

# Cincinnati Central School District



2024 -2025

Coaches Handbook

## **General Responsibilities**

The Cincinnatus Central School District is a member of the Central Counties League (CCL), of Section III, which began in July 1986. The coaches representing Cincinnatus have distinguished themselves as knowledgeable and successful professionals who hold in high esteem those educational values most characteristic of a sound athletic program.

Our student athletes are well known for their ability to perform and for good sportsmanship. The application of sound coaching theory and practice assure that such will continue to be the case.

This section of the manual contains areas of general responsibilities in which coaches must conform. It is requested that all coaches:

1. Are familiar with the current contract guidelines related to the sport they are coaching (i.e. pay, etc.)
2. Clearly understand and conform to the structure and functioning of their division of the CCL to ensure that all league commitments and responsibilities are met.
3. Read applicable, sport specific information included within the NYSPHSAA Handbook (available on line).
4. Become familiar with any Section III, sport specific information through access to their web site.
5. Maintain the coaching certification requirements mandated by the New York State Education Department.
6. Submit requests for conferences and clinics related to coaching responsibilities to the athletic director. After review, the A.D. will make recommendations to the applicable administrator.
7. Communicate directly with the athletic director regarding all questions related to the duties and responsibilities of a particular coaching assignment.
8. Establish and maintain professional relationships with the coaching staff. These should be based upon mutual acceptance and respect, as well as what is right and good for the athletes being served.

## Code of Ethics for Coaches

- I will treat each player, opposing coach, official, parent, and administrator with respect and dignity.
- I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
- I will become thoroughly familiar with the rules of my sport.
- I will become familiar with the objectives of the youth sports program in which I coach and I will assist them in every way to conduct fair and impartial competitive contests.
- I will uphold the authority of officials who are assigned to the contests which I coach and will assist them in every way to conduct fair and impartial competitive contests.
- I will learn the strengths and weaknesses of my players so that I might place them in situations where they have maximum opportunity to achieve success.
- I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
- I will communicate to my players and their parent(s) the rights and responsibilities of individuals on my team.
- I will cooperate with school administration in the enforcement of rules and regulations and will report any irregularities that violate sound competitive practices.
- I will serve to protect the health and safety of my players by insisting that all of the activities under my control be conducted for their psychological and physiological welfare, rather than for the vicarious interest of adults.

## CCSD Athletic Department Organizational Chart

The organizational chart should be followed whenever a problem arises or the coach needs information pertaining to his/her program. **(See Appendix A)**

### Pre-Season Responsibilities

Before the official start of a sport season, a number of important tasks must be completed. It is required that all coaches:

1. Attend all scheduled coaches' meetings to discuss specific responsibilities.
2. Check to ensure that all candidates for the team have a physical prior to their first practice.
3. Practice sessions should be scheduled for no more than 2 1/2 hours in length, including showers, changing, team talks, etc.
4. Clearly communicate to team candidates what athletic performances and behavioral standards will be in place.
5. Thoroughly understand the reporting process and related paperwork required when an athlete is injured.
6. Ensure that all necessary equipment and supplies related to the sport are available and in good condition. Note: *Any equipment that is damaged must be reported to the athletic director.*
7. Review any training rules, team regulations, etc. that are to be enforced. Rules other than those listed in the handbook, must have prior approval before being given to the participants. Those added regulations must also be explained to parents/guardians either verbally and/or in writing.
8. Sign out appropriate and approved keys (High School Administrative Assistant). This will allow you access to the building and appropriate storage and office(s) when you arrive home from games.
9. It is necessary that parents/legal guardians are made aware of exactly what is expected of their child in relation to participation in a sport and exactly what the student athlete and parents/legal guardian can expect from the coaching staff of that sport. It is advised that a parent orientation be offered by the coaching staff or an orientation letter be handed out explaining your program expectations.

### **In-Season Responsibilities**

The “in-season” time is extremely busy for coaches. Good planning during the pre-season time will certainly help reduce the intensity of tasks associated with scheduling, transportation, training, teaching, scrimmaging, and contests.

To ensure that in-season responsibilities are carried out in a consistent manner among coaches, it is requested that all coaches:

1. Apply conditioning theories which will allow the athlete to achieve the highest level of physical fitness possible, commensurate with a sport’s requirements.
2. Apply theories of coaching, which will result in the athlete’s achieving the educational goals expressed in this handbook.
3. Ensure that the athlete properly executes sound basic skills indigenous to the sport coached in order to increase the potential for success.
4. Ensure that a single practice session, including showers, does not exceed 2 1/2 hours (read up on section 22 of the Bylaws and Eligibility Standards on the NYSHPHSAA).
5. Treat the athletic offices and storerooms with respect as they are places of work during the instructional day. They must be left clean and neat at the end of practice session or contest. The same is true of the shower room facility used by athletes. Coaches are to inspect locker rooms after everyone has left and secure the room as well (**shut and lock windows and doors**).
6. Secure the approval of the athletic director for any changes in scheduling contests, transportation, and practice times and/or places.
7. Inform the athletic director when a practice session is to be canceled and/or when a coach is unable to be at a practice session or contest.
8. Inform the athletic director as soon as an infraction of a team’s training rules has been identified, if disciplinary action is in order, such action shall be communicated with the athletic director and parents as soon as possible.
9. When possible, do not schedule any team activities on a Sunday or legal holiday. Sectional, regional, or intersectional competition may be the exception. Other exceptions may be tournaments or practices where a contest immediately follows a holiday.
10. Keep an accurate record of all equipment and/or supplies. Maintain a list of all equipment issued to athletes to ensure that such items are returned at the end of the season.
11. Do not collect any money for equipment, uniforms, and or supplies. The district is legally bound to provide such items. Exceptions are made when an athlete will be keeping the equipment/supplies. (Example: A baseball or softball hat may be purchased by a student with the understanding that he/she will be keeping it after the season. If the student does not want to buy the hat, then it must be returned to the school.)

*Under no circumstances will students be forced to purchase any article of clothing, sneakers, etc. in order to participate on the athletic team. Any monies collected by coaches that are directly related to team supplies must follow the school's auditing/finance procedures through our business administrator.*

12. Report the results of all varsity contests to the media that will provide coverage. Cortland Standard – Before 8 am – 756-5668, after 8:30 am -756-5665 or [sports@cortlandstandard.net](mailto:sports@cortlandstandard.net). Post Standard – 315-470-2152 or [hssports@syracuse.com](mailto:hssports@syracuse.com) *Note: The Post Standard is the “official newspaper” of the CCL - results must be reported by the home coach.*
13. Understand thoroughly the rulebook governing the sport being coached. CCL Regulations and procedures governing protests should be well understood. No written protests may be generated without the athletic director's permission.
14. Maintain accurate records and statistics of the team's performance. Individual and team records should be compiled after each game. Copies should accompany the year-end report.
15. Attend league and/or sectional meetings if such meetings require input of individual coaches.
16. Provide the athletic director with appropriate information regarding the participation of any athlete joining a team late. Such athletes may not participate until this is authorized by the athletic director.
17. Maintain daily attendance records throughout the season to ensure the individual athlete's and/or team eligibility is not negatively affected.
18. Provide the administration and all appropriate teachers with a list of participants to be excused from school early to participate in a contest.
19. Allow the athletic director to make the final decision regarding cancellation/postponement of a contest. In the absence of the athletic director, the applicable building principal(s) will make the decision. The coach will decide if both the A.D. and principal are not available. If this occurs, the athletic director must be informed of the decision as soon as possible.
20. Fill out an Athletic/Field Trip Attendance Sheet (**Appendix E**) for all trips. This form should be left with the building principal/attendance.
21. Develop and practice a Team Emergency Action Plan (**Appendix G**).

Varsity coaches are inherently responsible for overseeing their entire program, including, but not limited to, the following:

- Meet with coaches to discuss coaching philosophy
- Assist JV and modified coaches in game set-up
- Assist with equipment and supply needs
- Scheduling practice sessions in a collaborative manner
- Assist with parent/legal guardian questions or concerns

## **Payment of Officials**

All coaches need to provide official vouchers at home contests. Please follow the guidelines listed below.

1. Always carry at least four claim invoice forms.
2. Have the official fill out a voucher **in blue or black ink** before leaving the game site.
3. Double check the claim invoices for any discrepancies.
4. Turn the claim invoice in to the athletic director the next morning or leave the voucher on the athletic director's desk or slide under his/her office door at the conclusion of the contest.
5. If a problem occurs, please speak with the athletic director before turning in the invoice.

The claim invoices for sports officials' payment are available in the athletic director's office.

## **Student Involvement in Additional Extracurricular Activities**

Cincinnati Central School District offers a variety of extracurricular activities for students. At times, a student may want to become involved in more than one activity, resulting in a conflict with practices, meeting times, games, performances, etc. Students must be made aware that it is their responsibility to notify the coach/advisor well in advance of any conflicts that may occur during the season. Coaches and Extracurricular Advisors are asked to model flexibility in these situations when possible.

## **Fundraisers**

All fundraiser requests must be reviewed by and discussed with the athletic director and, if approved, submitted to the building principal for final approval.

*Note: Academic classes will not be affected or interrupted by fundraising events (i.e. – items will not be delivered to students and/or teachers during class sessions). Athletes will not miss any academic classes in relation to fundraisers. (Coaches will schedule deliveries by students during lunch, study halls, and/or before or after school.)*

## **End-of- Season Responsibilities for Coaches**

At the conclusion of your season any keys that were issued as a result of your coaching duties will be returned to the Athletic Director.

1. A year-end report must be submitted to the athletic director within a reasonable amount of time after the completion of the season. The year-end report must contain the following information:
  - Team roster with appropriate jersey number and grade
  - Team W/L results
  - Individual statistics and achievements
  - A list of equipment/supply needs.

- A complete inventory of all uniforms and equipment
- A list of missing equipment and/or uniforms with associated student names.
- Award winners: Each coach shall submit to the A.D., a list of award winners for their sport.
- Each participant who ends the season in good standing will receive the appropriate item (ex. pin, letter, certificate...)
- The district will purchase only three (3) different trophies for players of the JV and varsity teams. These trophies will be Coaches Award, MVP and Most Improved. Any combination of these three can be used. Any other special award must be paid for by the coach. Exceptions can be made if justifiable by the coach to the athletic director.

*Note: Students owing items/money to the school will not be allowed to participate in any other sport season until their obligations are satisfied.*

2. All equipment must be stored neatly in a marked (i.e. varsity girls' soccer, modified boys' basketball, etc.,) secure storage bin and returned to the athletic director, in a timely manner.

### **School Attendance and Academic Achievement**

There is a direct correlation between a student's attendance in school and his/her academic achievement. Athletes devote a considerable amount of time to conditioning and the practicing of skills daily, it is important that coaches monitor the attendance and academic status of all athletes (please also reference the student athletic handbook). Therefore, it is requested that all coaches:

1. Review the daily attendance list to ensure that athletes in his/her charge maintain an excellent attendance record.
2. Maintain regular contact with teachers to determine that athletes in his/her charge maintain academic success. **(See appendix F – Academic Eligibility Policy)**
3. Encourage athletes to seek after school assistance for any academic difficulties, even though such time will be taken from after-school practices. Academic help is considered a legal absence or tardy.
4. Maintain a supportive posture with the parent(s) of the student athlete who is having difficulty maintaining his/her grades and/or attendance.



## **School Citizenship**

Student athletes are generally held in high esteem by their fellow students. Athletes should be held to the same high standards of behavior as is required of all our students. Coaches should:

1. Clearly articulate to their athletes the impact they can have on the total school environment, and the need to respond by demonstrating the best school citizenship possible (i.e. excellent attendance in school).
2. Maintain regular contact with the building principals and the athlete's teachers to determine how he/she might support an athlete's efforts to maintain good school citizenship.
3. Maintain a supportive posture with the parents/legal guardians of the student athlete who is having difficulty maintaining good citizenship.

## **The Coach as a Model**

Part of the impact coaches have on the personal growth of athletes with whom they work involves the kind of adult image, or model, they project. As the coach interacts with his/her athletes, he/she should:

1. Encourage all students to become involved in athletics for their own personal growth.
2. Interact with athletes with the same kind of acceptance, respect, and fairness that the coach expects to receive.
3. Consider a coach's greatest success to be his/her ability to create an atmosphere of encouragement, praise, and an overall sense of team unity, rather than hostility, jealousy, ridicule, and criticism.
4. Measure success as the amount of growth of the team and/or individual rather than wins and losses.

## **Policies for the Athletes**

It is to be expected that every athlete will receive a copy of the Student/Parent Interscholastic Athletic Handbook. In generating such policy, it is requested that each coach:

1. Conform to the guidelines of this handbook as he/she generates rules for each sport.
2. Allow the athletic director to review any additional rule that the coach wants to add before presenting it to the athletes themselves.
3. With all candidates present, conduct a meeting to present and discuss team rules and expectations.
4. Inform the student athletes that it is their responsibility to inform the coach if they will be absent from or late to a practice due to an appointment or academic help. Such absences or tardiness will not be held against an athlete as long as the coach is properly notified.

## Practice Sessions

1. A certified coach must supervise all sessions (as well as before and after). If one coach is covering a practice for another, the athletic director must be notified before the practice.
2. Team members should be notified, in advance, of practice times and which facility they should report to.
3. Practice sessions should be scheduled for no more than 2 ½ hours in length.
4. All equipment and supplies should be put away from the first activity to make the facility available for the next activity.
5. If a coach cancels a practice session, the athletic director should be informed of the cancellation.
6. Only Cincinnati Central School students who are eligible to participate shall be allowed to practice or participate in scrimmages. Violations of this could result in player and team ineligibility.
7. Coaches may participate in a controlled inter-squad scrimmage for the purpose of instruction and demonstration. Coaches may not scrimmage when coaching and instruction are not taking place.

## Transportation

*Note: All bus requests for athletic competition must be submitted by the athletic director.*

1. Coaches will receive a team schedule with departure times for each away contest. If a coach wishes to change the time, please work with the athletic director.
2. If the athletic director or building principal cancels away trips, he/she will notify the bus garage.
3. Coaches/Bus chaperones must supervise students on the bus. If a driver complains or asks the coach to quiet the students down, please comply with his/her request. Bus drivers are in complete charge of the bus and if they feel a situation is dangerous, they will act accordingly. If any coach has a complaint regarding busing, please put it in writing to the athletic director immediately.
4. All students must travel to and from the game by school bus. If a parent/legal guardian wishes to transport their child (only their child unless prior approval is given), he/she must request from the coach a CCSD Athletic Department Alternative Transportation Form that must be completed in the presence of the coach. **(See Appendix B)**
5. All coaches must provide players and parents/guardians with prior notification of all stops that may occur after away contests – no exceptions please.

## EMERGENCY PROCEDURE FOR ACCIDENT OR INJURIES AT ATHLETIC EVENTS

The coach is in charge at all times. At no time may the coach relinquish his/her authority or responsibility for the injured athlete to another person. However, the coach should always take the lead of any emergency responders.

- It is very important that the coach remains calm and in charge of the situation.
- The coach will immediately administer first aid.
- The coach will monitor the injured athlete until emergency medical personnel arrive.
- If at a home game or practice,
- If the coach believes the injury is serious, he/she will send a designated person to activate the emergency medical system set in place by the school district.
- If the coach believes the injury is life-threatening, he/she will send a designated person to call 9-1-1.
- The coach will notify the parents, school nurse, and athletic director as soon as feasibly possible.
- The coach will carry a CCSD Medical Questionnaire (completed) for each student at all practices and games. **(See Appendix C)**
- The coach will complete an Incident form (which serves as an accident report) as soon after the incident as possible. This is a procedure that must take place as soon as possible. **(See Appendix D)**

If at an away game,

- Upon arrival at the location of an away game, the coach should seek information from the host coach concerning the host school's procedure for serious or life-threatening injuries.
- For transportation of serious or life-threatening injuries at an away game, the following procedure will take place.
  - ✓ The coach will administer first aid.
  
  - ✓ The coach will monitor the injured athlete until Emergency Medical Services (EMS) arrives on the scene.
  
  - ✓ If it is determined that the injured athlete is to be transported to the hospital, the coach will provide the complete medical questionnaire for the injured athlete to the EMS provider. EMS and the hospital will then assume responsibility for the injured athlete, and notify his/her parents/legal guardians.
  
  - ✓ The coach will then resume supervision of the team.
- The coach shall notify parent/legal guardians, the school nurse, and the athletic director at the earliest convenience. The school bus is never to be used to transport an injured athlete for medical attention. The local ambulance service should be called.
- Team's Emergency Action Plan will go into effect if the coach is incapacitated **(Appendix G)**.

## **Emergency Telephone Numbers**

Cincinnati Ambulance 911

Todd Freeman, Superintendent Cell: (315) 657-6088

Mike Stafford - Athletic Director School: (607) 863-3200 Cell: (607) 597-9029

David Phetteplace, Secondary School Principal Cell: (607) 745-4145

Cincinnati Central School number (607) 863-3200

Megan Potter (school nurse) Cell: (607) 240-8167

## **Accident and Insurance Procedure**

The School Nurse is responsible for proper handling of the insurance forms and procedures. The injured student and/or parents/legal guardians should speak with the school nurse for further information regarding medical insurance.

## **Handling of Student Injuries**

Procedures shall be established and maintained by the school nurse for handling student injuries that occur on school property and during school activities.

## **Physical Examinations**

Copies of the list of students who have passed their sports physical will be given to each coach before the season. Any changes will be provided to the coaches. Always check with the school nurse or athletic director before practice to make sure students have had their physicals.

## Athletic Director's Responsibilities

The athletic director has a commitment to support and improve the quality of the athlete, coaches, and sports program. He/she is responsible per the school's athletic director job description located in the district or personnel clerk's office. The following are some of the responsibilities of the A.D.

- Arrange schedules for all sports
- Monitor the work of our coaches
- Equipment purchase, repair, and distribution
- Secure membership in the NYSPHSAA, Section III, the CCL, and NYSAA, and any other applicable future leagues
- Study and conform to any new NYSED mandates, laws, or regulations.
- Assure that all athletes have proper clearance for participation, i.e. physicals, doctor clearance, etc.
- Monitor maintenance of athletic fields and gymnasiums including playing surfaces, marking fields or floors, maintenance of scoreboard, etc.
- Secure or hire officials, timekeepers, and chaperones as necessary for appropriate home games.
- Supervise ticket sales and chaperones for appropriate home games.
- Assist with disciplinary issues related to athletics.
- Notify the superintendent of buildings and grounds of dates and times of home contests and the facilities that will be used.
- Represent Cincinnati Central School District in all sectional and league meetings
- Maintain cordial public relations with the media
- Assist in promoting league and sectional activities
- Assist coaches in attaining state required coaching courses
- Assist coaches in attaining first aid and CPR certification
- Update this handbook annually
- Develop the annual athletic budget and present to the superintendent for review and approval
- Promote athletic awards programs and special events
- Adhere to and model Section III and league sportsmanship policies.
- Strive to develop and maintain a comprehensive athletic program which seeks the highest development of all participants and which respects the individual dignity of every athlete.
- Consider the well-being of the entire student body as fundamental in all decisions and actions. Support the principle of due process and protect the civil and human rights of all individuals
- Organize, direct, and promote an interscholastic athletic program that is in harmony with and contributes to the total school program
- Cooperate with the staff and school administration in establishing, implementing, and supporting all school policies and procedures
- Act impartially in the execution of basic policies and the enforcement of the conference or league and state high school association rules and regulations
- Fulfill professional responsibilities with honesty and integrity and uphold the honor of the profession in all relations with students, colleagues, coaches, administrators and the public
- Seek to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state, and national in-service programs
- Stand committed to high standards of ethics, sportsmanship and personal conduct on the part the administration, members of the coaching staff, and the athletes representing our school
- Attend home contests when available. Provide support at all sectional games when appropriate.
- Evaluate Team Emergency Action Plan (**Appendix G**).
- Evaluate Coaches using Coaching Evaluation (**Appendix H**).

# Appendix A

Cincinnati Central School District  
Athletic Department  
Organizational Chart

**Superintendent of Schools**



**Director of Athletics**



**Varsity Coaches**



**JV Coaches Modified Coaches**

The above organizational chart must be followed at all times. It is important that each coach and club sport advisor follow this management tool. It may save valuable time in resolving situations that may arise.

# Appendix B

## Cincinnati Central School

### Athletic Department Alternative Transportation Form

I \_\_\_\_\_ coach for \_\_\_\_\_  
(coaches' name) (sport)

know the following student(s) is/are not riding the bus home from \_\_\_\_\_  
(location)

on \_\_\_\_\_. The parents/legal guardian's signature below acknowledges their understanding that they are fully responsible for their student-athlete's transportation home.

Date \_\_\_\_\_

Student's Name	Parent's Signature	Coaches Signature/Approval




# Appendix C

## Cincinnati Central School District Medical Questionnaire & Physical Examination Form for Interscholastic Athletics

Health Office- Phone 607-863-3200 Fax 607-863-3094  
2809 Cincinnati Road, Cincinnati, NY 13040

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

(mm/dd/yyyy)

Address \_\_\_\_\_ Town/City State Zip Code \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Emergency Phone # ( ) \_\_\_\_\_

I, \_\_\_\_\_, give my consent for \_\_\_\_\_  
(Parent or Guardian- please print) (student name - please print)

to participate in \_\_\_\_\_, subject to approval of the school nurse.  
(sport)

*Note: Parents/ legal guardians are hereby advised that athletic participation can result in injury. The student and parent/guardian are responsible for notifying the team coach and school nurse should any injury occur.*

Please list any existing health/medical condition(s) \_\_\_\_\_  
\_\_\_\_\_

Family Physician \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Family Dentist \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Preferred Hospital \_\_\_\_\_ Date of last Physical \_\_\_\_\_

Since the last sport physical, has your child had any injuries, fractures, major illnesses or operations? If none, indicate by writing none. If yes, please specify:

\_\_\_\_\_  
\_\_\_\_\_

**Note: If any of the above has occurred, include a doctor's release for your child to participate.**

*Your signature on this form constitutes your consent for your child to participate in athletics. It also signifies that in the event that you cannot be reached in an emergency, you hereby give your permission to the physician selected by the teacher, or coach in charge, to hospitalize, secure proper anesthesia, an/or to order injection or surgery for your child.*

\_\_\_\_\_  
Signature of Parent/Legal Guardian Date

\_\_\_\_\_  
Signature of School Nurse Date

# APPENDIX D



## CINCINNATUS CENTRAL SCHOOL DISTRICT INCIDENT REPORT

2809 Cincinnati Road, Cincinnati, NY 13040  
Telephone: (607) 863-3200 Fax: (607) 863-3546

Today's Date: \_\_\_\_\_

Student/Athletes Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_  AM  PM

Location of Incident: \_\_\_\_\_ Activity/Sport: \_\_\_\_\_

Name of Person making report: \_\_\_\_\_ Title: \_\_\_\_\_

Did you witness the incident?  Yes  No

Nature of injury: (Describe, fully indicate what part of the body was injured - e.g. broken arm, sprained ankle)  
Must be a bodily injury due to accident.

\_\_\_\_\_  
\_\_\_\_\_

Describe how the incident occurred, provide ALL details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were any other students/athletes involved?  Yes  No

If yes, who? \_\_\_\_\_

Action taken by person making this report:

\_\_\_\_\_  
\_\_\_\_\_

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### Office Use Only:

Date Incident Report Form received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Insurance Claim form requested: \_\_\_\_\_ Date Sent: \_\_\_\_\_ Initial: \_\_\_\_\_

(leave blank if form not requested)



**CINCINNATUS CENTRAL SCHOOL DISTRICT  
CONCUSSION CHECKLIST**

2809 Cincinnati Road, Cincinnati, NY 13040  
Telephone: (607) 863-3200 Fax: (607) 863-3546

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_  AM  PM

**On Site Evaluation**

Description of Injury:

\_\_\_\_\_  
\_\_\_\_\_

Has the athlete ever had a concussion:	Yes	No	
Was there a loss of consciousness?	Yes	No	Unclear
Does he/she remember the injury?	Yes	No	Unclear
Does he/she have confusion after the injury?	Yes	No	Unclear

**Symptoms observed at time of injury:**

\*Please circle yes or no for each symptom listed below.

Dizziness	Yes	No	Headache	Yes	No
Ringin g in ears	Yes	No	Nausea/Vomiting	Yes	No
Drowsy/Sleepy	Yes	No	Fatigue/Low energy	Yes	No
“Don’t feel right”	Yes	No	Feeling “Dazed”	Yes	No
Seizure	Yes	No	Poor balance/coordination	Yes	No
Memory problems	Yes	No	Loss of orientation	Yes	No
Blurred vision	Yes	No	Sensitivity to light	Yes	No
Vacant stare/			Sensitivity to noise	Yes	No
Glassy eyed	Yes	No			

Other findings/comments: \_\_\_\_\_  
\_\_\_\_\_

Final Action Taken:  Parent/Guardian Notified  Sent to Hospital

Evaluator’s Name: \_\_\_\_\_ Title: \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No: \_\_\_\_\_

## APPENDIX E

### Cincinnatus Central School

#### Athletic/Field Trip Attendance Sheet

*(A copy of this sheet should be given to the attendance aide. If school is not in session, please slip under the Visitor Center office door. Thank you.)*

Teacher or Coach Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Destination \_\_\_\_\_ Grade/Department \_\_\_\_\_  
 Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

*All individuals going should be on the list including all adults and teachers(s) and Coaches*

Last Name/First Name	Emergency Number	Parent/Guardian Name	Last Name/First Name	Emergency Number	Parent/Guardian Name

\*Alternate arrangements for supervision and instruction have been made for students marked with an asterisk and as noted above.

## APPENDIX F

### ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Extracurricular, social (dances) and athletic activities not related to a credit-bearing class, are entered into at the student's choice. Students who participate in extracurricular activities should recognize that they have an obligation to themselves, their co-participants, and the school community to strive for excellence. It is hoped that participation in our programs will enable the students to value their learning experiences, instill self-discipline and self-control, and to exercise mature behavior and judgment. Students failing any course will be expected to attend after school/extra help sessions. Additionally, all students must perform satisfactorily in all of the following areas: Consistently arriving to class on time; Turning in all homework and classwork; Participating appropriately in class; and, seeking extra help as detailed above.

Students in grades 7 - 12 are expected to adhere to the following general rules:

A. Academics: The mission of the Cincinnatus Central School is high academic standards for all students (Connect, Support, Educate, Inspire ALL Lions). Extracurriculars and interscholastic athletics are an integral part of the educational program at Cincinnatus. Our students must realize that the academic and extracurricular programs both strive to achieve this mission. The following Academic Eligibility Policy is established to ensure that the District's mission is being met.

1. **Academic eligibility rules** apply during the respective activity/sport season and include all social activities (dance) that may occur during that time frame as well. Eligibility levels will NOT be rolled over from the previous school year. Exceptions may be made on a case-by-case basis. Eligibility will be based on the work of the student for the five-week period prior to participation and reviewed at each five-week report for any student with a failing grade, except for the first five weeks of school in September. Eligibility lists will be prepared as soon as reports are issued. Students who failed one or more courses at the end of the school year will be expected to attend summer school for those classes. Determinations on summer school attendance will be made on a case-by-case basis. Eligibility shall be determined from grades in all subjects in which the student is enrolled. Dropping a class to allow athletic/co-curricular activity eligibility is not acceptable.
2. **Failing One Course:** A student failing **one** course must attend a minimum of two extra help/homework help sessions each week in that subject to stay eligible. Any teacher/teaching assistant is eligible to work with the student at mutual agreement between the teacher/teaching assistant and student. It is not necessary for the specific teacher of the failing course to provide the extra help/homework help; however, it is encouraged. Effort and progress must be demonstrated by completing and attaining passing grades on assignments. Students failing one course will be able to fully participate with the team/activity in all practices, games, or activity (including dances).
3. **Failing Two Courses:** A student failing **two** courses will be placed on probationary status for two weeks. The probation period starts at the date of notification, ideally being notified directly by the Principal, and via a letter that will be mailed home. Students will have this probationary period to bring their failing grades to a passing level by attending a minimum of two extra help/homework help sessions each week in those subjects to stay eligible. Effort and progress must be demonstrated by completing and attaining passing grades on assignments. Any teacher/teaching assistant can provide the extra help/homework help with the student, not just the teachers of the courses the student is failing. While on probation, students failing two courses will be able to practice with their team/activity but will not be allowed to play in games, have a lead role in the drama production, or participate in other after-school activities, including dances, associated with their club. They will be allowed to attend games with their team, sit on the bench, but not dress in uniform.
4. **Failing Three or More Courses:** A student failing **three or more courses** will be **ineligible** to sign up for, try out for, or continue participation in athletics/activities, including dances. Students placed on ineligible status will have their status reviewed using the next five-week report and will be placed at the appropriate eligibility level using the new grade report (failing one course, failing two courses, failing three or more).

5. **It is the student's responsibility to reestablish their eligibility.** Eligibility is reestablished when they are failing one or no courses. They must use study hall and after school homework help times to get their grades to a passing level. Athletic/activity contest participation can be reestablished by having no more than one failing grade.

**Failing One Course:** Students failing **one** course will be able to practice/participate with their sport/activity as long as they are attending the after school extra help/homework help sessions and receiving documentation from the teacher, coach, and the student that they are doing the work. Students failing one course may still attend and play in games and participate in club activities with their team or club, and attend dances.

**Failing Two Courses:** Students failing **two** courses will be able to practice/participate with their sport/activity as long as they are attending the required after school extra help/homework help sessions and receiving documentation from the teacher, coach, and the student that they are doing the work. While on probation, students failing two courses will not be allowed to play in games or participate in club activities. They will be allowed to attend games with their team, sit on the bench, but not dress in uniform, may not have a lead role in the drama production, or participate in after-school activities, including dances, associated with their club.

**Failing Three or More Courses:** Students failing **three or more courses** will not be eligible to participate in any extracurricular activities, including dances, but must attend after school extra help/homework help sessions, study halls, and any other time that can be arranged between the teachers/teaching assistants and student to get to a level where failing no more than one course. At this time, eligibility is reestablished.

Appeals: An appeal committee will remain in place as it is in the existing protocol to discuss individual students' eligibility on a case-by-case basis.

## APPENDIX G

An Emergency Action PLAN (EAP) outlines the information necessary to respond to an emergency and assigns roles & responsibilities to ensure the athlete receives medical attention in the most efficient manner.

**911 Team(6 students):** \_\_\_\_\_  
**(Potter (607)240-8167)**

**AED Team(4 students):** \_\_\_\_\_

**CPR Team(3 students):** \_\_\_\_\_

**HEAT STROKE Team(4 students):** \_\_\_\_\_

# APPENDIX H

Cincinnati Central School District

## Athletic Coach's End of the Season Evaluation

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Sport: \_\_\_\_\_ Season: \_\_\_\_\_ Date: \_\_\_\_\_

Professional and Personal Relationships	Below Expectations	Meets Expectations	Comments and Recommendations
1. Coach/Player			
2. Coach/Staff			
3. Coach/Parent			
4. Public Relations			
5. Bench Conduct			
6. Conduct with Officials			
7. Rules, regulations and procedures			
Coaching Performance	Below Expectations	Meets Expectations	Comments and Recommendations
1. Squad Management			
2. Knowledge of Sport			
3. Planning and Preparation			
4. Teaching Effectiveness and Methods of Planning			
5. Pre/Post Game Preparation			
6. In-Game Preparation			
7. Team Discipline and Control			
Related Coaching Responsibilities	Below Expectations	Meets Expectations	Comments and Recommendations
1. Attend League Meetings			
2. Care of Equipment			
3. Loyalty to School, Admin, and coaches			
4. Completion and Submission of Year End Report			

General Comments:

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Athletic Director

\_\_\_\_\_  
Date

Cc: HS Principal, Superintendent



## **First Aid Kits: Minimal Contents**

Reusable ice bag  
Instant cold packs  
20 Bandages: 1 X 3-inches 6  
Large bandages: 2 X 4 ½ inches  
Elastic wrap  
Scissors  
20 Antimicrobial skin  
Wipes  
Gauze Pads  
Towelettes  
Latex gloves  
Antiseptic hand cleaner  
4 Rolls of athletic tape  
3 Rolls of pre-wrap  
CPR Microshield  
Triangle bandage