

# **HEMPSTEAD UNION FREE SCHOOL DISTRICT**

## **ATHLETIC DEPARTMENT**



### **INTERSCHOLASTIC ATHLETICS**

### **COACHES HANDBOOK**

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Athletic Director

**TO: ALL HEMPSTEAD COACHING STAFF**

**FROM:** Dr. Robert Cincotta  
Athletic Director

The athletic program is an integral part of the Hempstead Public Schools' educational program. It is organized to link for students the educational goals of demonstrating personally and socially responsible behavior and respect for themselves and others, with the character development tenets of competence, commitment, character, civility and citizenship through interscholastic competition.

This handbook has been prepared for use by ALL coaches in the Hempstead Athletic Department. It clearly defines all policies and procedures of the Board of Education, Administration and Athletic Department as they pertain to the interscholastic athletic program. It has been written to ensure uniformity in the conduct of ALL sports and to serve as a basis for periodic re-evaluation of the total program.

By agreeing to coach, you have accepted the responsibility to monitor and follow protocols to maintain the academic eligibility of your student-athletes academic success throughout your season.

By agreeing to coach, you have accepted the responsibility to familiarize yourself with the contents of this manual and to comply with ALL policies and procedures of the Hempstead Athletic Department as well as the Section VIII Athletic Council and the New York State Public High School Athletic Association (NYSPHSAA). You are obligated to uphold them, regardless of personal feelings or differences of opinion. In the event that a procedure proves undesirable or outmoded, it can be revised or eliminated through department actions. While it is in effect, however, total compliance is required.

This book shall be distributed to **ALL COACHES**. The New York State Public High School Athletic Association Handbook is available in the Athletic Office. The coaches, in turn will be expected to know ALL of the duties, responsibilities, rules and regulations pertaining to their sport and to conduct their programs accordingly.

I require that you conduct yourself to the highest standards of deportment and demonstrate good sportsmanship at all times. Realize that you serve as role models for the school, the community, parents, and the students with whom you are coaching. Coaching is about Teaching and Mentoring. Let your passion for sports foster in your students a quest for excellence.

Thank you for agreeing to become a valued member of the Hempstead Athletic Department.

Goooo..... T I G E R S !

***“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results”***



***“Some people dream of success....while others wake up and work hard at it”***

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# PHILOSOPHY OF THE HEMPSTEAD INTERSCHOLASTIC ATHLETIC PROGRAM

Athletics have had a significant influence of American culture and society and enjoy unique status in the American value system. We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. The Hempstead Public Schools affirm the right of every student to participate in the interscholastic athletic program without regard to gender, race or creed. We support the regulations and spirit of Title IX legislation and do not limit either gender in the enjoyment of any right, privilege, advantage or opportunity.

Since interscholastic athletics are philosophical extensions of the physical education program and classified as co-curricular activities, the goals and objectives of athletics should be supportive of and consistent with the goals and objectives of the total educational program. When conducted properly, athletics can positively contribute to the intellectual, physical, social and emotional development of our athletes; however, the realization of these educational goals does not automatically occur. These values are attained when our athletic program is viewed as a means to an end rather than an end to itself; functions under educationally oriented coaches; and are properly administered.

Although the explicit goal of all competitive sports is to win within the rules that is by no means the only measure of success. The total development of the individual as a person is of considerably greater importance. Success in athletics occurs when athletes are allowed to develop their abilities to the fullest and become all they are capable of being.

Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. Students who choose to participate must place as a priority their academic success in the classroom ahead of the privilege of Interscholastic play.

Athletes will also be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority.

In order to realize more fully the educational value of athletics, the athletic program should be:

1. conducted to promote the physical and emotional well-being of all participants.
2. regarded as a integral part of the total educational program;
3. subjected to the same administrative control as the total education program;
4. conducted by persons with adequate training in first aid/cpr/aed and in physical education or coaching certification programs;
5. viewed as a supplement to the physical education program and not a substitute;  
and
6. conducted within the letter and spirit of all applicable rules and regulations.

In-so-far as is possible, ***ALL Athletic Teams*** will enjoy equal status and conform to standardized department procedures.

# MIDDLE SCHOOL

The Middle School Interscholastic Modified Athletic Program addresses the unique needs of our students. Our approach to athletics is less competitive and opportunities to participate were expanded in recognition of the physical, mental, and social changes our Middle School students are experiencing. Participation in interscholastic athletics is not based on ability, all students are encouraged to participate, and everyone who wants to be involved can be. In order to encourage and enhance student participation in the Middle School athletic program, the program provides for the following:

1. Four 10-week seasons allow for exposure to more athletic activities.
2. No cut policy except for basketball and volleyball or unless an unusually large number of team members creates a concern for safety.
3. Coaches are encouraged to “play” ALL team members in each contest.
4. Many sports play the “5” period format which allows for more individual participation.
5. Participation in practices during vacation periods is voluntary.
6. League standings are maintained and team championships and all-scholastic honors are not awarded.

# HIGH SCHOOL

Athletic participation at the Varsity Level is more competitive than the Middle School program, and the junior varsity (JV) program functions as a transition between the two. Varsity competition is based on ability and participation in this program requires a significant commitment of time as well as adherence to more stringent team and Athletic Department rules. Parents and athletes are advised to take this into consideration when deciding whether or not to participate at the JV or Varsity level. In order to fully appreciate a family's commitment to JV/Varsity competition and to avoid miscommunication and unrealistic expectations, parents and students must understand that:

1. Practices/contests are often scheduled on Saturdays and during vacation periods. Athletes are required to participate in ALL practices/contests unless excused by the coach. Excessive unexcused absences will result in disciplinary action, which might include loss of playing time, dismissal from the team.
2. Squad selection is based on ability and "cuts" are made at the discretion of the coach.
3. "Playing" time is based on ability and substitutions are made at the discretion of the coach.

***ATHLETES*** who fail to complete a full season may **NOT** be awarded a letter/certificate or receive credit for the season.



# **PRINCIPLES OF COACHING**

The coach of an interscholastic athletic team assumes a very responsible position in education. He/She has the unique opportunity to work with the students in an activity that many times has a profound and lasting impact on the lives of the athletes. Coaches are viewed as role models and can directly influence the decisions made by athletes, and personal rapport can be quickly established. Through this close association, coaches, if they choose, can achieve a unique and seldom attained relationship in education – a personal involvement in the lives of students who willingly and eagerly seek guidance, advice and counsel. The sport serves as the vehicle for creating this climate. Therefore, coaches should be ever mindful of this role and conduct themselves accordingly. No other teachers enjoy so rich an opportunity for molding the character of our youth.

Coaches are also official representatives of the Hempstead School District. It is their personal and professional obligation to conduct themselves with the highest standards of deportment. Coaches must have a thorough knowledge of the policies and procedures of the Athletic Department and to vigorously enforce them.

# CODE OF BEHAVIOR FOR COACHES

1. Set an example both on and off the playing area. Be a living example of sound personal values and good sportsmanship.
2. Recognize that athletic competition is a means toward an end, NOT an end in itself. Specifically, athletics should lead to the development of healthy, well-adjusted young men and women.
3. Approach competition as a healthy and constructive exercise, NOT as a life and death struggle that requires victory at any price. It should be fun and enjoyable.
4. Recognize that the participants in individual or team sports are young men and women with human frailties and limitations who are capable of making mistakes.
5. Be modest in victory and gracious in defeat and instruct your players accordingly.
6. Be sensitive to the feelings and needs of your players and use good judgment when addressing them, avoiding offensive or sexist comments.
7. Be positive.
8. By personal attitude and behavior command the respect of the players.
9. Be well groomed. Personal appearance is an indication of self-respect and helps set the tone for the individual or team performance.
10. DO NOT use or allow the use of profanity, crude or abusive language with or by players, opponents, officials or spectators.
11. Respect the judgment of the officials. Although it is reasonable for the coach to question official' decisions, even disagree, the decision must be accepted graciously.
12. Instruct the players to respect the officials and not to argue, demonstrate or be abusive. Any questions with officials concerning rules interpretation should be made by the captain or coach.
13. Do Not bait or harass officials by word or action. If unhappy with an official use the rating system to register your dissatisfaction.
14. Avoid behavior in game situations that will incite players, opponents or spectators.
15. Instruct players in the element of good sportsmanship and remove players from competition who demonstrate un-sportsmanlike behavior.

# INTERSCHOLASTIC ATHLETIC COACH

## *Job Description*

ALL interscholastic athletic team coaches are directly responsible to the Administrator in charge of Athletics. In fulfilling their duties and responsibilities ALL COACHES are expected to:

1. Accept the responsibility to monitor and follow protocols to maintain the Academic Eligibility of your student/athlete's academic success throughout your season.
2. Assume complete responsibility for the conduct of their team.
3. Establish training rules above and beyond the Athletic Department's and ensure that these rules are fully explained to ALL athletes and distributed to each athlete's parent, signed and returned.
4. Establish positive relationships with coaches, athletes, parents and community members.
5. Supervise the use, issuance, return, cleaning, inventory and storage of ALL equipment, uniforms and supplies.
6. Supervise ALL athletes at practices, scrimmages, non-leagues and games at ALL times.
7. Submit equipment and supply request for the following season to the Athletic Department after season.
8. Make recommendations for use and improvement of school facilities to the Athletic Department.
9. Attend meetings called by the Athletic Department or Building Principal. Attend ALL league, section and coaches' association meetings when required.
10. Support and conform to the Athletic Department policies and decisions, both in fact and spirit.
11. Conduct an organization meeting with athletes to explain try-outs, method of selection, cutting procedures, code of behavior, and so on.
12. Participate in administering of physical exams to perspective athletes.
13. Prepare and submit a schedule of scrimmages and non-league contest to the Athletic Department.
14. Submit a team roster to BOCES and Athletic Department by first game. Update as necessary.
15. Administer first aid and required and report ALL serious injuries to the Health office.
16. Report scores to news media for all wins.
17. Notify the Athletic Department of ANY canceled games, scrimmages or practices and any unusual events or incidents as soon as possible.

18. Secure the assistance of student managers to aid in conducting games; for example, chain crews, statistician, scorekeeper, ball boys/girls, timers, etc. when not paid for by the District.
19. Schedule and conduct practices on a regularly scheduled basis.
20. Supervise team members after practices/games until ALL have left the locker room, picked up by parents or left the building and/or grounds.
21. Secure ALL offices, closets and building exits when leaving.
22. Complete End of Season reports.
23. Conduct themselves in a professional manner during ALL practices and games.
24. Keep abreast of the latest development, changes and modifications in their sport.
25. Make decisions regarding his/her particular team, in keeping with established policies and procedures. However, when decisions are of a broader scope and affect other coaches and other teams or when the problem clearly falls within the jurisdiction of the Athletic Office, action should be reserved for the Office to review and discuss the matter more fully.

# APPOINTMENT TO A COACHING POSITION

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated coaches. ALL coaching positions are yearly appointments, and there is NO tenure as far as these positions are concerned. Each coach will be evaluated annually by the Athletic Office and a satisfactory evaluation will be essential for continuation in that position for the next school year.

ANY Hempstead staff member may apply, in the spring, for a coaching position for the following school year. ALL incumbent coaches with satisfactory evaluations will have to submit a letter requesting to continue with their assignments. ALL vacancies and newly created coaching positions will be posted by the personnel office every season. A selection will not be made until the position has been posted for three school days.

Candidates who are NOT teaching in the Hempstead Public Schools must complete a professional employment application form. ALL candidates will be interviewed by the Athletic Office and the High School or Middle School Principal. Upon selection, a candidate will be recommended to the Superintendent of Schools by the Athletic Office for board approval.

See the following criteria (*attached form*) which are mandatory for ALL interscholastic athletic coaching assignments.

## COACHES EVALUATION SYSTEM

The sole purpose of the coach's evaluation system is to improve the quality of our athletic program by recognizing and encouraging the use of successful coaching practices and techniques. A minimum of one evaluation will be written by the Athletic Office during the school year for each coach. Information contained in the evaluation will be based upon competence observed at practices and contests during the athletic season; the quality of compliance with Section VIII Rules, Sportsmanship, the District policies and procedures; and positive personal relations with athletes, professional colleagues and parents; and the fulfillment of administrative obligations and responsibilities.

At the end of season review, the evaluation will be discussed with each coach, and the coach will be given the opportunity to comment or respond to any item in the evaluation. The original evaluation will be kept on file in the Athletic Office and copies will be distributed to each coach, Director of Personnel, and High School or Middle School Principal.

# COACHING DUTIES AND RESPONSIBILITIES

## I. Pre-season Responsibilities

### A. Planning

Major planning should be meticulously developed before the season begins and should include:

1. Knowing what equipment and supplies are available.
2. Notifying the Athletic Office of any special or unique equipment needs.
3. Outline practice schedule.
4. Completion of scrimmage and game schedule.
5. Organizational meeting with assistant coaches.
6. Establish criteria for awards.
7. A plan to maintain/monitor student-athlete eligibility

### B. Meeting with Athletes

It is recommended that ALL coaches conduct pre-season meetings with squad members to discuss tryouts, practice schedules, team and department rules, and so forth. Meetings should be announced and/or by posters and coordinated with other coaches. When a meeting is called, it should serve a purpose, be well planned and informative.

### C. Scheduling of Non-League Games and Scrimmages

*These schedules should be reported to the Athletic Office well in advance of the season so that arrangements for officials and transportation can be made.*

### D. Selection of Student Managers

### E. Secure Keys from Athletic Office

### F. Use of Facility **MUST** have prior approval for half-days/early dismissals/Saturdays/vacations.

## II. In-Season Responsibilities

### A. Code of Behavior

Students suspended from school are NOT permitted to be on campus nor participate in practices and games until suspension has been served. ALL coaches are responsible for seeing that the Code of Behavior is fully explained (NOT just merely distributed) and properly signed by each athletes' parents. Athletes should NOT be allowed to practice with the team until a signed copy of the Code of Behavior is returned. Signed copies from ALL squad members should be forwarded to the Athletic Office to be kept on file.

### B. Physical Examination (Eligibility)

Before an athlete can participate on an interscholastic athletic team, he/she **MUST** have a completed approved medical examination. It is each coach's responsibility to check with the Nurse's Office. Athletes who **DO NOT** have a health form on file **CANNOT PARTICIPATE**. It will be their responsibility to have a medical examination performed by their private physician and forwarded to the Health Office for approval.

### C. Rosters

Completed team rosters **MUST** be submitted on-line to the Office of the Executive Director and a copy submitted to the Athletic Office **PRIOR TO THE FIRST CONTEST**. The listing shall include the student's name, school, date of birth and date of entry into ninth grade. Rosters must be emailed to Karen Wohlrab – [kwohlab@mail.nasbooces.org](mailto:kwohlab@mail.nasbooces.org).  
(See Attached Form)

### D. Equipment

ALL Varsity, Junior Varsity (JV) and Middle School coaches MUST distribute equipment and uniforms. Coaches are responsible to secure ALL equipment on a **regular** basis and collect ALL uniforms back at the end of each game.

### E. Lost, Stolen or Misused Equipment

Coaches are responsible to make repeated efforts to have uniforms and equipment returned. Lost, stolen or misused equipment should be reported to the Equipment Manager and Athletic Office. **Parents and athletes will be expected to make restitution**. If the obligation has not been cleared within a reasonable period of time they should not be permitted to continue athletic competition. Athletes should be reminded that the acceptance of responsibility for equipment is an important part of becoming a member of an athletic team. Graduation diplomas will be withheld should an athlete owe uniforms or equipment, or fail to make restitution.

## F. Early Dismissal

At times, it will be necessary to request that a squad and its coaches be excused from school to travel to an away contest in order to meet an early scheduled starting time. An alphabetized list of squad members should be submitted to the Athletic Office, Attendance Office and Principal as soon as possible so that permission can be obtained from the appropriate Principal and teachers notified of the early dismissal.

## G. Teaching Obligations

Coaches who have teaching positions **MUST** meet their obligations before assuming coaching duties at the end of the school day. Coaches shall attend scheduled faculty, PD's and department meetings except on days when contests are scheduled.

### H. General

1. Be present at **ALL** times you schedule squad members to be present.
2. Organize each practice schedule.
3. Keep accurate participation records. Take attendance daily.
4. If games are scheduled on a day when school is NOT in session, coaches will be responsible for obtaining the names and phone numbers of the officials and opposing coaches from the Athletic Office before the weekend or vacation. In the event of inclement weather, it will be the coach's responsibility to cancel a scheduled home game and notify the appropriate individuals if the Athletic Office is unavailable.
5. Officials rating cards should be submitted on-line within 48 hours of a contest.
6. A copy of any information letters that are sent home to ALL team members should be forwarded to the Athletic Office.
7. Inform the Athletic Office of any fundraising activities or plans to have team members purchase uniforms, jackets, shirts, etc.

## III. Post-Season Responsibilities

### A. Equipment Return

**ALL COACHES MUST** supervise the return of ALL issued equipment and uniforms and submit, in writing, the names of those athletes who failed to return one or more equipment items. Each coach must submit an Inventory of Equipment and Uniforms form and return it to the Athletic Office **NO LATER THAN** two (2) weeks after the season has ended.

- B. **ALL COACHES** will complete an End of Season Report and submit it to the Athletic Office within two weeks of the end of the season. This report should list records, season highlights, captains, squad members, award winners, and any other items of interest or importance.



- C. Within two weeks of the completion of their season, ALL COACHES should schedule a meeting with the Athletic Office to review the season, discuss budget requests and plan for changes to the program. At this time, ALL athletic keys should be returned. If a formal evaluation has been written, it will be discussed with the coach during this time or end of season review.

# HEMPSTEAD PUBLIC SCHOOLS

## COACHES CHECKLIST

### I. Pre-Season

- \_\_\_\_\_ Attend Section VIII Coaches Meeting (must sign-in)
- \_\_\_\_\_ Pre-Season meeting with assistant coaches for planning and preparation
- \_\_\_\_\_ Pre-Season meeting with students to explain Code of Behavior, tryouts, Practice schedule, etc.
- \_\_\_\_\_ Physicals – students **MUST** have physicals prior to first practice.
- \_\_\_\_\_ Check inventory and equipment
- \_\_\_\_\_ Check schedules and submit non-league games and tournaments.
- \_\_\_\_\_ Transportation request turned in to Athletic Office
- \_\_\_\_\_ Secure necessary keys from Athletic Office
- \_\_\_\_\_ Pick Up and read coach’s handbook from Athletic Office
- \_\_\_\_\_ Pick-Up copies of Code of Behavior letter from Athletic Office
- \_\_\_\_\_ Check eligibility list for **ALL** students (Progress Report or Report Card)

### II. In-Season

- \_\_\_\_\_ Physicals (*check with nurse that **ALL** students on team have physicals*) add any new students
  
- \_\_\_\_\_ Roster list to BOCES and Athletic Office
- \_\_\_\_\_ Code of Behavior; issued, explained, signed and returned
- \_\_\_\_\_ Team Attendance – keep daily records (consider having students sign-in)
- \_\_\_\_\_ Official Ratings complete within 48 hours, online
- \_\_\_\_\_ Record **ALL** equipment and uniforms issued
- \_\_\_\_\_ Complete accident form for any student injured in practice or a game within 24 hours
  
- \_\_\_\_\_ Keep Athletic Office informed of any and all concerns or unusual circumstances; i.e. yellow card, ejection, officials, crowd, parent issues

### III. Post-Season

- \_\_\_\_\_ Equipment turned in
- \_\_\_\_\_ End of Season reports to Athletic Office
- \_\_\_\_\_ Award list to Athletic Office (*no later than two weeks following last game*)
- \_\_\_\_\_ Return ALL keys to Athletic Office
- \_\_\_\_\_ Schedule End of Season meeting with Athletic Office
- \_\_\_\_\_ Attend Section VIII Coaches Meeting (must sign-in)

# ATHLETIC DEPARTMENT POLICIES AND PROEDURES

## ATHLETIC CODE OF BEHAVIOR/DISCIPLINING OF STUDENT-ATHLETES

All Hempstead athletes are expected to behave responsibly while in school and while participating in team practices and contests. During their season, they must conform to several Athletic Department policies and procedures and to other rules established by each coach.

**ALL COACHES** are responsible for ensuring that the Code of Behavior is fully explained (NOT just merely distributed) and properly signed by each athlete and his/her parents. The parent/student handbook is on the Hempstead Public School's website – [www.hempsteadschools.org](http://www.hempsteadschools.org) - or copies can be obtained from the Athletic Office. Athletes **MUST NOT** be allowed to practice with a team unless a signed copy of the Code of Behavior letter is returned. The letter is included with the parental permission slip.

**ALL COACHES** are also responsible for distributing the packet to **ALL ATHLETES**. You are encouraged to add your own comments on team rules that are unique to your sport.

If a coach feels a student-athlete has violated the Code of Behavior, a team rule, or has accumulated an excessive number of unexcused absences that would result in a suspension or dismissal from a team, the coach must contact the Athletic Office and submit his/her recommendation for disciplinary action. The Athletic Office, after consultation with the Principal, and discussing the circumstances with the parents, shall render a decision. Students **MAY NOT** be dismissed from a team or suspended indefinitely by the unilateral action of a coach.

## BUDGET/PURCHASING

**ALL SUPPLIES** and **EQUIPMENT** for **ALL** phases of the interscholastic athletic program will be budgeted and purchased through the Athletic Office in accordance with District policy. **NO** items may be purchased without prior approval of the Athletic Office.

By the end of your season, coaches should submit an equipment requisition form to the Athletic Office. The coach and the Athletic Office will discuss equipment needs and prepare budget request. Items requested will be given priority as they pertain to safety, need and cost. *Please Note: items will be ordered through BOCES or government contract whenever possible.*

## CHANGING SPORTS

Whenever students enlist in the athletic program by joining or “trying out” for a specific team, they assume a responsibility and commitment to that team and coach. Dropping out of a sport is discouraged. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. The dropping of a sport and subsequently transferring to another sport shall adhere to the following guidelines:

1. An athlete who is dismissed from a squad for disciplinary reasons (e.g. violation of the code of conduct, insubordination, excessive unexcused absences, social suspension, etc.) shall NOT be allowed to participate in another sport for the remainder of that sports season or until the period of social suspension expires.
2. An athlete who wishes to leave a team and transfer to another sport may do so provided he/she leaves while in good standing and ONLY after discussing with the coach the reason for leaving and returning ALL issued equipment.
3. NO Changing of teams will be allowed after the second week of the season or after the final “cut” has been made on either team being dropped or the team being joined.

## CANCELLATIONS

1. **ALL CANCELLATIONS** due to weather or any other unforeseen circumstances will be made by the Athletic Office after consultation with the coach. When the Athletic Office is not available (e.g. weekends, holidays, attendance at conferences) the coach will be responsible for cancellations.
2. After consultation with the coach, the Athletic Office will reschedule ALL canceled contests.
3. The coach will be responsible for notifying athletes of any changes in the schedule.
4. Cancellation of contests is usually made by the home team when activities are outdoors and involve the conditions of the playing field. Cancellations made for hazardous road conditions are usually made by the visiting team.
5. Cancellation on school days for whatever reason will be made between 1:00 and 2:00pm. There may be exceptions to this time frame especially during playoffs.
6. When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day will be CANCELED.

## CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

The Hempstead Secondary School provides numerous opportunities for its students to participate in extra-curricular activities. These activities are conducted according to an overriding philosophy that is consistent with the academic program. Students are encouraged to take advantage of these opportunities; however, students should not be allowed to sacrifice the quality of their academic program to participate in athletics. The Athletic Department recognizes that students should have the opportunity to engage in a broad range of learning experiences. However, a student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of conflicting responsibilities. Students are cautioned not to overextend themselves. Participation on athletic teams requires a demanding commitment of time to a rigorous schedule of practice and competition that in addition to weekdays includes, at the JV and varsity levels, weekends, holidays and vacation days. Generally, middle school practices and contests are limited to weekdays when school is in session.

Parent and student-athletes have a responsibility to notify a coach immediately whenever a conflict arises, and they should attempt to resolve the conflict. If it becomes apparent that conflicts will continue on a regular basis and a student cannot fulfill his/her obligation, he/she should withdraw from one of those activities.

## ELIGIBILITY RULES

In order to participate on an interscholastic athletic team, a student **MUST** satisfy the following eligibility rules. These standards are established by the NYSPHSAA.

1. **Bona Fide Student:** An athlete must be a bona fide middle or senior high student and must be taking at least four subjects one of which **MUST BE** physical education. A student attending an alternative education program may represent only his/her home school. Students who have completed graduation requirements are not permitted to participate in an interscholastic athletic program.
2. **Registration:** A student **MUST** have enrolled during the first fifteen school days of a semester and must have been in regular attendance 80 percent of the school time.
3. **Age:** A student shall be eligible for inter-school competition in grades 9, 10, 11 and 12 until his/her 19<sup>th</sup> birthday. If the age of 19 years is reached on or after July 1<sup>st</sup>, the student may participate during the year in ALL sports.
4. **Health Examination:** A student who engages in inter-school competition shall receive an adequate health examination and health history update when required. Students **MAY NOT** practice or participate without the approval of the school nurse (Health Office).

5. **Duration of Competition:** A pupil shall be eligible for senior high athletic competition in each sport during four consecutive seasons of each sport after entry into the ninth grade and prior to graduation. An appeal for an extension of athletic eligibility can be made if the Athletic Office can show that a student's failure to enter competition during one or more seasons of a sport was caused by illness, accident, or other circumstances beyond the control of the student.
6. **Transfer:** A student who transfers with a corresponding change in residence, shall become eligible to participate in inter scholastic athletics immediately upon enrolling in the district. A student who transfers without a corresponding change in residence is ineligible to participate in interscholastic athletic contest in a particular sport for a period of one year if the student participated in that sport during the one-year period immediately preceding his/her transfer.

Exceptions:

1. If a private/parochial school ceases to operate.
  2. A student is a ward of the court and is placed in a district by court order.
  3. A student moves into a new district because of a divorce/separation.
  4. Petition Section VIII the governing body of Nassau County High School Sports to approve a transfer without penalty based on undue hardship for the student.
- 
7. **Practice Sessions:** ALL required practices sessions shall be organized and planned for a reasonable length of time and shall include activities specific to the sport. Depending on the sport and level of play (i.e. modified or JV/Varsity), each team and team member are required to participate in a minimum number of practice sessions prior to the first team scrimmage and/or contest. Practice sessions are sport specific so that practices in one sport would not apply to another sport in the event an athlete changes team. Athletes must have an approved medical examination and health update before being allowed to practice. ***In the event an athlete is allowed to practice without medial approval, the practices in which the athlete participated prior to the approval WILL NOT count toward the required number of practices.***
  8. **Required Number of Practice Sessions:** Please refer to the current Section VIII Nassau County School & Officials Directory or to the N.Y.S.P.H.S.A.A. Handbook for information regarding dates the various seasons begin and the number of practices required for each sport before a student athlete can participate in a scrimmage or league game.

## FACILITIES

1. It is the Athletic Office responsibility to schedule the use of ALL physical education and athletic facilities for practices, scrimmages and interscholastic athletic events. ALL request for use of facilities by coaches, as well as other organizations, must be made through the Athletic Office.
2. Weekend and vacation practice schedules should be forwarded to the Athletic Office at the beginning of each season, and any changes should be reported in advance so that arrangements can be made to have a custodian on duty to open the building for teams when practicing/competing on days when school is not in session.
3. The Athletic Office will arrange to have ALL fields and facilities prepared for practices, scrimmages and games through the maintenance staff. Coaches are responsible for securing the services of a student manager to aid in running a contest and setting up a field or court for play.
4. The Athletic Office will arrange for supervisors, scoreboard operators, ticket takers and ambulance/doctor coverage.

## HEALTH INSURANCE COVERAGE

ALL bona fide students of the Hempstead Public Schools are insured through the Commercial Travelers Mutual Insurance Company of Utica, New York. The policy is intended to provide supplemental health insurance when accidental bodily injury is sustained by a student while participating in a school-sponsored activity. The Hempstead Public Schools will pay for the total cost of this coverage.

***In order for coverage to be in effect, it shall be the responsibility of the student to report the injury to the Health Office immediately.*** The Health Office will give the student a blue Accident Claim form. Insurance information and instructions are in the Parent/Athlete handbook, available on line at [www.hempsteadschools.org](http://www.hempsteadschools.org) or in the Athletic Office.

## ELECTRICAL STORMS

In the event we experience thunderstorms, coaches must take immediate action to provide for the safety of their athletes. ***If lightning is observed anywhere in the sky, all activity MUST stop immediately.*** All team members must be escorted into the building, or in the event you are away, onto the team bus or into a building. Visiting team members, coaches and officials must also be invited into the school building. Once the storm has passed the area, ***activity can resume ONLY if the sky is clear of dark clouds and NO lightning has been observed anywhere in the sky for a minimum of twenty (20) minutes.*** ALL coaches must exercise good judgment; it should be on the conservative side. If your team is engaged in an official contest in which officials have been assigned, the decision as to if and when to resume the contest must conform to the above guidelines. If you feel the thunderstorm has not completely left your

area, under NO circumstances should you resume the contest. The Athletic Director will make alternative arrangements to continue the contest.

## HEAT ALERT

1. During the early fall and late spring, hot and humid weather could create a condition that would subject athletes to heat stress problems. Most times serious problems can be prevented by following simple precautions. Heat related illness include:
  - a. **Heat Cramps** – cramps or spasms of active muscles caused by intense, prolonged exercise in heat and depletion of water and electrolytes due to sweating.
  - b. **Heat Fatigue** – feelings of weakness and tiredness caused by depletion of water and electrolytes due to sweating.
  - c. **Heat Exhaustion** – extreme weakness, exhaustion, headache, dizziness, profuse sweating and sometimes, unconsciousness. This medical emergency is caused by extreme depletion of water and electrolytes.
  - d. **Heat Stroke** – an acute medical emergency caused by a breakdown of the body's temperature regulatory mechanism that blocks one's ability to perspire. If left untreated this results in a dangerously high body temperature, disorientation, seizures, possible unconsciousness or coma.
  
2. The following practices and precautions should be provided for:
  - a. Teach and coach for high levels of physical fitness and conditioning.
  - b. Provide for the gradual acclimatization to heat through a graduated conditioning program, which can produce 80-90 percent acclimatization after 7-10 days.
  - c. Water should NEVER be withheld from athletes. *Water, preferably iced water, should be available in unlimited quantities*, and water breaks should be scheduled for a minimum of 10 minutes for every half hour of strenuous exercise in heat.
  - d. Water breaks and rest periods should be taken in shade areas. Reduce the amount of clothing or equipment during hot and humid weather since cooling by the evaporation of perspiration is directly related to the amount of exposed skin.
  - e. Schedule practices during the cooler time of day.
  - f. Be on the alert for signs of trouble and obvious weight loss.
  - g. Encourage athletes to eat a well-balanced diet to ensure that the electrolytes lost through perspiration are replaced.
  
3. During periods of high temperature and humidity, it may be necessary to alter game/ practice routines and, under extreme conditions, cancellation or delay may be necessary. On days when the possibility for heat stress is likely, the Athletic Office shall provide guidance on temperature and humidity either by using a sling psychrometer or other source and determine which game and/or practice conditions will immediately go into effect for the following readings:



60F – 66F Safe to participate but observe those athletes susceptible to heat illness.

67F – 77F Caution – unlimited water on the field; mandatory water and rest breaks; cool body surfaces.

78F & Above Danger Level – starting time for practices/games delayed until temperature humidity reading falls below 78F.

4. Coaches should check local TV and radio broadcasts to determine if a local advisory is in effect. Check with the nurses' office for further information.

## FIRST AID PROCEDURES

1. First Aid is the immediate and temporary care given to an injured or ill athlete until the services of a physician or emergency medical technician can be obtained. To this end and in order to protect athletes from further injury, the following steps should be followed:
  - a. **STOP** play immediately at the first indication of possible injury or illness.
  - b. **LOOK** for obvious signs of injury or illness.
  - c. **LISTEN** to the athlete's description of the complaint.
  - d. **APPLY** appropriate first aid techniques according to your training.
2. ALL COACHES are expected to have a fully stocked first aid kit with them at all times during ALL practices and games. A first kit and supplies for re-stocking should be obtained from the Athletic Office and should be checked periodically to ensure that it is fully stocked and that all items are within date.
3. Ice or cold packs are first aid treatments for almost ALL injuries and should be available at ALL Home and Away games.
4. Drinking water should be available at ALL practices and games. ALL COACHES are responsible for securing a water cooler at the beginning of the season from the Athletic Director. Coolers should be rinsed out after every use and allowed to dry. ***Under NO circumstances should water be left in coolers overnight or coolers used for any other purpose.***

## INFECTION CONTROL

The Hempstead Athletic Department recognizes the importance of providing an environment that enhances the health and safety of coaches and athletes. In order to reduce the risk of exposure to communicable diseases the Department has adopted the use of universal precautions. When properly implemented, universal precautions will reduce the risk

of transmission of diseases such as colds, flu, hepatitis, and HIV, which are transmitted through contact with the body fluids (blood, mucous, saliva, etc.) of others.

It shall be the Athletic Office responsibility to:

1. Provide in-service training on universal precautions.
2. Make infection control supplies available to coaches.

It shall be the coaches' responsibility to become familiar with and use universal precautions when rendering first aid and attending to the needs of their athletes. Infection control supplies are available from the equipment manager or athletic trainer, and first aid kits should be replenished regularly.

Prior to participating in practice/competition, athletes MUST cover any open wound. In the event a student-athlete begins to bleed during practice/competition, he/she MUST be removed from play and CANNOT return until the bleeding is stopped and the wound covered. Section 8 requires that when blood spills onto a uniform, the athlete MUST leave the contest and CANNOT return until the uniform (jersey and/or shorts) is changed. Therefore, ALL COACHES must carry an extra uniform with them at ALL home and away contests.

## **UNIVERSAL PRECAUTIONS**

### **GENERAL PROCEDURES**

1. Avoid contact with body fluids.
2. Encourage athletes to clean their own injury or secretions whenever possible.
3. Use a protective barrier (e.g. disposable gloves, paper towels, gauze, tissue) making contact with body fluids during care, treatment, and cleaning procedures.
4. Use disposable items to handle body fluids.
5. Dispose of ALL contaminated materials in plastic bags.
6. Plastic bags should be disposed on in trash containers.

### **PROCEDURES TO FOLLOW IN CASE OF ILLNESS OR ACCIDENT**

1. Render appropriate first aid.
2. ALL COACHES should have in their possession at ALL TIMES a listing of athletes' home and emergency telephone numbers.
3. If, in your judgment, the injury requires immediate medical attention, an ambulance should be called.
4. Parent(s) guardian should be contacted and instructed to either meet their child at school or at the hospital emergency room. Students may only be released to the care of

an adult who is listed as an emergency contact or to the care of a responsible adult designated by the parent(s).

5. If a parent/guardian or emergency contact CANNOT be reached, the coach must accompany the athlete to the hospital and remain with the athlete until a family member arrives.
6. If the injury occurs during an **AWAY** contest and the coach must accompany the athlete to the hospital, the contest will be stopped at that point, and the team will return to the school under the supervision of security or bus driver.
7. NOTIFY THE HEALTH OFFICE OF THE INJURY. An accident form must be completed and mailed to *Commercial Travelers Mutual Insurance Company* of Utica, New York as per the instructions in the Parent/Athlete Handbook.
8. When reporting an injury to a parent/guardian, advise them that the school insurance plan is a supplemental policy designed to assist families by reimbursing them for out-of-pocket expenses only *after* claims have been processed by the family's primary health insurance.
9. Notify the Athletic Office in the event that a serious injury occurs. In addition, injured students **SHALL NOT** be allowed to practice or play in a contest following an injury until they have a medical release. This is usually done with a form issued by the Health Office. *If you receive a medical release you are responsible for getting it to the Health Office immediately.* The Health Office is open until 3:00pm.

## HEAD INJURIES

One of the most dangerous injuries that a coach **MUST** properly recognize is a head injury. Serious head injuries **SHOULD BE** considered a medical emergency since they can be life threatening.

*Early recognition and proper intervention are critical and a conservative approach must always be taken.* If there is the slightest question or doubt that a head injury is anything but a minor bump to the head, it should be treated as a Grade 1 Concussion and the athlete should be removed from ALL further competition/practice. The management of head injuries shall adhere to the following guidelines:

## MANAGEMENT OF HEAD INJURIES

GRADE OF CONCUSSIONS	MANAGEMENT GUIDELINES
<p><b>Grade 1</b></p> <ol style="list-style-type: none"> <li>1. Transient confusion (inattention, inability to maintain a coherent stream of thought and carry out goal-directed movements.</li> </ol>	<p><b>Grade 1</b></p> <ol style="list-style-type: none"> <li>1. Remove from contest/practice</li> </ol>

<ol style="list-style-type: none"> <li>2. No loss of consciousness</li> <li>3. Concussive symptoms or mental status abnormalities resolve in <b>less than 15 minutes.</b></li> </ol>	<ol style="list-style-type: none"> <li>2. Examine immediately and at 5 minute intervals for the development of mental status abnormalities or post-concussive symptoms at rest and with exertion.</li> <li>3. Advise parents to seek medical attention if concussion symptoms reappear.</li> </ol>
<p><b>Grade 2</b></p> <ol style="list-style-type: none"> <li>1. Transient confusion.</li> <li>2. No loss of consciousness</li> <li>3. Concussion symptoms or mental status abnormalities (including amnesia) that last <b>more than 15 minutes.</b></li> </ol>	<p><b>Grade 2</b></p> <ol style="list-style-type: none"> <li>1. Remove from contest and disallow return that day.</li> <li>2. Examine on site frequently for signs of evolving intra-cranial pathology.</li> <li>3. Transport athlete to the nearest hospital by ambulance</li> <li>4. A physician should perform a neurological examination to clear the athlete for return to play after one full asymptomatic week at rest and with exertion.</li> </ol>
<p><b>Grade 3</b></p> <ol style="list-style-type: none"> <li>1. Any loss of consciousness <ol style="list-style-type: none"> <li>a. Brief (seconds)</li> <li>b. Prolonged (minutes)</li> </ol> </li> </ol>	<p><b>Grade 3</b></p> <ol style="list-style-type: none"> <li>1. Transport the athlete to the nearest hospital by ambulance if still unconscious or if worrisome signs are detected (with cervical spine immobilization, if indicated.)</li> <li>2. A thorough neurological evaluation should be performed immediately, including appropriate neuro-imaging procedures with indicated.</li> </ol>

### FEATURES OF CONCUSSION FREQUENTLY OBSERVED

1. Vacant stare (befuddled facial expression).
2. Delayed verbal and motor responses (slow to answer questions or follow instructions).
3. Confusion and inability to focus attention (easily distracted and unable to follow through with normal activities).
4. Disorientation (walking in the wrong direction, unaware of time, date and place).
5. Slurred or incoherent speech (making disjointed or incomprehensible statements).
6. Gross observable un-coordinated movement (stumbling, inability to walk tandem/straight line).

7. Emotions out of proportion to circumstances (distraught, crying for no apparent reason).
8. Memory deficits (exhibited by the athlete repeatedly asking the same question that has already been answered, or inability to memorize and recall 3 of 3 words or 3 of 3 objects in 5 minutes.
9. Any period of loss of consciousness (paralytic coma, unresponsiveness to arousal).

## **SIDELINE EVALUATION**

### **Mental Status Testing**

*Orientation:* Time, place, person, and situation (circumstances of injury).

*Concentration:* Digits backward (i.e. 3-1-7, 4-6-8-2, 5-3-0-7-4). Months of the year in reverse order.

*Memory:* Names of teams in prior contests.  
 Recall of 3 words and 3 objects at 0 and 5 minutes.  
 Recent newsworthy events.  
 Details of the contest (plays, moves, strategies, etc.).

<i>Exertion Provocative Tests:</i>	Neurological Tests
40yard sprint	Strength
5 push-ups	Coordination and Agility
5 sit-ups	Sensation
5 knee bends	

Any appearance of associated symptoms is abnormal, e.g. headaches, dizziness, nausea, unsteadiness, photophobia, blurred or double vision, emotional ability, or mental status changes.

### **EMERGENCY PHONE NUMBERS**

DIAL 911 FIRST

Hempstead Public Schools General number:	434-
High School Principal	434-4201
Middle School Principal	434-4301
Athletic Office	434-4046
Athletic Secretary's Office	434-4219
High School Boys Gym Office	434-7298
High School Girls Gym Office	434-7299
Middle School Boys Gym Office	
Middle School Girls Gym Office	

## FUNDRAISING

Any coach wishing to embark upon a fun raising program MUST coordinate these activities with the High School or Middle School Principal and inform the Athletic Office of such projects.

## OVERNIGHT TRIPS

When organized properly, overnight athletic trips can be a most worthwhile and memorable experience for athletes and coaches. HOWEVER, such trips require a great deal of *advance planning and preparation* to ensure success. Coaches who embark upon such experiences are to be congratulated for their willingness to extend themselves and provide a valuable learning experience to their athletes.

Overnight trips should be planned so that the following guidelines are satisfied:

1. Permission for a proposed trip should be sought at least eight (8) weeks in advance of the event. A written itinerary should be discussed with the Athletic Office who will, in turn, seek the approval of the Secondary School Principal and Superintendent. In the event these games are to be played out-of-state, the Athletic Office will request approval from Section VIII and the New York State Public High School Athletic Association.
2. Unless unusual circumstances exist, trips SHALL NOT be planned for days in which school is in session.
3. A team meeting shall be held to explain the trip itinerary to athletes and to discuss the rules of conduct that will guide student behavior while representing Hempstead High School. A coach MUST decide which disciplinary action will be taken in the event that rule of behavior is violated and discuss this with ALL team members prior to the trip. It is recommended that this meeting be scheduled in the evening to include the parents.
4. Signed parental consent must be obtained for each athlete. In addition, coaches must prepare a team roster that includes home phone numbers, emergency phone numbers, and a record of any unusual medical conditions (e.g. allergies, medication, prescriptions, diabetes, and so on). This information will be required in the event of accident or illness, which requires medical attention while away from home.
5. Trip itineraries should be planned so as to keep the cost within reasonable limits. Plans for fund raising must conform to school policy (see section on Fund Raising). The financial obligations of athletes MUST BE clearly explained to them and their parents. In the event that the cost of the trip would impose financial hardship on one or more athletes, the Athletic Office should be contacted in order to pursue alternative funding.
6. Since the goal and objectives of athletics should be supportive of and consistent with those of the total educational program, coaches should attempt to include

activities in the itinerary of an educational value (e.g. visits to college campuses, museums, historical sights, and so on).

7. ***ALL Overnight trips MUST also be Board of Education APPROVED and conform to the Board of Education policy on overnight trips.***

## **OBSERVANCE OF RELIGIOUS HOLIDAYS**

The Hempstead High School Athletic Department recognizes the rights of ALL students to practice their religion, observe religious holidays, and attend religious services and education programs. All requests to be excused from practice and/or games for religious purposes will be honored without penalty. Coaches are expected to establish a climate of mutual respect, tolerance, and appreciation among team members and be sensitive to a student's religious beliefs. Under NO circumstances will a student be discouraged from practicing their religion. It is the student's responsibility to inform the coach when they will miss practice for religious reasons.

The scheduling of scrimmages or games shall be prohibited on the following religious holidays. Middle School team practices WILL NOT be conducted on these days:

Rosh Hashanah (*two days beginning at sunset of previous day*)  
Yom Kippur (*beginning at sunset of previous day*)  
Christmas Day (*beginning at sunset of the previous day*)  
Passover (*first and second day beginning at sunset of previous day*)  
Holy Thursday (*evening*)  
Good Friday  
Holy Saturday (*evening*)  
Easter Sunday

## PHYSICAL EXAMINATION UPDATE

Approved physical examinations are valid for a period of twelve (12) consecutive months, starting from June 1<sup>st</sup> of each year. The exam is good to the end of the month in which it was given. Prior to each sports season, however, the School Nurse is required to update each athlete's health history. This will be accomplished by have each athlete's parents complete a short questionnaire.

Since this health history update is actually a part of an athlete's medical examination, which is required for participation in interscholastic athletics, it is imperative that ALL coaches collect signed letters from every athlete before they are allowed to practice with a team.

## PUBLIC RELATIONS

1. It will be the responsibility of each coach to maintain positive relations with parents, community, organizations and the media. When representing Hempstead, ALL coaches should use good judgment, refrain from using profanity or abusive language, and should not lose their temper. Parents are entitled to answers to legitimate questions, regarding their child's performance or status; however, coaches SHOULD NOT be subjected to verbal abuse. In the event that hostile feelings or arguments ensue, the meeting should be immediately terminated and another meeting scheduled with the Athletic Office.
2. Each coach of a Varsity Team will be responsible for notifying news media of the results of all contests. The home team is responsible for calling the scores to **NEWSDAY at 1-800-639-7329, Ext 2820**. Coaches should also highlight outstanding performances, school records that were broken, and unusual occurrences of a positive nature.
3. Coaches are encouraged to pursue ways in which to publicize their teams and recognize the achievement of their team members. The most common vehicles to accomplish this are:
  - a. Daily public address announcements that report game results, highlight outstanding performances, and publicize future contests. Announcements should be brief but informative.
  - b. Coaches should initiate contact with the school newspaper staff to arrange for the preparation of articles for inclusion in each issue. Similarly, contact with the yearbook staff should be initiated to arrange for team pictures and narrations.
  - c. Our local newspaper The West Hempstead Beacon, is eager to receive articles about our athletic teams and will publish them on a regular basis. Coaches are encouraged to initiate contact.
4. Coaches should be prepared for interviews conducted by member of the press. Often times, they ask for comments regarding opposing teams, coaches and players following hectic games. Be professional and discreet in your dealings and reporters.



## **RE-ADMITTANCE TO ATHLETIC ACTIVITY FOLLOWING AN INJURY OR ILLNESS**

1. In the event an athlete sustains an injury (e.g. sprain, concussion, laceration, bruise), which is serious enough to require a physician's examination and treatment, the athlete must obtain written permission from the attending physician and parent/guardian
2. ALL doctors' notes regarding an athlete's fitness to resume athletic competition must be submitted to the Health Office to be noted on the student's health record. In the event a question arises regarding an injury/illness, the Health Office should be contacted immediately.
3. In cases where an athlete is absent from school for more than five consecutive days due to illness, the fitness of the athlete to resume athletic activity must be established. Written permission from the attending physician or approval of the school nurse and written permission from the parent/guardian must be obtained before the athlete is allowed to return to athletic competition.
4. In the event an athlete sustains a broken bone or an injury, which requires the application of a cast or splint, the athlete will be automatically excluded from participation in athletic competition as well as in the physical education program. Once the injury has healed and the cast/splint has been removed, the athlete may be readmitted to athletic competition ONLY when the attending physician and parent/guardian provide written permission to do so. NYSPHSAA has new guidelines, which may allow participation under certain conditions and when proper padding is used.
5. In all cases when a question regarding the health, fitness or ability of an athlete to return to athletic participation is raised, the decision of the School Physician will be final.

## **SCHEDULING PRACTICES, SCRIMMAGES AND GAMES**

1. Each coach shall be responsible for planning and conducting practices on a regularly scheduled basis. Practices should be limited to a reasonable amount of time (generally 1 ½ to 2 hours at the varsity and JV level and 1 to 1 ½ hours at the middle school level). Athletes must be excused from practice with NO PENALTY for religious reasons or for "extra help" sessions with classroom teachers. Coaches have the discretion on whether or not to excuse athletes from practices/games for all other reasons.
2. Sunday Practice – As a general rule, there will be NO team practices on Sundays; however, in instances when a practice can be justified, it can be scheduled with the Athletic Office prior approval. When a Sunday practice is held, another team practice must be canceled so that athletes are not practicing on more than six (6) consecutive days (NYSPHSAA Seven Day Rule). Varsity teams participating in post-season tournaments are not bound by the Seven Day Rule.
3. On days when ACT, SAT, and PSAT tests are administered, consideration should be given to scheduling practices and scrimmages so that conflicts do not arise with the test times.

4. ALL LEAGUE CONTESTS will be scheduled by the League and BOCES, and all non-league contests and scrimmages may be scheduled by each individual coach or the Athletic Office.
5. All contests rescheduled for weather or other reasons will be done by the Athletic Office after consulting with the coach.
6. Whenever regularly scheduled contests conflict with school or community activities (e.g. class trips, testing dates, religious education, etc.), the Athletic Office will attempt to resolve these conflicts by changing the contest date. Since changes in the schedule affect other schools, officials and transportation, requests to change a scheduled contest CANNOT always be fulfilled.
7. The number of required practices and contests in any given sport shall be within the limits established by Section VIII and the NYSPHSAA. Scrimmages and non-league contests should be scheduled so that the minimum of team and individual practice sessions can be held prior to the first scrimmage or contest. The standards for modified (grades 7 & 8) and high school (grades 9-12) sports are attached. These standards indicate the required number of practices, maximum number of contests, minimum time between contests, and individual limits for athletes per day.
8. ***Emergency School Closing – ALL PRACTICES and/or GAMES will be canceled when school is closed or closed early because of inclement weather or other emergency.***

## **SUBSTANCE USE PREVENTION**

***We all know how difficult it is to minimize let alone eliminate the use of alcohol and other drugs by teenagers. As part of our effort to educate and inform our students and parents about the effect of these substances on athletic performance and their body systems, we are including some information in this handbook that we hope is useful. Please take the time to review this material and use it as you wish. We hope it becomes a tool that you can use to open a dialogue with your students.***

Please refer to the Hempstead High School Student Handbook for the Code of Conduct and prohibited actions which will result in suspension or dismissal from interscholastic sports participation.

## **SELECTION/CLASSIFICATION PROGRAM**

1. The Board of Education has approved the Selection/Classification Program to be used at Hempstead High School. This program allows for the selection and classifying of seventh and eighth grade students for interscholastic athletic competition at the high school. Through the use of physical maturation, physical fitness, and skill criteria, those students who demonstrate the highest level of skill in a sport will be considered for this program.

2. Only the very highly skilled athletes shall be considered for this program according to one of the following criteria:
  - a. the athlete has demonstrated unquestionable superiority in competition at the Middle School level  
**or**
  - b. the highly skilled athlete does not have the opportunity available at the Middle School level  
**or**
  - c. the athlete's level of skill is so that he/she will start a majority of the games or play for at least one half of a majority of the games at the JV or Varsity level
3. It shall be the responsibility of the coach to initiate the request to move a middle school student up to JV or Varsity level of competition. After discussing the relative merits of reclassifying an individual student, it shall then be the Athletic Office responsibility to determine if testing and screening should proceed. If it is decided that a student should be given the opportunity to be tested, the coach will seek to obtain parental permission, secure all necessary data and arrange for fitness testing and a medical examination. *Under no circumstances should the suggestion to classify an athlete to a higher level of competition be made to a student or to the student's parents until after the Athletic Office has rendered a decision.*
4. The screening procedure applies only to a student's eligibility for one sport for a specific sports season. The screening procedure must be repeated for each subsequent season.
5. ***The final evaluation and determination will be made by the Athletic Office after evaluating all pertinent data.***

## **SUPERVISION OF TEAMS**

1. *It is the responsibility of each coach to supervise he/her squad members. This responsibility begins when athletes enter the locker rooms and ends when athletes leave the building following practices and games. Upon being excused from practices and after games, team members should be directed to quickly change, shower, and leave the locker rooms.*
2. ***The coach shall be the last person to leave the locker room. Upon leaving, showers should be checked, loose equipment picked up, lights put out and windows and doors secured.***
3. ***ALL COACHES should make sure that their athletes have either taken the bus, been picked up by their parent/guardian or have left the area outside the doors leading to the gymnasium (parking lot side).***

## **TRANSPORTATION**

1. ALL requests for transportation MUST BE made by the coach to the Athletic Office in writing at the beginning of each season. Each request should indicate exact trip date, location and time departure.
2. Special transportation requests can be arranged provided they are made at least three days (3) in advance.
3. It is the coach's responsibility to ensure that his/her athletes behave responsibly while on the bus. Athletes should be reminded that as team members, they are representing Hempstead, and any misconduct will negatively reflect on their team, coach and school.
4. A coach must accompany his/her team on a bus. Only in emergencies will a team be allowed to travel on a bus without a coach being present.
5. The following rules apply to all bus trips:
  - a. *NO Food or Beverages on the bus*
  - b. *Athletes shall clean off their cleats before boarding*
  - c. *ALL refuse (paper, tape, wrapping, bandages, etc.) shall be picked up before getting off*
  - d. *Heads, Arms, Leg, Hands and Mouths shall remain inside the bus.*
  - e. *Athletes shall remain seated, refrain from throwing objects and keep their hands to themselves*
  - f. *Emergency doors shall not be used as an exit, except in an emergency*
  - g. *ALL equipment (ball bags, hurdles, water coolers, etc.) are to be placed so that ALL emergency exits are kept clear*
  - h. *ALL team members shall return to the school of origin – no drop-offs will be allowed en-route*
6. ALL COACHES must inform their athletes of these rules for bus trips and strictly enforce them.
7. Students are not permitted to drive their automobiles to away contests; however, under unusual circumstances, parents may be permitted to drive their children to or from contests with the permission of the Athletic Office.

## **TRYOUTS AND TEAM SELECTION**

When facilities warrant the limiting of squad size or when an unusually large number of students try out for a team, coaches must establish a plan for selecting those students who will make the greatest contribution to the team. Such plans are discussed with the Athletic Office and include:

- a. Equal opportunity for all eligible candidates
- b. Methods of selection
- c. Procedure for notifying students
- d. Each coach shall be responsible for justifying “selection and cuts” and demonstrating that tryouts were conducted fairly, when requested to do so by the Athletic Office.

## **OFFICIALS**

All game officials will be assigned by the Executive Director’s Office of Section VIII. Regardless of an official’s ability, it shall be the coach’s responsibility to treat him/her with respect and to demand similar respect from the players. When coaches confer with officials, the exchange should be under control and within professional bounds.

Requests to refuse officials will be honored only in extreme circumstances. Such requests must be made in writing to the Athletic Office and must detail the specific shortcomings of the official’s performance or fully explain any problems or unusual circumstances that were encountered. Based on discussion with the official in question and the Executive Director, the Athletic Office will decide to accept or deny the request.

Each coach will be responsible for rating officials according to established procedures. The signed official’s rating card should be submitted to the Athletic Director’s office within 48 hours after a contest. The Athletic Office will review the rating and submit it to the Executive Director’s office.

## HEMPSTEAD INTERSCHOLASTIC ATHLETIC OFFERINGS

### FALL

<b>Sport</b>	<b>Varsity</b>	<b>Jr. Varsity</b>	<b>Middle School</b>
Boys Badminton	X		
Boys Football	X	X	X
Boys Soccer	X	X	X
Girls Soccer	X	X	X
Girls Swimming	X		
Girls Tennis	X		
Boys Volleyball	X		
Girls Volleyball	X	X	

### WINTER

Boys Basketball	X	X	X
Girls Basketball	X	X	X
Boys Bowling	X		
Girls Bowling	X		
Boys Swimming	X		
Boys Winter Track	X		X
Girls Winter Track	X		X
Girls Volleyball			X

### SPRING

Boys Baseball	X	X	X
Girls Softball	X	X	X
Boys Lacrosse	X	X	X
Girls Lacrosse	X	X	X
Boys Tennis	X		
Boys Track	X		X
Girls Track	X		X

# Hempstead Athletic Department

## Uniform Inventory Form

<b>SPORT:</b>	<b>YEAR:</b>
<b>LEVEL:</b>	<b>COACH:</b>

Please list other uniform items (e.g. practice and game short/pant, practice and game jersey or shirt, travel bags, warm-up suits, etc.)

UNIFORM ITEM	QUANTITY <i>(Put quantity under appropriate condition)</i>					COMMENTS
	Excellent	Good	Fair	Poor	Replace	

# Hempstead Athletic Department

## Equipment Inventory Form

<b>SPORT:</b>	<b>YEAR:</b>
<b>LEVEL:</b>	<b>COACH:</b>

Please list other equipment items (e.g. sticks, helmets, hurdles, shoulder and knee pads etc.)

EQUIPMENT ITEM	QUANTITY					COMMENTS
	<i>(Put quantity under appropriate condition)</i>					
	Excellent	Good	Fair	Poor	Replace	

**NASSAU COUNTY PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION**



Team rosters must be submitted to the Office of the Executive Director **PRIOR TO THE FIRST CONTEST**. The listing shall include the student's name, school, date of birth and date of entry into ninth grade. Rosters **must be e-mailed** to Karen Wohlrab - [kwohlab@mail.nasboces.org](mailto:kwohlab@mail.nasboces.org).

### TEAM ROSTER

DATE \_\_\_\_\_

SPORT \_\_\_\_\_

LEVEL \_\_\_\_\_

SCHOOL \_\_\_\_\_

<b>NAME</b>	<b>I.D. #</b>	<b>DATE OF BIRTH (mm/dd/yy)</b>	<b>ENTRY INTO 9<sup>TH</sup> GRADE (mm/yy)</b>



**The Concussion Management and Awareness Act** requires physical education teachers and coaches to complete the course every two (2) years. THERE HAS BEEN A CHANGE TO THE COURSES COACHES CAN TAKE.

**COACHES** may choose EITHER the CDC course or the NFHS course

CDC Heads Up, Concussion in Youth Sports

[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

NFHS/CDC Concussion Course

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=3800>

**PHYSICAL EDUCATION TEACHERS** still must take the CDC course to fulfill the requirement.

[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

