

Athletic Handbook for the Student and Parent

Chappaqua Central School District

Horace Greeley High School

Robert E. Bell Middle School

Seven Bridges Middle School

ACKNOWLEDGMENT

The undertaking of this handbook could not be done alone. This project required the support and contributions of many people. Throughout the planning, compiling, reviewing, editing and writing stages, it has been my privilege to have the unfailing aid of some of the finest parents, coaches, teachers, guidance counselors, students, trustees of the Board of Education, administrators and members of the Horace Greeley Sports Boosters. These individuals have given freely of their time, energy, material and expertise in order to make this handbook as complete as possible. For this, I thank each of them for a job well done.

HOW THIS HANDBOOK WILL HELP

It is our basic assumption that the main responsibility of the coaches and athletic director is to educate our students. Our primary task is to instruct and train the students who are within our jurisdiction. We must help them develop physically, mentally, socially and emotionally. Also, we must increase their knowledge of the sport and, at the same time, see that they acquire the skills and conditioning necessary for effective participation. We know this is true because we live it every day.

The information contained in this handbook is here to serve our needs, provide information, answer questions and give direction. Within this handbook you will find overviews regarding athletic teams, expectations and conduct, Board of Education policies, team selection process, athletic equipment, athletic procedures and other information that pertains to the operation of our athletic program.

All in all, it is expected that this handbook will serve the needs of the busy and involved students and parents of this educational and athletic community. It is the intention of the Horace Greeley Sports Boosters to give all those involved information that can be used in pre-season, in post-season and throughout every season of a student's athletic career.

Stephen B. Young
Director of Physical Education and Athletics

This handbook was written by Peter Kuczma, Director of Physical Education and Athletics, 1988-2002.

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Philosophy, Policies and Expectations

Philosophy and Purpose of the Interscholastic Athletic Program

The Horace Greeley High School, the R. E. Bell Middle School and the Seven Bridges Middle School Athletic Departments strongly believe that the Interscholastic Athletic Program prepares our students to become productive citizens in our community and society. Specifically, a comprehensive program of athletic activities represents our commitment to assure the development of physical fitness and personal health, the achievement of competent performance, and the attainment of excellence in any given sport.

In addition, we aim to improve self-image and confidence by fostering the learning of new skills and maintaining the essential motivation needed to improve performance. Our objective is to train the student to accept responsibility for his or her actions, measure him/herself against standards of quality, promote sportsmanship, express ideas and solutions to problematic situations, and value fair play, honesty and cooperation.

The Horace Greeley High School, the R. E. Bell Middle School and the Seven Bridges Middle School Interscholastic Programs are integral parts of the curricula of the schools. These programs include experience in human relations and opportunities to develop physically and emotionally, and provide opportunities for students to test their character in competitive situations.

Once students are engaged in carefully planned, quality learning experiences, observable changes will occur in knowledge application, physical skill attainment, improved self-esteem, physical conditioning, and problem solving skills. The athletic program at both levels offers opportunities for all students to enhance and refine their skills, and to excel in areas compatible with their talents, aspirations and abilities.

The Interscholastic Athletic Program is “The Other Half of Education.”

Athletic Program Expectations

The student will maintain the best physical condition possible.

The student will learn all aspects of the sport.

The student will approach each season with a positive self-image.

The student will represent him/herself and the school as well.

Bill of Rights and Responsibilities of Students

Board of Education Policy 5131

A public school, like our democratic society, must constantly seek to balance the natural tension which arises from the concepts of individual dignity, the rights of others and the obligations we all share for our society. This policy of students rights and responsibilities is intended to help our school community reach its common goal of creating a community of learning where all are joined in the pursuit of academic excellence and personal growth in a caring environment so that students may become responsible, contributing members of society.

Rights

The Chappaqua Central School District recognizes that it has the responsibility to assure students legal rights that are theirs by virtue of guarantees in federal and state constitutions and statutes. The exercise of such rights should not materially intrude upon the orderly process of the school, infringe upon the rights of others, or interfere with the goals of the Mission Statement of our District.

1. The right to a free and appropriate education in the public schools.
2. The right to pursue educational opportunities free from illegal or improper discrimination, including discrimination based upon gender, race, religion, disability, sexual orientation or ethnic background..
3. The right to fair treatment with respect to suspension, expulsion, unreasonable searches and seizures, or administrative decisions.
4. The right to free inquiry and expression provided the rights of others are not diminished.
5. The right to have and participate in student government.

Responsibilities

The Chappaqua Central School District believes that the students must assume the following responsibilities in order to receive the best possible education. To make this possible, all students should:

1. Do all they can to take full advantage of the educational opportunities offered.
2. Pursue and attempt to complete the course of study prescribed by state and local school authorities.
3. Assist the school staff in maintaining a safe school environment.
4. Be aware of school rules and regulations and conduct themselves in accord with them.
5. Respect the rights of others and develop a tolerance for and an understanding of differences in social, economic, and cultural backgrounds and attitudes.
6. Make necessary arrangements for making up work when absent from school.
7. Be aware of and comply with state and local laws.
8. Protect and take care of personal and school property.
9. Attend school daily, except when excused, and be on time to all classes and other school functions.
10. Dress and groom themselves to meet fair standards of safety and health, and common standards of decency.

Grievance and Appeal

Students or parents who wish to appeal a decision should present a statement in writing with supporting evidence to the school Principal. The Principal will meet with the students and/or parents to review the decision and consider all evidence. The Principal will resolve the matter within a stated period and

communicate a decision in writing to all parties. If students and/or parents are not satisfied with the principal's decision, they may present an appeal to the Superintendent of Schools.

Students at Horace Greeley High School may choose to seek Student Council support through procedures established by the Student Council and approved by the administration before presenting the appeal to the Principal or Superintendent.

Policy 5131
Board of Education
Adopted June 21, 1994

Expectations of Athletes

As participants in athletic activities, our students represent Horace Greeley High School, R. E. Bell Middle School and Seven Bridges Middle School; this representation is expected to be exemplary. In 1970, a landmark court case (*Mitchell vs. Louisiana Athletic Association*) interpreted educational rights under the United States Constitution as encompassing only classroom learning. Students' interest in athletic participation is not a protected constitutional right. When students accept the *privilege* of representing one of our schools in athletic competition, they accept the academic, social, moral and civic responsibility associated with such representation.

The Board of Education and the School Administration reserve the right to remove, suspend or restrict any athlete who does not act responsibly in compliance with school and societal standards. This is in accord with the Bill of Rights and Responsibilities of Students and other Board of Education policies and procedures.

Student Athlete Code of Behavior and Ethics

Team membership in an athletic program is a privilege and a responsibility. A student's conduct should reflect positively on the team and the school. As such, each student will:

1. Place the team's goals, welfare and success before his or her own.
2. Attend all practice sessions and be receptive to coaching.
3. Emphasize the proper ideals of sportsmanship, ethical conduct and play the game fairly.
4. Show courtesy to visiting teams and officials.
5. Respect the integrity and judgment of sports officials.
6. Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
7. Encourage leadership, initiative, and good judgment by all the players on the team.
8. Recognize that the basic purpose of our athletic program is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
9. Recognize that the concept of "win at all cost" is not a healthy one.
10. Abstain from hazing or other forms of team initiation. Hazing is any form of verbal, physical, or emotional mistreatment, harassment, or abuse of a student in connection with his/her membership on an athletic team, that humiliates, degrades, abuses, or endangers a person's

physical or emotional health. Hazing may also involve forcing, coercing, or intimidating any student to participate in any illegal, inappropriate and/or embarrassing activity. Students should be aware that hazing can also constitute a violation of New York State Statutes as a form of assault and can make the student liable for arrest and prosecution, as well as for civil liability. Hazing is prohibited **on and off** school grounds prior to, during, or after the school day or the sports season. Agreement by a candidate for a sports team to participate in hazing activities as a requirement for admission does not absolve those proposing the activities (the offenders) of responsibility for violation of the athletic guidelines. Students who engage in hazing activities will be subject to disciplinary action by the school administration, which may include exclusion from the activity or the canceling of a sport season.

11. Engage in the healthy lifestyle of athletics. The use of alcohol, tobacco and/or illegal drugs is not suitable for students in pursuit of athletic achievement. Students who choose to engage in the use of these substances **on and off** the school district property during their competitive season will be investigated in accordance with Board of Education Policy. Students who choose to engage in the use of these substances during their **off season** will be requested to seek counseling through parental guidance and/or school support services.
12. Contact the coach or Athletic Office if a practice or a contest will be missed because of illness or other legitimate reason. It is impractical and impossible to cover every rule or standard that will focus on the conduct and behavior of the athlete.

Board Policy on Alcohol And Drugs

Board policy on alcohol and drug use by students participating in sports and extracurricular activities.

All advisors and coaches are expected to immediately investigate any indication of alcohol and drug use by students involved in the activity they sponsor. Evidence of students using alcohol or drugs is to be reported to the appropriate administration and, in the case of athletics, the Director of Athletics. No disciplinary action is to be taken until the facts have been reviewed with the appropriate assistant principal and the student has been given an opportunity to make an oral statement in response to any allegations. If and when the student's use of alcohol or drugs has been confirmed, the following procedure will be followed:

First Occurrence:

1. Parents and student will meet with the advisor or coach and the administration.
2. One week minimum suspension from the activity (seven days).
3. The student will meet three times with the intervention counselor.
4. Incidents of suspected illegal activity will be reported to the Town Youth Officer.

Second Occurrence

1. Parents and student will meet with the advisor or coach and the administration.
2. The student will be dropped from the activity.
3. The student will be excluded from all activities until the assistant principal receives assurance that there will be no future use of alcohol or drugs, based on participation in an approved assistance program.
4. Incidents of suspected illegal activity will be reported to the Town Youth Officer.

Third Occurrence

1. Parents and student will meet with the advisor or coach and the administration.
2. The student will be excluded from activities at Horace Greeley High School, R. E. Bell Middle School and Seven Bridges Middle School for a full calendar year.
3. To be reinstated, the student must furnish satisfactory evidence of being drug and alcohol independent.
4. Incidents of suspected illegal activity will be reported to the Town Youth Officer.

The school may insist that students participate in a formal treatment program if there is evidence that the use of alcohol or drugs is habitual.

*Policy 5131.3
Board of Education
Adopted February 10, 1986*

Self Referral for Alcohol or Other Drug Use

If a student self refers to any coach, faculty member, administrator or parent for assistance in solving his/her alcohol or other drug use, he/she will be directed to the Substance Abuse Counselor, Guidance Counselor or any of the student support counselors. The consequences of the Board of Education Policy regarding alcohol and drugs will not be utilized as long as the student follows his/her recommended intervention program. An Abstinence Use Contract will be signed, but will not constitute an offense. If the student does not follow his/her recommended intervention program, he/she is then subject to the Board of Education Policy.

Academics and Athletics

The Athletic Department recognizes that a student's primary responsibility is academic preparation. The Athletic Department supports the concept that students should work to their potential in the classroom and be committed to achieving maximum academic success. The coaching staff encourages all faculty and parents to contact the Athletic Office if a student/athlete is having difficulty in the classroom.

Horace Greeley High School, R. E. Bell Middle School and Seven Bridges Middle School are institutions for learning. Learning takes place in the classroom, in athletic competition, and in school organizations. There must be a proper balance between the time requirements for all student pursuits. In order to avoid a student being caught in the middle between the coach's requirement to begin practice and the student's need for extra academic help, or obligations to a school organization, the following guidelines will be adhered to from the beginning of the school year:

1. Practice officially begins at 3:20 p.m. at Horace Greeley and approximately 3:00 p.m. at the R. E. Bell Middle School and the Seven Bridges Middle School.
2. Students and coaches, however, may begin practice directly after school. The student will not be penalized if he/she comes to practice late because of the above obligations. The student has the right to see a teacher or attend a school sanctioned organization after school.
3. It is the responsibility of the student to inform the coach of his/her intended lateness one day in advance, or, if a problem arises that day, after the obligation has been met. **This includes detention** and he/she will be taken out of practice to serve the detention. If a student misses a bus for practice or contest for a valid reason, he/she may practice or compete in a game if transported by his/her parent. This must be approved by the Athletic Director/Administrator.
4. A student must sign in at the attendance office by 11:00 am in order to be eligible to participate in practice or the contest for that day. Extenuating circumstances may prevent a student from adhering to this school regulation. Review of the circumstances must be done as soon as possible with the Athletic Director.
5. If a student leaves school because of illness, that student cannot practice or attend practice session(s).

Parent Expectations

1. Be positive with your child. Let him/her know that it is a proud accomplishment simply to be part of an athletic team.
2. Try not to offer excuses if he/she is not playing. Encourage him/her to work hard and try his/her best. Help your child set goals as a good way to show your interest and monitor progress.
3. Discourage putting down coaches or other athletes which teaches your child to be a complainer, not a doer. Keep in mind, your child has to return to practice the next day.
4. Encourage your child to follow the rules with respect to attendance, training rules and school work.
5. Demonstrate good sportsmanship and live as a role model for your child.
6. Encourage respect for team and school rules, game officials, and sportsmanship.
7. Encourage your child to improve his or her self image by continuing to set individual goals. Making comparisons between older or younger siblings and other athletes can hinder the growth of an individual's self-esteem. Progress should be monitored on an individual basis.
8. Encourage your child to play for the enjoyment of the game, not for receiving a scholarship or a select college admission. Be realistic about your student's abilities.
9. Remember that although you may not be in agreement with a coach's style of coaching, your child will have to deal with different leadership styles in life.
10. Make an appointment with the coach to discuss a problem and discuss your concern in a calm courteous manner.
11. Be a positive role model at an athletic event or practice. You represent your family, school, and town.

Spectator Expectations

As a member of the Horace Greeley and Middle School community, it is important to present each school in a positive image. This includes exhibiting proper conduct while participating as a spectator. Suitable conduct includes:

1. cheering for our team and directing comments only to our team.
2. being considerate of all players, coaches, cheerleaders and referees.
3. treating visiting teams as invited guests.
4. becoming familiar with the spirit and rules of the game.
5. accepting decisions made by referees.
6. being gracious in victory, sportsmanlike in defeat.
7. cheering good plays by the opposing team.

Athletic Program Offerings

Fall, Winter and Spring Sports Offerings

<u>Fall</u>	<u>Varsity</u>	<u>JV</u>	<u>9th Grade</u>	<u>7th/8th Gr (Bell)</u>	<u>7th/8thGr. (S.B.)</u>
Boys Cross Country	X			X	X
Girls Cross Country	X			X	X
Cheerleading	X				
Field Hockey	X	X		X	X
Football	X	X*	X	X	X
Boys Soccer	X	X	X		
Girls Soccer	X	X#			
Girls Swimming	X	X			
Girls Tennis	X	X			
Volleyball	X	X	X	X	X
<i>Starting Time</i>	3 rd Monday in August	3rd Monday in August * Last week in August. # There is a JV A and JV B team	3rd Monday in August	1st day of school	1st day of school
Contact your coach or Athletic Office for specific starting dates and times.					

<u>WINTER</u>	<u>Varsity</u>	<u>JV</u>	<u>9th Grade</u>	<u>7th/8th Gr (Bell)</u>	<u>7th/8thGr. (S.B.)</u>
Boys Basketball	X	X	X		
Girls Basketball	X	X	X		
Boys Bowling	X	X		X^	X^
Girls Bowling	X	X		X^	X^
Cheerleading	X				
Ice Hockey	X*				
Boys Skiing	X				
Girls Skiing	X				
Boys Swimming	X				
Boys Indoor Track	X			X	X
Girls Indoor Track	X			X	X
Wrestling	X	X		X^	X^
<i>Starting Time</i>	2 nd Monday in November *1 st Monday in November	2 nd Monday in November	2 nd Monday in November	Monday after Thanksgiving ^Combined Bell and Seven Bridges	
Contact your coach or Athletic Office for specific starting dates and times.					

<u>SPRING</u>	<u>Varsity</u>	<u>JV</u>	<u>9th Grade</u>	<u>7th/8th Gr (Bell)</u>	<u>7th/8thGr. (S.B.)</u>
Baseball	X	X	X		
Golf	X				
Boys Lacrosse	X	X	X	X	X
Girls Lacrosse	X	X	X	X	X
Softball	X	X	X		
Boys Tennis	X	X			
Boys Track & Field	X			X	X
Girls Track & Field	X			X	X
<i>Starting Time</i>	1 st Monday in March	1 st Monday in March	1 st Monday in March	3 rd Monday in March	3 rd Monday in March
Contact your coach or Athletic Office for specific starting dates and times.					

Location of Athletic Events

Practices and Athletic Events at Horace Greeley High School

Sport

Baseball
Basketball
Cross Country
Field Hockey
Football
Boys Lacrosse

Location

Upper Field
Gymnasium (Var & JV) ~ 9th Grade @ Bell School
practice at Horace Greeley
Upper Field near Barn
Contest Field at the Track
Lower Field near Senior parking lot

Girls Lacrosse	Upper Field near Barn
Boys Soccer	Contest Field (Var), Lower Field near parking lot (JV & 9 th)
Girls Soccer	Upper Field near Barn, Contest Field (Var.)
Softball	Softball Fields (lower field)
Tennis	Tennis Courts
Spring Track	Track
Volleyball	Gymnasium
Wrestling	Gymnasium

Practices and Athletic Events Off Campus

<u>Sport</u>	<u>Location</u>
Bowling	White Plains Bowl (Middle School), Cortlandt Lanes (Greeley)
Cross Country	Gedney Park
Golf	Mt. Kisco Country Club
Ice Hockey	Brewster Ice Arena
Indoor Track	Rockland Community College & West Point
Skiing	Thunder Ridge (Big Birch)
Swimming	Westchester Community College

Directions to away contests can be found on the Greeley Sports Boosters web site:
www.greeleysportsboosters.org

Middle School 7-8 Interscholastic Modified Athletic Program

Grades 7-8

The 7-8th grade middle school athletic program is the student’s first experience with an interscholastic athletic organization. This program is structured to encourage the student to participate and explore his/her abilities. The sports offered embrace all students without the fear of being cut, thus allowing students to gain improved self-esteem, benefits of physical conditioning, skill development and opportunities to meet students from other schools. Competitions will only be against other 7-8th grade students.

The Board of Education has not adopted the New York State Public High School Athletic Association program of Selective Classification that allows 7-8th grade students to participate at the high school level.

The modified athletic program will begin during the first full week in September. Seasonal organizational meetings will be held prior to the first practice. On Mondays and Wednesdays students have the opportunity to attend enrichment programs and extra help after school. Practices on Monday and Wednesday will begin at approximately 3:00 pm and Tuesday, Thursday and Friday at 2:30 pm. Each coach will determine the exact starting time.

Practices are held 5 days per week. Each practice session is between 1 1/2 to 2 hours in duration. These practices are held at each Middle School or Horace Greeley High School. Transportation is provided

between both schools and to off-campus facilities and other schools. The District does provide limited after school transportation at 5:45 pm from Horace Greeley High School.

Before an individual can participate, *he/she must:*

- 1) Sign up with his/her Physical Education teacher.
- 2) Have the Pre-Sports Medical Screening provided at each Middle School in June (blue form) or have a personal physician complete the blue form. This is the **only acceptable** form and all information must be included.
- 3) Complete the white Athletic Participation Form before practice begins.

There is flexibility within this program to encourage the student to meet his/her outside obligations and explore other after school enrichment programs. This flexibility helps discipline the student about time management.

High School Interscholastic Athletic Program

Freshman Athletic Program

The sign up for Fall Freshmen teams will occur the preceding June while the student is in the eighth grade. The student should: **1)** sign up with his or her physical education teacher for as many sports that interest him/her, **2)** have his/her Pre-Sports Medical Screening done at the Middle School in June and, **3)** complete the Athletic Participation Form before practice begins.

This program is available to all students in the ninth grade. The focus is on the adjustment to the high school level athletic program. It involves practicing 5 to 6 days per week, learning to manage his/her time during and after school, and making choices based upon commitment. At the Freshman level, cutting students is not our practice in most sports. However, if the number of students trying out for a team creates a situation that is difficult to manage, it may be necessary to reduce team size. There are other opportunities to become a team member, and for meaningful competitive participation for each student with teams that are not limited.

In order for the desired development of the Freshman athlete and team to occur, practice sessions are vital. Practices are usually Monday through Friday and are approximately 2 to 2½ hours in duration. **After school appointments should be kept to a minimum.** Notification will be made for the occasional Saturday or vacation practice. Please contact the coach to discuss any individual situation by leaving a message at the Athletic Office.

Junior Varsity Athletic Program

The Junior Varsity level is intended for those who display the potential for continued development into productive varsity level performers. Although team membership varies according to the structure of each sport, Sophomores occupy the majority of roster positions. In certain situations, Freshmen and Juniors could also be selected for Junior Varsity participation if the coaches determine that positions are available to strengthen the team. Coaches are not encouraged to release Sophomores to be replaced by Juniors or Freshmen. Freshmen tryouts for the Junior Varsity are usually by invitation or at a specified time. Seniors are not permitted to participate on the Junior Varsity level unless reclassified by the New York Public High School Athletic Association Selection Classification program.

Students are expected to have visibly committed themselves to the sport, the team and to continued self-development. Increased emphasis is placed on physical conditioning, refinement of fundamental skills, continued sportsmanship, elements and strategies of team play, and social and emotional development.

Junior Varsity programs work toward achieving a balance between continued team and player development and striving for victory. The realization that practice sessions are important is vital to a successful Junior Varsity team and player. With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the Junior Varsity level.

Varsity Athletic Program

Varsity competition is the culmination of each sport's program. Normally, Seniors and Juniors make up a majority of the roster. Occasionally, a Sophomore and, infrequently, a Freshman who has demonstrated advanced levels of physical, social, and emotional development, may be included on the team. Parental involvement is necessary to determine the final placement of the Freshman or Sophomore athlete.

Squad size at the Varsity level is limited. The number of participants on any given team is determined by the need to conduct an effective and meaningful practice and to play the contest. It is vital that each team member have a role and be informed of his/her importance. A sound attitude, advanced level of skill, and serious commitment are prerequisites for a position on a varsity team. This commitment is often extended into vacation periods for all sport seasons. Preparing to compete, striving for victory in each contest, and working to reach both group and individual maximum potential are worthy goals of a varsity level team. **Students need to be dedicated and committed to the varsity program.**

Earning a Varsity Letter

The Athletic Director and coaching staff have adopted the following requirement to earn a varsity letter: Any varsity athlete in good standing as a team member, who completes his or her responsibilities, and performs to the best of his or her ability is entitled to be considered for a varsity letter. A coach can exceed the basic criteria by adding standards specific to the sport.

Intramural Program

An important component of the Horace Greeley Athletic and Middle School experience is our school intramural program. This program allows many students to participate in various sports without the commitment and discipline that interscholastic sports demand. The number of sports offered each season fluctuates based on the number of participants who show an interest. This is an exciting and enriching experience for many students.

Health of the Athlete

Benefits of Conditioning

The quality of one's athletic performance depends on each individual being in optimum physical condition. Proper conditioning allows the athlete and team to function at the highest possible level. A well conditioned athlete is a successful athlete; a well conditioned team is a successful team. The benefits of conditioning during practice sessions are considered as important or even more important than the contests. Developing a proper appreciation for the benefits of conditioning can carry over into

later years and lead to an improved quality of life. The health benefits derived from a regular exercise program are well documented. Developing lifelong habits are important goals to improve or maintain cardiovascular endurance, muscular strength, muscular endurance and flexibility.

Nutrition

For an athlete to develop his/her full potential, it is important to have an understanding of how to properly fuel, rebuild and nourish the body. The following are basic dietary guidelines that will help ensure peak performance:

1. Eat more complex carbohydrates such as breads, pasta, rice.
2. Eat moderate amounts of protein ~ limit red meat intake.
3. Eat fewer high fat foods.
4. Stay well-hydrated, especially in hot weather. Increase your intake of water each day and always replenish fluids immediately after practice and contests.
5. Maintain a healthy body composition and avoid quick weight loss.
6. Replace carbohydrates used for energy during training and competition.
7. Eat an appropriate pre-practice or pre-competition meal high in carbohydrates.
8. For obvious legal, health and safety and conditioning reasons, one must abstain from drugs, tobacco and alcohol. This is very important.

It is advisable to pack a snack to be eaten after school, prior to an away contest or before a practice, especially if the student has lunch before 12:00 pm. The snack should include easily digestible foods such as a bagel, soft pretzel, fruit, granola snacks, etc. Avoid sandwiches that contain meat, or cheese or high fat content food items. These items are too hard to digest in a short period of time.

The Athletic Trainer

The Athletic Trainer provides emergency service for high school athletes and develops prevention strategies through appropriate training methods and physical conditioning programs. To ensure proper follow up after an injury, the Athletic Trainer consults and discusses the nature of the injury with the parents, coach and the school physician. Proper protocol must be followed in handling the injury. The Athletic Trainer is available after school on a regular basis from 2:30 to 6:30 pm. The scheduling of the Athletic Trainer for away contests is under the control and discretion of the Athletic Director and the District Medical Officer. It is the goal to provide the best medical coverage for all concerned based upon the nature of the sport and Trainer availability.

Athletic Injuries

All student injuries must be reported to the coach or Athletic Trainer. *If a student is injured, an Accident Report Form must be immediately filed by the coach or Athletic Trainer within 24 hours and submitted to the Athletic Director.* The coach is required to notify parents of an injury. Under no circumstances should a student attempt to drive a vehicle with any type of suspected head injury. **If the injury requires an examination by a physician, the student may not return to practice without written permission of the**

physician. The physician's written permission/restrictions must be recorded by the Athletic Trainer and the Verification of Return is to be filed by the Athletic Director. The Athletic Trainer or the Athletic Director will notify the coach if the student can return. **Telephone permissions are not acceptable.** Fax transmissions (238-4434) are acceptable with appropriate medical statements and signed by the examining physician.

The student should report all possible problems to the coach no later than the end of the practice or contest. The Athletic Trainer will discontinue a student's participation during practice or a contest when there is a problem.

Athletic Equipment

Athletic equipment becomes more costly each year. It is the responsibility of the student to return to the coach all clothing (cleaned and in good repair) and equipment (including crutches, air casts, elastic wraps and other items). No one should retain any equipment after the season without school permission. The student will be charged for the missing articles.

Equipment Issued by the School

It is the school's responsibility to supply all of the safety equipment that is outlined by the rules of each sport.

1. Mouth guards are required in the following sports: Football, Girls' Field Hockey and Girls' and Boys' Lacrosse. They are elective in all others, although highly recommended. If an athlete desires to wear a mouth guard, even though it is not required for his/her sport, it will be provided by the Athletic Department.
2. Football equipment supplied by the school: helmet, shoulder pads, rib pads, hip pads, thigh and knee pads, and other safety equipment specified by the Athletic Trainer.
3. Field Hockey: required goalie equipment.
4. Volleyball: knee pads.
5. Boys & Girls Soccer: goalie gloves and goalie jersey.
6. Wrestling: head gear.
7. Baseball & Softball: all required catcher's equipment and button helmets.
8. Boys Lacrosse: helmet, shoulder pads, arm pads (gloves are usually a personal item) and goalie equipment.
9. Girls Lacrosse: Protective goggles and required goalie equipment.

All of the required safety equipment is sent to a reconditioning company after each season to be inspected for safety and repaired. Students who choose to purchase their own personal safety equipment must have prior approval from the Athletic Director. Examples of this type of equipment are as follows: football helmets, lacrosse helmets, batting helmets, catcher's equipment and other non-personal protective items.

Uniforms

The Athletic Department provides uniforms for all teams. These uniforms are to be returned at the end of the season in a clean, sanitary condition unless instructed otherwise by the coach. Follow the washing instructions that are often included with the article of clothing. Usually this involves washing in lukewarm water and drying in the permanent press cycle.

Teams may choose to purchase personal athletic equipment such as game jerseys, shorts and warm up clothing. These items are the personal property of the individual and the Athletic Department is not responsible for care, repair or replacement. Items that are to be worn during a game or contest must conform to the current team uniform or be approved by the Athletic Director.

Personal Athletic Clothing and Safety Equipment

Male athletes who participate in contact and collision sports must wear a protective cup inserted into a jock. Female athletes should always wear a sports bra. Other personal items such as spandex pants, shorts, T-shirts and sweats need to be cleaned on a regular basis, especially in sports where protective padding is worn over the clothing.

Shoe Selection

Choosing a proper shoe for an individual sport is often overlooked but is a critical part of the process in making an injury-free season. A shoe that is not fitted correctly may cause blisters, sore joints, or strained muscles.

The first step to finding the right shoe is to match your running style, sport position and physical make-up. The second step is making sure you purchase a shoe that matches the true shape for your foot. A simple test to take to establish your foot shape and what type of shoe to look for is to take the Wet Test. Place your foot into some water and stand on any surface that will leave an imprint.

The following are the most common foot types:

1. Normal Foot: normal sized arch and leaves an imprint that has flare but shows the forefoot and heel connected with a wide band. Stability type of shoes is indicated.
2. Flat Foot: low arch and leaves a nearly complete imprint that looks like the whole sole of the foot. Motion-Control or Stability shoes are indicated.
3. High-Arched: leaves an imprint showing a very narrow band connecting the forefoot and heel. Cushioned shoes with plenty of flexibility are indicated.

To make it easier for you to narrow your search for the right training shoe, the shoes are divided into the following categories:

1. Motion-Control: rigid running shoe; heavy but durable; good with orthotics.
2. Stability: good blend of cushioning; medial support and durability.
3. Cushioned: softest mid sole; least medial support.
4. Lightweight training: lighter than standard training shoe; fast paced training or racing.
5. Trail: increased traction; very stable; heavier rubber toe bumpers.

Note: Running shoes should not be used for sports that involve cutting or quick changes of direction. This may lead to ankle or knee injuries.

Athletic Team Selection Process

It is the philosophy of the Athletic Department to include as many participants as each team will allow. This is determined by the nature of each sport. The teams that require tryouts are: **Fall:** Boys Soccer, Girls Tennis, Field Hockey, Girls Soccer and Volleyball; **Winter:** Boys & Girls Basketball and Skiing; **Spring:** Baseball, Boys & Girls Golf, Boys Tennis, and Softball. Cuts are not always made in each one of these sports. The final determination is based on the number of students trying out and the number of slots available. This is determined at the sign up phase for each individual team.

The **Try Out** process is two fold: the coach (1) makes value judgments of skill level and (2) allows students an opportunity to explore a sport. The procedure to follow when trying out for a team is as follows:

Sign-Up and Pre-Season Meeting

One of the most important ingredients for a successful sport season is effective, open and appropriate communication between the coach, parents and student. Sign up meeting or pre-season meetings are held 2 to 3 weeks prior to the start of each season. Topics will include athletic department policies, individual team expectations, rules for the health and safety of the student, and plus a variety of other subjects. The place and times are reviewed at the meeting and also posted in appropriate places at Horace Greeley High School, R. E. Bell Middle School and Seven Bridges Middle School.

A few weeks before each sport season, a sign-up meeting will be conducted. At the sign up or pre-season meeting, the coach of each sport will distribute the **Athletic Participation Form**. This is the white form with 4 parts: 1) Permission to Participate, 2) Sports Warning, 3) Medical History Update, and 4) Emergency Medical Treatment. This form is filled out in its entirety each sport season. If you miss the sign up meeting, see the coach or Athletic Director to be added to the participation list.

Pre-Sports Medical Screening

Each student must be medically evaluated and cleared prior to interscholastic competition. The **Pre-Sports Medical Screening** is valid for one year. The physical exam is given in June of the prior year by the School Pediatrician, Orthopedic Surgeon and Athletic Trainer. This athletic medical screening reviews the basic functions of the student's heart, lungs and circulation and the second part reviews the athletic aspect of muscles, bones, joint condition, and flexibility of the musculo-skeletal system. The athletic screening should **not** take the place of the physical examination, but be in conjunction with it. *Parents are notified by letter in May prior to the screening.* This screening takes about 15 minutes per student and is given during the school day when a student is available. Special arrangements may be provided. **Students are encouraged to sign up for the athletic medical screening.** If a student elects not to take part in the school sponsored screening, it is the parent's responsibility to have the family physician administer the screening at his/her own expense. This private screening must take place **in the Spring** and the Pre-Sports Medical Screening form (yellow for HGHS, blue for Middle School) must be completed in its entirety and signed by the student's personal physician. **Under no circumstances will any athlete be allowed to participate without the Athletic Director receiving this completed and signed form. Camp and private physician forms are not acceptable.**

Physical Conditioning and Skill Development

It is extremely important to prepare him/her self at least six weeks prior to the beginning of the season. When a student has difficulty in performing at his/her best during the try out, it is usually a result of poor physical conditioning. The coach is the best source of physical conditioning exercises. These exercises will probably include running 1-3 miles 3 days/week, sit ups, push ups, flexibility exercises and a strength training program. Each student should incorporate a program that prepares him/her for the skills necessary to perform the sport. Again, the coach is the best source for this information.

The Try Out Period and First Day of Practices

The coach will explain the standards and expectations that will be used to evaluate student performance. The try out period will last a minimum of five days. A student who is ill or hurt during this period of time will be afforded additional time. At the end of this period the team selection is made. The coach will meet with each individual student to explain how the student performed and his/her expected role during that season. The coach will not post a list of students who made the team. A student may ask for an extended try out if his/her capabilities were not fully demonstrated. This must be requested and discussed with the coach.

The student of a lower grade level may inquire about trying out for a higher level of team if he/she is physically and emotionally able to compete at the higher level. This depends on the individual sport and the number of students trying out in that season. For example, a Varsity team may have an overabundance of players, so that it would be difficult for a Freshman or Sophomore to make the team. However, a ninth or tenth grade student with exceptional talent will be given every opportunity to demonstrate his/her capabilities to compete at the higher level.

Alternatives If You Do Not Make the Team of Your Choice

If a ninth grade student does not make his/her first choice of an athletic team, he/she has an option of trying out for another sport within a reasonable amount of time. This is to allow the student the chance to discover a variety of capabilities, talents, and interests. A student could also join a no cut team at any time. A ninth grade student who has been requested or invited to try out for a higher level team, for which he/she did not qualify, may try out for the ninth grade team.

A student who tries out for Junior Varsity or Varsity team but does not make the team has the opportunity to join a no cut team after his/her try out. An upper class student may request a try out period for a team with a selection process, if approval is granted by the coach.

Sports Management-an Important Function

Support Service is a great opportunity for any student who is interested in participating in the athletic program. The student has a chance to work with a team in several capacities: as a manager, statistician, assistant to the Athletic Trainer, public address announcer, video tape photographer or sports photographer.

A student in this capacity can practice with the team or is utilized by the coaching staff to run various components of practice or contests. Each student can become a contributing athlete through his/her hard work and dedication.

Selection of Coaches

Except as otherwise permitted by law, the process of selecting a coach begins by advertising the position in the district. Any interested and qualified Chappaqua Central School District teacher will have first preference for the coaching position as established in the teachers' contract. If the position remains vacant after the response date, advertising begins outside of the district. Each of the coaching positions is approved for one year and the Board of Education must review and appoint coaches annually.

All coaches are New York State certified with current certification in First Aid and CPR. Coaches who are not certified in Physical Education must complete the New York State Coaching Course Requirement. This requirement consists of five courses: 1) Health Sciences, 2) Philosophy, Principles and Organization in Athletics, 3) Theory and Techniques of Coaching, 4) Child Abuse, and 5) Violence Prevention.

The coach is responsible for guiding his/her students through practices, scrimmages, and contests appropriate to the student's age and level of play. These activities are conducted so that the physical welfare, health, and safety of the participants are protected and fostered. The coach teaches physical skills, proper ideals of sportsmanship, ethical conduct and fair play.

Resolution of Conflicts between the Athlete and Coach

The athlete-coach relationship is most important. Sometimes discussing the problem with the team captain may help resolve the issue or clarify the problem. An athlete and a coach should try to resolve all differences themselves. In rare cases where the conflict cannot be resolved, the athlete should make an appointment with the Athletic Director. If there is a conflict with the parent and coach, the parent should contact the coach. These are the steps to be followed to resolve a problem:

- 1st Athlete -> captain
- 2nd Athlete -> coach
- 3rd Athlete -> Athletic Director
- 4th Parent -> coach
- 5th Parent -> Athletic Director
- 6th Parent -> Principal

The correct procedure to contact a coach is to leave a message in the Athletic Office for the coach. It is inappropriate to discuss concerns immediately before or after an athletic contest or a practice.

Transportation

Team Bus Travel and Transportation Release

The Chappaqua Central School District will provide transportation for all students, support, and coaching personnel of each athletic team in authorized school vehicles when the contest or practice has been scheduled away from the high school site. The coach of the team must ride the provided transportation with his/her students. Team members are strictly forbidden from driving an automobile, transporting members of an athletic team, or being driven by another student to an athletic contest or practice. If a student misses the district provided transportation to a contest or practice, he/she must be transported by his/her own parent. This must be approved by the Athletic Director or Principal.

Under certain circumstances or exceptional situations that are reviewed and confirmed by the Athletic Director, a student may be excused from riding to or from an athletic event by school-authorized transportation. This request must be made in writing and submitted to the Athletic Director 24 hours in advance. This privilege is kept to a minimum, since the athletic philosophy continues to be that a student is part of a team in all phases of team activity.

1. Individual or seasonal Travel Release Form will be made available to all students in the Athletic Director's office.
2. Parents of students must make prior arrangements with the Athletic Director's office in advance of the trip and have the approved "Travel Release Form" on file in the Athletic Director's office.
3. The student will be released to the parent(s) by the coach upon presentation of a copy of the approved "Travel Release Form" at the contest.
4. Should a parent approach a coach at an away contest and request that his/her student ride home with him or her, the coach does not have the authority to release the student. This request is to be used for special situations and is not a common practice.
5. A student will NOT be allowed to ride home with another student.

Bus Conduct

1. Athletic shoes with cleats are not to be worn on the bus.
2. Food and beverages are permitted on the bus. Check with the bus driver for any restrictions
3. The use of chewing tobacco, spitting or leaving the bus in unsanitary conditions may cause the athletic team to lose its travel privilege and play only home contests. A student who uses chewing tobacco is subject to the regulations regarding drug use.
4. A student who does not obey bus safety rules or who defaces bus equipment will have the privilege of bus transportation removed.

Procedure if the Bus Does Not Arrive

1. If the scheduled bus does not arrive at Horace Greeley High School R. E. Bell Middle School or Seven Bridges Middle School, call the bus company at 238-4404.
2. If no answer, call the Athletic Director.
3. The coach is not authorized to use private cars to transport students to a contest or a scrimmage from Horace Greeley, Robert E. Bell and Seven Bridges Middle Schools.
4. The bus is not authorized to leave the site of an away contest for any reason except emergency or planned transportation scheduling. The coach will be notified if an alternate plan needs to be used. If the bus does not arrive at the away contest, call the Athletic Director immediately. If the bus does not arrive at an away contest site and all contacts have failed, the coach should contact some of the students' parents and set up car pools to transport the students home.

Late activity buses for Horace Greeley leave the high school at 6:00p.m. Practices usually end at approximately 5:30 p.m., but may change according to the weather. Students should notify their parents or guardians as to any known changes in practice schedules. Students and parents or guardians should be aware that athletics contests scheduled during the week, whether at home or away, begin about 4:15 p.m., depending on travel time. (Teams are bused to and from school for away games.) Accordingly, arrival at home will be later than normal on those days, and parents or guardians and/or students must be responsible for their own transportation from Greeley.

Parent Information

Family Vacations

When a family chooses to take their vacation during an interscholastic season, it must be understood that the time missed by the student will affect team chemistry and personal conditioning. The coach can prepare a conditioning schedule for the athlete to follow while being away. Once the team member returns, the coach must make a judgment as to any physical conditioning and skill development the student has retained prior to a contest or scrimmage. The maximum review time should be **2** of the maximum New York State Public High School Athletic Association required practices. A game or contest does not count as a practice.

Student Planned Vacations/Trips

The Athletic Department does not recognize the use of vacation time for **personal or group trips**. A student who uses this time for his/her own pleasure when practices and contests are being conducted will have to repeat **2** of the maximum NYSPHAA required practices before entering into a contest or scrimmage. Because these unsupervised vacations do not produce productive skill and conditioning results, the coach must make a judgment as to the athlete's condition. This cautious procedure is to help reduce the possibility of injuries. A student who passes over practices or competition(s) for any unexcused reason may have his or her position or playing time altered.

Parents and students should contact the coach as soon as possible to find out what is expected for the coming season. Schedules will be made available as soon as possible.

Guidelines for Conflicting Athletic and Academic Vacation/Trips

Unfortunately, students who are tied to both programs cannot do both. There is no policy, but these are the cooperative guidelines are listed below;

1. If the academic program trip is for school credit, the academic program takes preference.
2. ***Students should be free and without any pressure or repercussion to make a choice if an optional academic and/or optional athletic trip are offered at the same time.***
3. If a student chooses an academic sponsored trip, the coach should give the student a maintenance program which include skill work, if possible to perform, and especially conditioning. Students returning to practice after the trip will need to have their skills and conditioning reviewed. It also must be understood that the time missed by the student can affect the team chemistry and personal conditioning.

Summer Camps

It is beneficial to the student to attend a camp in the sport of his/her choice. This will give the student a better picture of his/her skill development and provide a different opportunity to test one's ability. Camps will not improve the skill level in a short period of time. They will, however, provide the student with information about what needs to be learned, developed and improved.

Camps are not mandatory or required. A camp should not interfere with a family vacation, the student's interest in pursuing educational goals or opportunities for job placement. A coach can provide alternative programs that will help enhance the performance of each athlete.

Participating on Outside Teams

Many opportunities exist for Horace Greeley High School and Middle School students to participate on non-school sponsored sport teams during their participation on interscholastic athletic teams. Membership on these teams requires a significant time/practice commitment and increases the probability of an overuse injury. This type of injury may have a longer recovery period than anticipated. Thus, participation on outside teams during an interscholastic athletic season is not recommended and should be discouraged. An injury sustained in an outside competition or practice must be evaluated by the student's personal physician.

Athletic Insurance

Medical expenses arising from participating in Horace Greeley High School or Middle School Athletics must first be submitted to the parent's insurance carrier. Any remaining balance can then be submitted to the school's insurance carrier which supplements the student's coverage in limited ways. Call the person in charge of insurance claims at the Business Office at 238-7200 or call the Athletic Office for assistance.

Protection of Valuables

It is the responsibility of the student to protect his/her valuables. All valuables should be secured in a locked locker. To minimize possible problems, it is appropriate for the student to limit the amount of money, jewelry, etc., in his/her possession. It is not the responsibility of the coach to hold a student's valuables. It is preferable to leave all valuables at home.

If a student cannot secure his/her books, musical instrument or other large object in the locker, the coach should be able to provide proper security. The Athletic Office personnel will also be able to assist the student. There are special provisions made for the Ski Team and Ice Hockey Team to store their equipment on the day of a contest. This storage facility is open between 7:00 and 7:45 am in the Physical Education Building.

Emergency Phone Numbers

1. Chappaqua Ambulance ~ 238-4422 or 911
2. New Castle Police ~ 238-4422 or 911
3. Northern Westchester Hospital ~ 666-1200
4. Dr. Gershel ~ 718-918-5304
5. Dr. Levine ~ 666-4742
6. Dr. Macy ~ 718-918-4944
7. Athletic Director ~ school 861-9411
8. Athletic Trainer ~ 861-9411
9. Chappaqua Bus Company ~ 238-4404
10. Horace Greeley High School ~ 861-9400
Athletic Office ~ 861-9412 or 861-9411
11. R. E. Bell Middle School ~ 238-6170
12. Seven Bridges Middle School ~ 666-7330

Directions to Schools and Game Sites

For current directions to other schools and game sites, go to the Greeley Sports Boosters Web Site: www.greeleysportsboosters.org.

Statement of Non-discrimination

The Board of Education of the Chappaqua Central School District and its officers, employees, and agents, do not discriminate in employment or educational programs on the basis of race, color, national origin, creed, religion, marital status, gender, age, or disability. Information concerning grievance procedures is available from Thomas Cardellichio, Director of Human Resources, School District Executive Office at 66 Roaring Brook Road, Chappaqua, New York 10514 or please call (914) 238-7200.

Approved by BOE
6-21-97

Student Athlete Code of Behavior and Ethics Summary

Team membership in an athletic program is a privilege and a responsibility. A student's conduct should reflect positively on the team and the school. As such, each student will:

1. Place the team's goals, welfare and success before his or her own.
2. Attend all practice sessions and be receptive to coaching.
3. Emphasize the proper ideals of sportsmanship, ethical conduct and play the game fairly.
4. Show courtesy to visiting teams and officials.
5. Respect the integrity and judgment of sports officials.
6. Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
7. Encourage leadership, initiative, and good judgment by all the players on the team.
8. Recognize that the basic purpose of our athletic program is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
9. Recognize that the concept of "win at all cost" is not a healthy one.
10. Abstain from hazing or other forms of team initiation. Hazing is any form of verbal, physical, or emotional mistreatment, harassment, or abuse of a student in connection with his/her membership on an athletic team, that humiliates, degrades, abuses, or endangers a person's physical or emotional health. Hazing may also involve forcing, coercing, or intimidating any student to participate in any illegal, inappropriate and/or embarrassing activity. Students should be aware that hazing can also constitute a violation of New York State Statutes as a form of assault and can make the student liable for arrest and prosecution, as well as for civil liability. Hazing is prohibited on and off school grounds prior to, during, or after the school day or the sports season. Agreement by a candidate for a sports team to participate in hazing activities as a requirement for admission does not absolve those proposing the activities (the offenders) of responsibility for violation of the athletic guidelines. Students who engage in hazing activities will be subject to disciplinary action by the school administration, which may include exclusion from the activity or the canceling of a sport season.
11. Engage in the healthy lifestyle of athletics. The use of alcohol, tobacco and/or illegal drugs is not suitable for students in pursuit of athletic achievement. Students who choose to engage in the use of these substances on and off the school district property during their competitive season will be investigated in accordance with Board of Education Policy. Students who choose to engage in the use of these substances during their off season will be requested to seek counseling through parental guidance and/or school support services.
12. Contact the coach or Athletic Office if a practice or a contest will be missed because of illness or other legitimate reason. It is impractical and impossible to cover every rule or standard that will focus on the conduct and behavior of the athlete. The Board of Education and the School Administration reserve the right to remove, suspend or restrict any athlete who does not act responsibly in compliance with school and societal standards. This is in accord with the "Bill of Rights and Responsibilities of Students" and other Board of Education policies and procedures.

Parent Expectations Summary

1. Be positive with your child. Let him/her know that it is a proud accomplishment simply to be part of an athletic team.
2. Try not to offer excuses if he/she is not playing. Encourage him/her to work hard and try his/her best. Help your child set goals as a good way to show your interest and monitor progress.
3. Discourage putting down coaches or other athletes which teaches your child to be a complainer, not a doer. Keep in mind, your child has to return to practice the next day.
4. Encourage your child to follow the rules with respect to attendance, training rules and school work.
5. Demonstrate good sportsmanship and live as a role model for your child.
6. Encourage respect for team and school rules, game officials, and sportsmanship.
7. Encourage your child to improve his or her self image by continuing to set individual goals. Making comparisons between older or younger siblings and other athletes can hinder the growth of an individual's self-esteem. Progress should be monitored on an individual basis.
8. Encourage your child to play for the enjoyment of the game, not for receiving a scholarship or a select college admission. Be realistic about your student's abilities.
9. Remember that although you may not be in agreement with a coach's style of coaching, your child will have to deal with different leadership styles in life.
10. Make an appointment with the coach to discuss a problem and discuss your concern in a calm courteous manner.
11. Be a positive role model at an athletic event or practice. You represent your family, school, and town.

Signature Page

(Please sign, detach and return to the student's coach)

I have read and understand the contents and meaning of the *Student Athlete Code of Behavior and Ethics* and *Parent Expectations*.

Signature of Parent

Date

Signature of Student

Date