **Positive Social Bonding**
- **Clear and Consistent Boundaries**
- **Life Skills**
- **Caring and supportive Stakeholders**
- **Set high but realistic Expectations**
- **Provide Opportunities for Meaningful Experiences**
- **Parental involvement**

# Post Season Awards

- **Make sure you get your End of Season Report**
- **Hand in your End of Season Report**
  - o Make sure names are printed and spelled correctly
  - o Make sure any information you fill in is correct, if not leave that part blank!
- **Trophies**
  - o Varsity Teams make sure you get the names to Wanda ASAP
  - o The Athletic Department pays for 2 trophies, (4 for track), if you want to order more trophies, your booster club can pay for them. Just give Wanda them to order, and she will have them billed to the specific club.
- **Pins/Patches**
  - o Only Varsity Athletes receive these
    - Sport Pin – 1<sup>st</sup> time playing that sport
    - Bar Pin – 2<sup>nd</sup> or more year in sport, if not a senior
    - Devil Patch – 3<sup>rd</sup> year in sport, **SENIORS ONLY**
- **Letters / Patches**
  - o You only receive one letter or patch for you athletic career
    - Modified Patch – 1<sup>st</sup> time playing a Modified Sport
    - JV Letter “c” – 1<sup>st</sup> time playing a JV Sport
    - Varsity Letter “C” – 1<sup>st</sup> time playing a Varsity Sport
- **Year of Graduation Numbers**
  - o You only receive this one time in your athletic career
  - o Must be in 9<sup>th</sup> grade or you play a JV or Varsity Sport
- **End of Season Get Together**
  - o Have some type of get together, even if its small ( it’s for the kids)  
(i.e. Banquet, pizza party, fun last practice...playing games)
- **Don’t let win/loss record be the only criteria for success of the season, or for having post season awards!**

# Athletic Handbook

- Please refer to the Athletic Handbook or Coaches Information Booklet. There might be something you will find useful in helping with parental problems or preventing problems before they occur.

## **Remember...knowledge is power!**

So read the handbook, know the rules, know policies and stay ahead of the game!

### **Report Varsity Scores To The Following:**

**Following the end of your games, matches, meets, etc. please send results/highlights to the following contacts that apply to your team.**

Queen Central -	<a href="mailto:theqcn@gmail.com">theqcn@gmail.com</a>
	<a href="mailto:susan.halbritter@yahoo.com">susan.halbritter@yahoo.com</a>
Syracuse Paper -	<a href="mailto:pspadafore@syracuse.com">pspadafore@syracuse.com</a>
Rome Paper-	<a href="mailto:sports@rnymedia.com">sports@rnymedia.com</a>
Oneida Paper -	<a href="mailto:sports@oneidadispatch.com">sports@oneidadispatch.com</a>
High School Sport Stats	Create Account and update scores
TVL -	<a href="mailto:info@tvlsportscentral.com">info@tvlsportscentral.com</a>
Camden HS Announcements	<a href="mailto:wchsnews@camdencsd.org">wchsnews@camdencsd.org</a>



## ***Inserting Scores for Games***

Game scores can be recorded on the team schedule *after the game has been played*; the ability to set a score will not display until after the game. A [Show scores](#) box displays in [Edit general information](#) under [Default start time](#) and [Default end time](#).

Checking the box allows you to post scores of completed contests on the team page, *if you choose*.

[Set Score](#) displays in the far right of the scheduled game information, and will only display after the game has occurred.

Clicking on the [Set Score](#) icon opens with a space where the score can be entered.

Once the score is entered, clicking on [Submit](#) returns you to the team page where you will see the score in the [Type](#) column. The score is in green font if your team won, and red font if your team lost.

*Entering the score only populates your schedule with the score. It does not populate your opponent's schedule, unless the opponent has activated [Set Scores](#) for its teams.*

Coaches can enter the scores if given a [Coach account](#). However, [Coach accounts](#) *ONLY* work with the team(s) they coach. Accordingly, they must be entered in [Coaches](#) and linked to the team(s) they coach.

# Camden Athletics Department

## How to sign up for sports

1. Go to Camden Central Schools web page
2. At top click on: Departments, then on dropdown click on Athletics
3. On right lower side click on: Online Sports Registration
4. At the top, click on: Create Account
5. Answer all the questions
  - a. Account Owner – is the parent/guardian etc.
    - i. You will have to have an email address
    - ii. You will need to choose a password  
(REMBEMER THIS FOR NEXT SEASON SIGN-UPS)
  - b. Check boxes: ☐ Join FamilyID email list  
☐ I agree to the FamilyID Terms of Service
  - c. Click on: Create Account (in blue box)
6. Continue to answer all the questions
7. Click on Continue (at bottom of the page)
8. Click on Submit (on right side of the page)
9. You should receive an email letting you know that you are registered.

**Make sure that you have an up to date physical;** if not sure you can check with the School Nurse.

If you need to get one and cannot get into your doctor, “Well Now” in Rome or Oneida does them.

If you do not have a computer; you can contact the Athletic Office and we will try and help you to get signed up. (you will need an email address)

If you have questions, call the Athletic Office at 315-245-0605

# Inviting Students to Join Your Parent Square Group

**Follow the steps below to share code with students**

1. Visit 'Admin > Students'
2. If there are students at school who do not have contact information (No Login Account), you will see a button titled "Show Instructions for Students to Join"
3. Click button "Show Instructions for Students to Join"
4. Show the screen to your students/ Share the link with your students. *Note: This code is only valid for 7 days.*

## **Steps for Students to Enroll**

1. Students who visit the link shared by their teacher/ admin will be asked to provide their Student ID and email or phone
2. If Student ID is valid and email/ phone does not belong to any other existing user/ student, then an account will be created. If student provides email address, they are sent an email with a link to register
3. If student provides phone number, they are sent a text message with a code.

# Busing Information

## Bus Supervision

As per Dr. Root, **All coaches** must ride in the back of the bus.

This will enable you to see up the isle and hopefully see anything else going on that shouldn't be.

If **2 coaches** are on the bus, 1 should be in the back and 1 in the middle of the bus.

If it is a **co-ed bus and 1 coach** in the back and boys on one side and girls on the other.

If it is a **co-ed bus and 2 coaches**, then 1 coach in the back of the bus and 1 coach in the middle of the bus with either boys in the back and/or girls in the front of the bus.

## Bus Drop Off Points for Sports Teams

{From away contests}

**Old Family Dollar – Sylvan Beach**

**Vienna Fire Dept. – Vienna**

**Taberg Fire Dept. – Taberg**

**If you need council or have a questions,  
call me: 240-6435 (c) or 245-0605 (w)**