

Charlotte Valley  
Central School  
Interscholastic  
Athletic Training and  
Conduct Rules  
Handbook

Student Athlete Name: \_\_\_\_\_

Please fill out this handbook and return to the  
school nurse.

# Introduction

The athletic department has prepared this handbook with input from members of the administration, faculty, and coaching staff for your personal use in assisting you in understanding our interscholastic athletic program.

(Amended March 2019)

# Philosophy

At Charlotte Valley Central School, we believe that athletics is an integral part of a student's life. Desire, dedication, and self-discipline should be developed in order to insure the commitment and personal self-sacrifice required to be an athlete.

# Objectives

The athletic program at Charlotte Valley Central School is intended to:

1. Promote athletic and academic excellence
2. Promote good sportsmanship and fair play
3. Provide a safe and chemically free environment
4. Set and strive to reach team goals

The values learned by following the objectives listed above can be of vital importance to a healthy and productive student lifestyle.

# NYSPHSAA

Charlotte Valley Central School has been and continues to be an active member of Section IV of the New York State Public High School Athletic Association.

We benefit from this Association by trying to meet the following goals:

1. To strengthen the work of our local schools in developing good sportsmanship and high ideals among contestants and teams.
2. To promote all forms of athletics for boys and girls.
3. To adopt, strengthen, and enforce uniform eligibility rules and game standards governing participation in interschool athletics.
4. To plan for and conduct sectional and intersectional contests.
5. To provide for the enforcement of the constitution bylaws, rules, regulations, and game standards adopted by the association; its section and leagues.
6. New York State requires its coaches of interscholastic athletics to be certified in First Aid, CPR, and coaching. It is the coach's responsibility to maintain proper certification.

# Insurance

**Athletes:** All injuries must be reported to your coach and/or the school nurse immediately or not more than 24 hours after the occurrence of the accident. The accident report will then be completed.

**Parents/Guardians:**

1. Parents/Guardians must use your own insurance before you file a claim with the school's insurance company.
2. For claiming bills which were not covered by the parent's medical insurance, the following procedure should be followed:
  - You must secure a claim form from the school nurse.
  - The top part of the claim form must be completed by the school nurse.
  - The doctor or hospital to which you owe money must fill out the bottom part of the insurance claim form.
  - A parent or guardian must fill out the back of the claim form.
  - The completed claim form must be sent into the Pupil Benefits Plan, Inc.
  - A statement from the parents' insurance indicating what benefits have been paid on the injury must accompany the claim form.
  - If the claim is allowed, a check for all or part of the claim will be sent directly to the parents. It will be your responsibility to forward the payment to the doctor or hospital.

# Physical Examinations

1. No student may practice or play in any contest unless he or she passed a sport physical by the school physician or their own care provider within the past 12 months. This includes cheerleading.
2. School medical examinations are generally given in May or June. A parent, prior to the exam, must complete a health history form. Extenuating circumstances may allow a school sports physical to be scheduled at other times of the year.
3. The results of the examination shall be valid for qualifying a student's participation for a period of 12 continuous months, unless the student has undergone a change in health history during the twelve month period.
4. Before participation in each sports season, the student's parents will complete an interval history form to update health status.
5. These are the rules of the New York State Education Department and must be observed at all time.

# Pre-Season Parent and Athlete Meeting(adopted March 2019)

Parents and athletes must attend one District sponsored Code of Conduct orientation preceding the first sport season in which the athlete will participate in for that school year. These meetings will occur the week before the specific sport season commences( ex August, November and February) or when practicable. *No student will be able to participate until both parent/guardian and athlete attend this preseason meeting and orientation. The Athletic Director will submit a signed record to the Superintendent to verify attendance at these meetings.* Students who play multiple sports need only attend 1 per year

# Athletic Training Rules and Code of Conduct

Athletics at our school are considered a privilege for the participants and not a right, thus the following rules and code of conduct shall apply to all participants.

1. Participants are expected to comply with the School Conduct and Discipline Code as well as the school Academic Policy.
2. To be a true dedicated athlete, one must have self-discipline and be willing to make sacrifices. The strength of a team lies in each team member working as one with a willingness to give of themselves to and for the good of the team.
3. Unsportsmanlike conduct or insubordination during practices or games may result in disciplinary action at the coach's discretion. Any player showing disrespect toward a teammate, coach, fan, opposing player or coach, or official may be subject to the listed range of penalties by the coach or athletic director.
4. An athlete may not drop one sport to participate in another sport after one calendar week of the start of that sports season. Any athlete not completing a full sports season will not be eligible for an award, certificate, or letter; and will be ineligible to participate in the next sports season in which the athlete participates.
5. Scheduled practices are not optional. Participants are to report to all practice sessions or games on time. If a participant is to miss a practice or to be late for practice it is the responsibility of the participant to notify the coach personally prior to the practice or game. If you miss practice the day before a contest, you will not start the next contest. If you miss a contest, you will not start the next contest.
6. The school upholds and reaffirms the team togetherness concept. However, due to the travel times of our league we realize that it is often more realistic for parents or guardians to transport students' home after athletic contests. Therefore, riding on the bus as a team shall be at the discretion of the coach. If a coach so chooses they will be able to release athletes to their parents for transportation after athletic contests by signing the approved release of liability form provided by the coach.
7. All participants representing the school are expected to demonstrate the highest level of sportsmanship and to act responsibly at all times. Any athlete abandoning a team during a contest will be subject to the listed range of penalties.
8. Students are expected to be in first period class by the bell. Students coming in tardy may not start the game that night. Those coming in after 10am may not practice or play that day, unless they were at an appointment. Proof of these appointments may be required. Students who leave early due to illness may not practice or play that day. Exceptions to this section to be determined by the coach, Athletic Coordinator, and/or Principal.
9. If a student becomes too ill to either start the school day or continue the school day and is sent home, that student is not eligible to participate in practice or play for that day. If a student endured an injury that required medical attention, that student is not eligible to participate until written medical clearance from the treating doctor is provided.
10. In order to maintain peak performance by each athlete, no member of any team will be allowed to smoke tobacco products, use smokeless tobacco, or any and all vaping products; **or be in the possession of or be in the presence of such substances.** No member of any team will be permitted to consume **or be in the possession of or be in the presence of any alcoholic beverage** except within the context of a recognized religious practice. No member of any team will be permitted to take, consume, **or be in the possession or the presence of any drug or controlled substance** including marijuana, except when such a drug is taken in accordance with a current prescription.

**ANY ATHLETE WHO IS FOUND IN VIOLATION OF THE ALCOHOL, TOBACCO AND OTHER DRUG RULE WILL BE SUBJECT TO ADMINISTRATIVE DISCIPLINARY ACTIONS LISTED BELOW.**

**ANY ATHLETE FOUND IN VIOLATION OF THE ATHLETIC RULES AND/OR CODE OF CONDUCT AS STATED ABOVE WILL BE SUBJECT TO ONE OR MORE OF THE DISCIPLINARY ACTIONS BY THE COACH AND/OR ATHLETIC DIRECTOR.**

Administrative Disciplinary Actions For Alcohol, Tobacco, Vaping, & Other Drugs	Additional consequences deemed appropriate by Administration, the Athletic Director &/or Coach Disciplinary Actions
<p>First Offense</p> <ul style="list-style-type: none"> <li>• Immediate suspension of games.</li> <li>• <b>Agree</b>-Game suspension will include 20% of scheduled regular season games regardless of number of contests already played. If the number of suspended contests is greater than number of remaining games, then suspended games will continue into the next season that the athlete participates. If this carry over of seasons occurs, athletes will be allowed to participate in practices of that new season.</li> <li>• <b>Denial</b>- If the student is uncooperative and the findings are that of a violation then the student-athlete will receive a suspension of 40% of their regularly scheduled games as a consequence. Games will carry over into the next sport season in which the athlete participates in if not served in its entirety for that season in which the violation occurred</li> <li>• During the time of suspension, athletes will be required to attend practices and contests with their team. During such contests athletes will dress in appropriate street clothing, <i>The student athlete will practice with the team.</i></li> </ul> <p>Second Offense</p> <ul style="list-style-type: none"> <li>• Suspension of athletics for 50%. of scheduled contests. The student athlete will practice with the team. Student athlete will travel and attend home games. The student will dress in street clothes and sit with the team.</li> </ul> <p>Three or more Offenses -suspended for 1 calendar year from athletics each offense</p>	<ul style="list-style-type: none"> <li>• Extra Physical Activity</li> <li>• Conference with Coach</li> <li>• Conference with Coach and Athletic Coordinator</li> <li>• Conference with Parents</li> <li>• Suspension from Practice</li> <li>• Suspension from Athletic Events Such as Practices and/or Games</li> <li>• Permanent Removal from Team</li> <li>• Exclusion from All Athletic Activities for a Designated Period of Time</li> <li>• Other penalties as set forth in the School Conduct and Discipline Code</li> <li>• Drug and alcohol education/counseling</li> <li>• Community Service as appropriate</li> </ul>

\*\*\*Athletes are expected to contact their parents or a trusted adult when "in the presence of" and remove themselves from the environment where the violations are occurring (ie, student sponsored gatherings). Athletes will contact their coaches immediately that they removed themselves from the environment Exception Family gatherings such as reunions, graduation parties etc will not be deemed "in the presence of" or a violation of this Code of Conduct.. However The student athlete will be in violation if they are possessing, consuming any alcohol, drug, tobacco products or vaping paraphilia at these family gatherings (amended by BOE March 2019)

The coach, athletic director, principal, or superintendent shall administer investigations, violations, and penalties. Suspended athletes are to remain involved with their team by attending practices, but not participating; and games which they will dress in full uniform for, but may not participate in warm up or game play.

As part of the appeals to discipline process, appeals shall be made through the established administrative chain of command. The athlete and parents have seven calendar days to appeal. While an appeal is being made, the athlete may participate in practice sessions and attend games with the team. To begin the appeal process, parents will contact the athletic director.

In certain cases students can be placed on probation by entering into a contract of conduct. The contract of conduct will be considered in appropriate circumstances and will be discussed with athlete at the time of imposition of the penalty.

# Sportsmanship and Spectator Code of Conduct

Interscholastic athletic contests must be conducted in the proper climate to attain the desired educational outcomes. The Charlotte Valley Central School Board of Education supports the NYSPHSAA, Section IV, and Delaware League Sportsmanship and Athletic Codes.

Coaches, school personnel, athletes, and spectators are expected to be sportsmanlike when they are representing the district in an athletic contest. Such actions as taunting, jibes, vulgar language, and disrespectful attitudes are unacceptable at any time.

Coaches are encouraged to follow the Code of Ethics established by these organizations. School officials, in turn, will enforce rules and regulations regarding spectators and spectator action.

An athlete expelled from a league or non-league contest for unsportsmanlike conduct – as a participant to spectator - will be subject to section, league, and/or school penalty. Penalties imposed may be considered minimal; but do not prevent any school from bringing more stringent punishment to its own students, coaches, or staff officials.

A spectator may be denied the privilege and invitation from attending athletic contests for actions referred to previously if this action is directed towards a coach, school personnel, athletes, game officials, or spectators.

The Superintendent of Schools or his/her designee is authorized to take all necessary steps to implement such standards of conduct for all interscholastic athletic contests consistent with this policy and the School Conduct and Discipline Code.

## Coaches Preseason Meeting Responsibility

Coaches will hold preseason meeting with student athletes and parents to review items such as but not limited to:

1. Code of Conduct
2. Practice schedules
3. Team rules and player expectations
4. Team and playing level philosophy
5. Parent expectations/spectator expectations

# PASS RESTRICTION-

## DEFICIENCY - FAILURE POLICY updated 8/16/2018

NUMBER OF DEFICIENCIES - FAILURES	STUDENT CONSEQUENCES	ACTION TO BE TAKEN BY <u>STUDENT</u>
1 AND 2	<p>INELIGIBLE AFTER 8 SCHOOL DAYS IF NO FORM IS RETURNED <i>or if student did not attend tutoring (core areas only).</i></p> <p>FORMS MUST BE RETURNED WITH IN 8 SCHOOL DAYS OF RECEIVING PROGRESS REPORTS AND/OR REPORT CARDS.</p>	<p>BRING FORM HOME TO PARENT OR GAURDIAN</p> <p>BOTH PARENT AND STUDENT SIGN AND RETURN DEFICIENCY REPORT TO THE APPROPRIATE TEACHER</p> <p>ESTABLISH PLAN OF ACTION DURING <i>which must include after school tutoring (core areas only).</i></p> <p><i>The number of sessions will be determined by the classroom teacher.</i></p>
3 OR MORE	AUTOMATICALLY INELIGIBLE FOR 14 DAYS (MINIMUM) STARTING ON THE 1 <sup>ST</sup> DAY OF DEFICENCY PERIOD.	<b>REMAINS INELIGIBLE UNTIL: ALL FAILING GRADES ARE REPLACED WITH PASSING GRADES (REVIEWED EVERY FRIDAY BY THE ATHLETIC DIRECTOR). EVEN IF THE 14 DAYS HAVE GONE BY, THE STUDENT WILL NOT BE ELIGIBLE UNTIL ALL GRADES ARE PASSING.</b>

**INELIGIBLE:** MAY NOT PARTICIPATE IN SPORTS AND CLUB MEETINGS AND ACTIVITIES, AFTER SCHOOL ACTIVITIES, SCHOOL SPONSORED FUNCTIONS, DANCES, ATTEND ATHLETIC EVENTS, ETC.

FORMS MUST BE SIGNED BY STUDENT AND PARENT. THE STUDENT IS RESPONSIBLE FOR COMPLETION OF THIS FORM.

### PLAN OF ACTION MAY CONSIST OF:

DESCRIPTION OF HOW STUDENT WILL WORK TOWARD IMPROVEMENT, RECEIVE EXTRA HELP DURING SCHOOL AND AFTER SCHOOL, LIST OF ASSIGNMENTS TO BE COMPLETED AND OR EXTRA CREDIT.

IF PLAN OF ACTION IS NOT FOLLOWED, STUDENT WILL IMMEDIATELY BECOME INELIGIBLE.

**THIS IS IMPORTANT FOR YOU TO KNOW:** IF AT ANY TIME A STUDENT FAILS TO FOLLOW THE ESTABLISHED PLAN OF ACTION OR IS NOT PASSING THE CLASS IN WHICH THEY RECEIVED A DEFICENCY, THAT TEACHER CAN DISCONTINUE ALL ELIGIBILITY. IN THAT CASE, THE STUDENT IMMEDIATELY BECOMES INELIGIBLE (SEE ABOVE).

# **Concussions**

Concussion Policy approved by BOE 8/02/2012

## **Management of Sports-Related Concussions Charlotte Valley Central School District**

Medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in high school athletes. Charlotte Valley School District has established this protocol to provide education about concussion for coaches, school personnel, parents, and athletes. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

Charlotte Valley Central School District seeks to provide a safe return to activity for all athletes following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day (including academic accommodations) and are fully recovered prior to returning activity.

In addition to recent research, two primary documents were consulted in developing this protocol. The *"Summary and Agreement Statement of the 3<sup>rd</sup> International Conference on Concussion in Sport, Zurich 2008"* and the *"National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion"*.

This protocol shall be reviewed annually by the athletic department and nursing staff of Charlotte Valley Central School. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All athletic department staff shall attend a yearly in-service meeting in which procedures for managing sports-related concussion are discussed.



## **Recognition of Concussion**

### **Common signs and symptoms of sports-related concussion**

#### **Signs (Observed by others)**

- Athlete appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to head trauma
- Forgets events after head trauma
- Loss of consciousness (for any duration)

#### **Symptoms**

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels "foggy"
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest or practice and shall not return to play until cleared by an appropriate health care professional.

## **Return to Play Protocol following a concussion**

The following protocol has been established in accordance to the National Federation of State High School Associations and the International Conference on Concussion in Sport, Prague 2004.

When an athlete shows ANY signs or symptoms of a concussion:

1. The athlete will not be allowed to return to play in the current game or practice.
2. The athlete should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.
3. The athlete should be medically evaluated following the injury.
4. Return to play must follow a medically supervised stepwise process.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport. The program is broken down into six steps in which only one step is covered a day. The six steps involve the following:

1. No exertional activity until asymptomatic for 24 hours.
2. Light aerobic exercise such as walking or stationary bike, etc. No resistance training.
3. Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.
4. Non-Contact training/skill drills.
5. Full contact training in practice setting.
6. Return to competition

If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24 hours of rest.

The student-athlete should also be mentioned for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.