

**GALWAY CENTRAL SCHOOLS
EXTRA-CURRICULAR/ATHLETIC HANDBOOK
FOR STUDENTS, COACHES, ADVISORS, AND
PARENTS**



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GALWAY CENTRAL SCHOOLS EXTRA-CURRICULAR/ATHLETIC HANDBOOK

For Students, Coaches, Advisors, and Parents

I. INTRODUCTION

All Galway Central Schools students participating in extra-curricular activities and/or interscholastic sports are required to abide by the same eligibility guidelines and disciplinary regulations. The establishment of this extra-curricular and athletic handbook is a reflection of the School District's concern for safety, well being, and conduct of its students. The rules and regulations that are contained in this extra-curricular handbook are in the student's, coach's', parent's, and School District's best interests.

Students and parents are reminded that participation in interscholastic athletics and extra-curricular activities is a privilege, which is earned, by being good students and good citizens. The status of interscholastic athletics and other extra-curricular activities as a privilege rather than a right or requirement is held by not only the Galway Central School District, but also the New York State Commissioner of Education who has ruled on such matters numerous times.

Since interscholastic athletics and extra-curricular activities are an optional activity, those who choose to participate in athletics and extra-curricular activities will be held to higher standards in terms of their behavior and their performance in the classroom.

The athletic program at Galway is founded on the principle that the playing field is indeed an extension of the classroom and the athletic experience contributes to the growth of mind and body. The cornerstones of the Eagle tradition were laid generations ago by some of the community's most respected student athletes, many of whom continue to be involved in the athletic program as supportive parents and sports boosters. While the names change from year to year, the principles they embodied remain the same. Dedication and desire, cooperation and compassion, sportsmanship, and the importance of working collectively toward a common goal are just some of the ideas that echo across the Galway playing fields and gymnasiums.

As a member of an athletic team, students should be mindful that they represent their team, school, family, and community. Team members are expected to and have an obligation to conduct themselves as good citizens both in and out of school and the community. Students are expected to refrain from exhibiting any behavior(s) which violates the principles of good citizenship. In other words, NEVER do anything which might bring embarrassment or an unfavorable view to you, your teammates, coaches, family, school, or community. Any violation of this code will be subject to review for disciplinary actions by the coach, Director of Athletics, and Building Principal. Disciplinary action may include, but is not limited to, suspension or expulsion from the team dependent upon the severity of the offense.

Students who choose to participate in the Galway interscholastic athletic program will be bound by the rules of the athletic code during their current sports season. Likewise, students involved in extra-curricular activities will also be bound by the rules found in the handbook once they have begun an activity.

The creation of such rules necessarily carries the responsibility for enforcement. Such enforcement requires cooperation between the school and the home. Together we can work toward our mutual concerns of reducing the risks and possible penalties that could occur if the provisions of this handbook are not followed.

II. PHILOSOPHY & OBJECTIVES OF INTERSCHOLASTIC ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

A. PHILOSOPHY & OBJECTIVES OF ATHLETICS

Athletics should be a broadening experience in which harmony of mind and body functions are created through striving for physical and mental excellence. A well-coordinated program is vitally important to the morale of the school and our community. Everyone involved in the delivery of athletics possesses a unique opportunity to teach positive life skills and values. Desire, dedication, self-discipline and responsibility need to be developed in order to ensure the commitment and personal sacrifice required by an athlete. Making such a commitment helps nurture integrity, pride, loyalty, and overall character. The final outcome is a better citizenry carrying these values throughout their life.

It is the very nature of athletic competition to strive for victory. However, the number of victories is only one criterion when determining a team's success. Guiding the team to attain maximum potential is the ultimate goal. To this end, the coaching staff must teach student-athletes to prepare their minds and bodies in order to reach maximum potential, and then to be modest in victory and steadfast in defeat.

1. MODIFIED PROGRAM PHILOSOPHY

This program is available to all students in the seventh and eighth grade (sometimes ninth grade depending on the sport). At this level, the focus is on participation, learning athletic skills and game rules, fundamentals of team play, social and emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition. Ultimately, the number of teams and size of the squad in any sport will be determined by the availability of:

- A.) Qualified coaches
- B.) Safe and suitable indoor and outdoor facilities

C.) Financial resources

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital. The New York State Public High School Athletic Association publishes regulations by which practice sessions are governed. Practices or contests may be scheduled for Saturdays and vacations with permission from the Athletic Director.

2. JUNIOR VARSITY PROGRAM PHILOSOPHY

The Junior Varsity level is intended for those who display the potential of continued development into productive varsity level performers. At this level, athletes are expected to have visibly committed themselves to the program, team, and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play, in addition to social and emotional development. Junior varsity programs work towards achieving a balance between continued team and player development and striving for victory. The outcome of the contest becomes a consideration at this level. The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. With the goal of becoming a varsity player clearly in sight, the highest level of dedication and commitment is expected at the junior varsity level.

3. VARSITY PROGRAM PHILOSOPHY

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a strong commitment. The components of the philosophy of the junior varsity program are further developed and enhanced at the varsity level. In the determination of the team roster, participation on the varsity team during the previous year does not guarantee a spot on the team the subsequent year. Those demonstrating the best level of skill and attitude will be selected. While the primary goal at this level continues to emphasize sportsmanship and character, winning contests takes a high priority and there is no guarantee that all team members will play in contests.

4. ATHLETIC PLACEMENT PROCESS

Students do not mature at the same rate, and there can be tremendous developmental differences between students of the same age. The APP is not to be used to fill positions on teams, provide additional experience, provide an opportunity for middle school or junior high students when no modified program is offered, or to reward a student. Instead, it is aimed at the few, select students who can benefit from such placement because of their level of readiness.

The APP is to be used only when an individual athlete's athletic skills warrant moving to the commencement or intermediate sport competition level, and therefore, ideally, it should be initiated by the athletic director and physical education staff, who recognize the student's skill. The APP may be used either prior to the beginning of the season, so that the student athlete can participate in the try-out period, or within the timelines specified by the NYSPHSAA Promotion Rule.

If a student in grade 7 or 8 has reached the chronological age of 15 years old prior to July 1, he or she is eligible to participate on high school athletics without undergoing the APP; only medical approval by the district medical director is required, as these students are already at an advanced age and would otherwise lose eligibility due to aging out.

A student who has undergone the APP does not need the procedure repeated if he/she achieved the required scores for fitness, maturity, and comparable physical size for the desired sport and level, regardless of the school year in which the testing was completed. If a student has undergone the APP evaluation procedure and participated in the 7th grade, the process would not have to be repeated in the 8th grade provided they remain at the same level of athletic competition in the same sport. If the student changes levels or sports, the student's scores should be reviewed to see if they meet the requirements for the desired level and sport. APP evaluation procedures must be repeated only if the scores do not meet the requirements for the desired level and sport.

If a student has attained an appropriate level of physical maturity, and has a height and weight that are comparable to those of the proposed team members as determined by the medical director, they may proceed to the next level of skills assessment by the athletic/physical education director. If the medical director does not clear the student to participate in the desired sport and level, he or she may not proceed any further in the evaluation process. Medical directors should not be pressured to change their decision. If a student is determined to be comparable with the physical size and maturity of the average age and sex of the students against whom they wish to compete, but fails to meet more than one of the physical fitness test standards, or if a student fails to meet an appropriate sport skill level as determined by the coach, he or she may not proceed any further in the evaluation process.

B. GOALS OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

Our goals are:

1. To develop and maintain the highest level of sportsmanship.
2. To develop proper attitudes toward winning and losing, success and failure.

3. To encourage and develop respect for fellow athletes whether they are teammates, members of other Galway teams, or members of opposing teams.
4. To assure that the amount of time required for athletic participation does not interfere with academic success.
5. To develop proper attitudes toward individual health habits, appearance on and off the field, and citizenship in and out of school.
6. To encourage competition not only for the tangible rewards but also for the development of positive attitudes that make athletic competition valuable and worthwhile.
7. To orient all athletic staff members to abide by the rules, regulations, and officials' decisions that govern each sport.
8. To maintain the highest standard of ethics, recognize each participant as an individual who will conduct him/herself in a manner befitting his/her responsibilities, and develop the kind of rapport with the broader school community that will improve the total educational program.

C. PHILOSOPHY OF EXTRA-CURRICULAR CLUBS AND ACTIVITIES

School clubs, school activities, class officers, student council members, and members of each year's class are offered opportunities to participate in various programs and activities that are either extensions of the classroom, recreational, and/or entertainment based. These clubs and activities are meant to serve as avenues for leadership, social development, and in developing and using skills, attitudes, and knowledge that will prepare them for post-secondary experience. All Galway Central Schools students participating in extra-curricular activities are required to abide by the same eligibility guidelines and disciplinary regulations as students participating in athletics.

III. GETTING READY TO PLAY SPORTS

A. AWARENESS OF RISKS

The participation in interscholastic sports, as in most of life's activities carries a degree of risk of injury, perhaps even death, which cannot be ignored. While these risks do exist in our athletic program the coaches, school nurses, teachers, and administrators are committed to reducing the possibilities of such occurrence through an emphasis on sound training and adherence to the procedures and guidelines contained in this Student, Coach, and Parent Handbook as well as all applicable league, section, State, and Federal guidelines and regulations.

B. SPORTS SIGN-UPS AND REQUIRED PAPERWORK

Before the start of each sports season, students can sign up for upcoming sports seasons in their gym classes. After sign-ups are completed, the coach of each sport will distribute important information that must be completed prior to the first practice session. The following documents will be distributed to all potential athletes prior to each season:

1. Athletic Program Registration Card
 2. Emergency Medical Authorization
 3. Handbook and Concussion education acknowledgement form
- (all available online at <http://www.galwaycsd.org/athletics.cfm>).

All potential athletes must have a current physical exam in order to participate. Physical exams, whether completed by your family physician or the school physician, are considered current for exactly one calendar year.

C. CHANGING SPORTS

It is important that the student-athlete try to go out for the right sport. A student athlete may not change from one sport to another once the team has been selected without permission of the Director of Athletics. If he or she has been cut from one team, it is legitimate to try out for another so long as final cuts have not been made for the second sport. In the case of joining a new team, the total number of practices does count for both sports.

D. QUITTING AN ATHLETIC TEAM

Prior to the final cut date, or the first game where cuts are not made, a player may withdraw from the team without penalty providing he/she has discussed the matter with the coach and the Director of Athletics before leaving. After this date, any player quitting a team will be ineligible for any sport during that season and for **two games** the following season including carryover from Spring to Fall. The exception to this procedure will be leaving a team for a reason acceptable to the Athletic Administrator.

IV. RESPONSIBILITIES OF STUDENTS PARTICIPATING IN ANY SCHOOL CLUBS, ACTIVITIES, AND/OR ATHLETICS

As an athlete or as a member of a club, class, or student activity you represent the school in a special way. Therefore, you must maintain a high standard of conduct, both in and out of school, on or off the playing field, as a host or guest of an opponent, and in all of your activities in the community. Cooperation and self-discipline are essential ingredients for a successful group effort.

A. PRACTICE

On the days you are in school you must attend practice unless you report to the coach or advisor and are excused. Meetings are considered practices.

B. VALUABLES

Students should leave all valuables at home; not in the lockers or the locker room. All lockers must be locked properly.

C. STUDENT CONDUCT

The coach, Director of Athletics, advisor, or Dean of Students may temporarily suspend or permanently dismiss from the team or group, any team member or participant whenever the coach, Director of Athletics, advisor or Dean of Students determines the student is not contributing to good inter-squad or group discipline and decorum. Examples of conduct that may lead to a suspension/dismissal include, but are not limited to, the following:

1. Use of profanity.
2. Being disrespectful to any staff member and/or game official.
3. Violating school rules and regulations.
4. Flagrant conduct related to school sponsored activities as well as non-school based activities.
5. Unlawful behavior
6. Hazing; hazing of any form will not be tolerated among athlete team members or as a part of any extra-curricular activity. Hazing has no place in the school/athletic setting and is defined as any harassment, abuse, or humiliation that any team member exacts on another. Hazing (whether physical or verbal) is punishable by dismissal from the team.

D. CODE OF BEHAVIOR

The Dean of Students shall enforce the regulations of the “Code of Behavior” for athletic teams and extra-curricular clubs. Violations of school rules, inappropriate behavior, and unlawful behavior (whether on or off school grounds) may result in suspension or determination of ineligibility to participate in athletics or extra-curricular clubs and activities.

1. **PROCEDURES FOR ENFORCEMENT**

Once an infraction of the “code of behavior” is confirmed, the following procedures will occur:

- A.) The coach/Director of Athletics notifies the athlete of the suspension or consequence.
- B.) The Director of Athletics notifies the Principal.
- C.) The Director of Athletics notifies the parents in writing of the suspension, the date for re-entry and the appeal process.

2. **DISMISSAL FROM A TEAM**

In the event a student is dismissed from a team for a violation of the “code of behavior” or for any disciplinary reason regarding their conduct as a student at Galway, that student will be considered ineligible for **two games** the following season.

3. **2-STRIKES RULE**

In the event that a student is removed for disciplinary reasons from an athletic team or extra-curricular activity on two separate occasions during his/her scholastic career, that student/athlete will not be allowed to participate in any other extra-curricular activity or sport for the remainder of the student’s time in high school.

E. USE OF ALCOHOL, TOBACCO PRODUCTS, OR ILLEGAL DRUGS

Because the use of alcohol, tobacco products and other drugs prevent the normal development of a healthy mind and body, the following “Code of Behavior” has been established.

- No student-athlete or club member will possess, consume, or facilitate the use of alcoholic beverages, tobacco products, electronic cigarettes, “vaping” devices, illegal drugs or prescription drugs without the consent of a physician and/or parent at any time or place.

F. SUSPENSIONS: POLICIES AND PROCEDURES

1. ATHLETICS, CLUBS, EXTRA-CURRICULAR ACTIVITIES

The first confirmed violation of the code of conduct in relation to the use, possession, or sale of tobacco products, electronic cigarettes, “vaping” devices, or use of alcohol at any time or place will result in the following:

- a) A suspension of two weeks or four contests, whichever comes first. If the infraction occurs during the preseason, the athlete will be suspended for the first two games. This penalty will carry over into the next sports season played if necessary.
- b) The athlete is required to attend all practices with the team but cannot participate in any contests or scrimmages. Participation in regular team practices will be at the coach’s discretion. Travel to away games during the suspension period will be at the discretion of the coach and the Director of Athletics.
- c) Referral may be made to the Drug Abuse Prevention Counselor.

A second violation related to the use of alcohol, or tobacco at any time throughout the athlete’s interscholastic career will result in the following:

- (a) Suspension from all athletic competition and/or specific extra-curricular clubs and activities for one calendar year.
- (b) Referral may be made to the Drug Abuse Prevention Counselor.
- (c) The Dean of Students/Director of Athletics notifies the parents and sets date for re-entry.

The first confirmed violation of the code of conduct in relation to the use, possession, or sale of illegal drugs or prescription drugs without the consent of a physician and/or parent at any time or place or the purchase, distribution, or sale of alcohol to others will result in the following:

- (a) Suspension from all athletic competition and/or specific extra-curricular clubs and activities for one calendar year.
- (b) Referral may be made to the Drug Abuse Prevention Counselor.
- (c) The Dean of Students /Director of Athletics notifies the parents verbally and in writing and sets date for re-entry.

2. APPEAL PROCESS

Students who are suspended from extra-curricular activities and/or athletics may appeal to the Building Principal. Such an appeal must be presented in writing to the Building Principal within ***five (5) days*** of the suspension. The appeal must state the reasons for the appeal. Athletes who are suspended by the Building Principal may appeal in writing to the Superintendent of Schools within ***five (5) days*** of the suspension.

V. ACADEMIC INELIGIBILITY

A. GOAL

The goal of the Galway Central School Academic Policy is to encourage all students to maintain an acceptable level of academic achievement (Approved by B.O.E. 7/18/96).

B. DEFINITIONS

Extra-curricular activity: any non-credit, school sponsored activity. This includes but is not exclusive to, activities such as school dances, athletic events, concerts, drama productions, club activities, fund raisers, peer programs, etc.

Monumental/capstone activities, including but not limited to, Prom, senior night recognition, state-level athletic competitions, and drama productions are excluded from this definition.

Eligibility: the level of academic achievement that a student must maintain.

C. ELIGIBILITY STANDARDS

Any student carrying four or more subjects will be considered ineligible **for activities** when he/she is failing two or more subjects.

Any student carrying fewer than four subjects will be considered ineligible **for activities** when he/she is failing one or more subjects

D. TEACHER RESPONSIBILITY

- a. Submit to the guidance office a list of all students on tier 2 or tier 3 (as defined below), by noon, according to the established schedule.
- b. Post the established schedule of when lists are due and the period of ineligibility in a prominent place in his/her classroom.

Note:

- a. Grades will reflect only the two-week period, not the cumulative average.

- b. If school is not in session on one of the indicated dates, the failures lists will be due at 8:00AM the following school day.

E. GUIDANCE OFFICE RESPONSIBILITY

- a. Compile the Academic Ineligibility List/ Academic At-Risk List according to the eligibility standards.
- b. Publish and distribute the Academic Ineligibility List/ Academic At-Risk List to the building principal, teaching staff, coaches and activity advisors by noon according to the established schedule (usually Monday).

F. ADMINISTRATOR RESPONSIBILITY

- 1. Notify the parents of the students’ ineligibility and/or failure by letter or phone.

G. STUDENT RESPONSIBILITY

- 1. It is the responsibility of the student to arrange for extra assistance and to take advantage of tutorials and after school help in the subject(s) that he/she is failing or at risk of failing.

H. STUDENT CONSEQUENCES:

- All ineligible students will be ineligible according to the published schedule (below).
- All ineligible students will not attend any extra-curricular activities as defined above.
- All ineligible students who are members of an extra-curricular team or organization will participate in practices during the period of ineligibility. They will be present for the competition/performance if it takes place at our school, but will not actively participate in any way. They will attend home games, sit on the bench but not dress in uniform for the event. They will not attend away games/performances.
- All ineligible students must have a pre-signed pass to leave study hall.
-

Academic Ineligibility

Level	Description	Action Taken
1. Academically Eligible	Any student who is currently in good standing with every class, passing with a grade of 70% or higher for the two-week inel period	Student is eligible for all extracurricular events

2. Academic Warning/ At-Risk	Any student who is currently failing one class or at risk of failing one or more classes with a grade of 65%-70%	Student eligible for all extracurricular events when Academic warning/At Risk document is signed and submitted (see tier 2 info below)
3. Academically Ineligible	Any student who is failing two or more classes with a grade below 65% for two-week period is added to ineligibility list.	Student is ineligible to participate in extracurricular activities (as defined above) during ineligibility period.

Tier 2: **Action Taken** - Teacher adds student to the Academic Warning/At-Risk list. This will serve as a 2-week early warning device indicating that teacher notices a decrease in student achievement, effort, etc. Students will receive a letter/email/communication that will need to be signed by parent/teacher/coach/advisor as evidence that student is aware and has discussed concern with teacher*. Should student performance continue to slide, and grade falls below 65%, and is documented in SchoolTool (*SchoolTool: School's Electronic Student Management System*), student will be added to Tier 3, Academic Ineligible for the following two-week period. *This will be **student responsibility**.

Removal of Student From Tier 3: Teachers must submit request, in writing, to building principal and/or Dean of Students/Athletic Director to remove student from inel.

I. APPEAL PROCESS:

1. Any student found to be ineligible may appeal the determination in writing to the Building Principal within 48 hours of the ineligibility determination.

VI. PRACTICES & EXTRA-CURRICULAR MEETINGS

A. ABSENCE FROM PRACTICE FOR ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

You are expected to be present at all practice sessions. Failure to attend practice sessions will result in a range of possibilities to be decided upon by the coach or advisor and will result in a possible suspension from the team or club. If you are late to school without a legal excuse you may not participate that day. If you are absent from school or any period because of illness, or are illegally absent for all or part of that day you may NOT practice or participate that day. If you are serving either ISE (Increased Supportive Environment) or an out -of- school suspension, you are ineligible to participate in any way that day.

Conflicts causing absence from practice, games, or extra-curricular events:

Students are encouraged to participate in both athletics and extra-curricular activities. Accordingly, there will be occasions when required activities conflict for a particular student.

When a conflict arises, students will inform the coaches and advisors of the conflict. Coaches and advisors must take into consideration that any musical performance in conjunction with a credit bearing class takes priority over an extra-curricular program. Students must put a school related team or extra-curricular activity ahead of an outside program, i.e. AAU or club athletics.

In the event that the conflict cannot be resolved between the coach, advisor, and student, the matter will be referred to the Director of Athletics or the Principal for a subsequent resolution.

B. FAMILY VACATIONS

When parents of student-athletes choose to take their family vacations during sport seasons, it must be understood that the time missed by the student-athlete can affect team chemistry and personal conditioning. Student-athletes who miss practices or competition for any reason may have their position or playing time adjusted. Coaches shall make every effort to inform parents and student-athletes of the seasons practice schedule as far in advance as possible. If a student-athlete cannot attend a practice session or competition during a vacation, they must notify the coach in advance.

C. SEVERE WEATHER

Decisions regarding the suspension and resumption of practices or contests will be based on the following guidelines:

1. NYSPHAA Thunder and Lightning Policy
2. NYSPHAA Heat Index Procedures
3. NYSPHAA Wind Chill Procedures

(These policies are available at <http://www.nysphaa.org/safetyresearch>)

4. MOST IMPORTANT: The coach must keep in mind the safety of the student athletes. Weather and field conditions are the coach's main concern before he/she places the team back on the field. The contest officials are only guides, and if the coach does not agree with their judgment to resume suspended play, he/she should be cautious and not be persuaded to play.

D. PRACTICE SESSIONS ON WEEKENDS/HOLIDAYS

1. Practices are permitted on Saturdays.
2. Practice sessions are permitted during holidays and regular vacations for junior varsity and varsity squads only. Modified teams do not practice on holidays or during vacation periods without permission from the Director of Athletics.
3. Sunday practices are generally not allowed, but under specific circumstances they will be permitted. The Director of Athletics must secure approval prior to scheduling Sunday practice. FAMILY OBLIGATIONS COME FIRST. NO EXCEPTIONS.

E. PRACTICE SESSIONS WHEN SCHOOL IS CLOSED FOR OTHER REASONS

1. When school is canceled because of inclement weather, practices or contests will not be scheduled unless the Director of Athletics and/or Principal grants permission.
2. If school is canceled for reasons that are not weather related, practices or contests are canceled unless the Director of Athletics grants permission.

F. COACHES' RESPONSIBILITIES AT PRACTICES AND CONTESTS

1. Coaches are responsible for athlete supervision and safety immediately before, during, and after practices and contests until they have been picked up by a parent or guardian or left school grounds legally. Athletes should not be left unattended in school after practices or contests.
2. Coaches should have a properly stocked first aid kit and emergency contact information on hand at all practices and contests.

G. PARENT RESPONSIBILITIES AT PRACTICES AND CONTESTS

1. Parents and/or guardians are expected to be diligent about picking up or arranging transportation home for their student athletes in a prompt and timely fashion after each practice and home game. Coaches should be notified when a student athlete's transportation will be delayed whenever possible. Coaches will use provided contact information to contact parents/guardians whenever students do not have transportation home in a timely fashion.

VII. FACILITIES & EQUIPMENT

A. ATHLETIC EQUIPMENT

As an athlete, you must accept full responsibility for taking care of all equipment issued to you. If any equipment is lost, you must pay the replacement costs. If you have been issued any equipment for any sport, you must return it to the coach at the end of the sport season. If you fail to turn in all of your equipment, you will be ineligible to compete in any sport until the equipment is turned in or paid for. No equipment is to be worn by the athlete out of season or for general use.

Athletes are prohibited from wearing uniform items for physical education class. All equipment is to be worn for practices or games only unless specifically approved by the coach.

B. FITNESS CENTER-SAFETY

A coach or an assigned adult supervisor is ALWAYS supervising the fitness center. Never leave a student athlete in the fitness center to work out unsupervised. Remind students of the following:

1. Absolutely NO horseplay.
2. NEVER interfere with a person who is lifting.
3. Make sure the area is clear of equipment before lifting.
4. Make eye contact with nearby students before lifting.
5. Make sure collars are snug.
6. Return weights to racks.
7. Spot carefully. Concentrate on the lifter.
8. Keep the center clean. Do not bring food, glass bottles, etc.
9. Protect the lower back: head up, buttocks down when lifting; spread the chest; lock in lower back; use a belt.
10. Help and encourage each other. Help make a friend great.

VIII. EARLY DISMISSAL

A. ATHLETICS

It is the policy of Galway High School and the Athletic Department to schedule all athletic contests so that students miss a minimum of class time for travel to away games or home contests.

1. Head coaches should arrange with the Director of Athletics to have students excused from class when ABSOLUTELY necessary because of travel or contest.
2. It is the responsibility of the student athlete to meet with his/her teacher the day before the class he/she is to miss because of an athletic contest.

B. EXTRA-CURRICULAR ACTIVITIES

1. It is sometimes necessary for students to miss class for club related field trips. Advisors will submit field trip request forms to the principal at least ten days before the trip. Advisors should provide a list of students that will be excused from classes to teachers and staff.
2. It is the responsibility of the student going on the field trip to meet with his/her teacher the day before the class he/she is to miss because of an athletic contest or club activity.

IX. TRAVEL FOR ATHLETICS AND ALL EXTRA-CURRICULAR ACTIVITIES

A. ATHLETICS

1. All athletes must utilize school transportation for all interscholastic contests except when parents, in person, take custody of the athlete with the full knowledge and approval of the coach. Students may not ride home with other parents from interscholastic contests. Exceptions to this policy will only be made with prior approval from the parent/guardian, Athletic Director and/or Building Principal
2. Students may not transport themselves and/or other students to or from interscholastic contests without prior approval of the School Administration.

B. EXTRA-CURRICULAR ACTIVITIES

1. For extra-curricular field trips, participants must use school transportation. Advisors will place trip requests for these events. Students and advisors will ride to and from the site of the field trip using school transportation. Teachers and coaches must not transport students in their own private cars.
2. Students may not transport themselves and/or other students to or from extra-curricular field trips without prior approval of the School Administration.

C. PICKING-UP STUDENTS UPON RETURN TO SCHOOL

Coaches and Advisors must be the last person to leave the school facility after a school trip returns. Parents, please be sure to pick up your child on time or make other timely arrangements.

X. MEDICAL INFORMATION

A. FIRST AID

1. It is the responsibility of the coach to keep a properly maintained first-aid kit. A student athlete should not be allowed to determine his/her medical condition. The Director of Athletics will help the coach prepare a first-aid kit at the beginning of the season.
2. All coaches whether paid or volunteer will have updated First Aid, CPR, and AED training and should follow the practices and guidelines outlined in those courses whenever addressing a student medical issue.

B. INJURY AND ILLNESS FOR ATHLETES

Report to the coach immediately any injury no matter how small. Early treatment may prevent serious complications later. The coach will refer you to the school nurse who may also refer you to a physician. If you are referred to a physician, you will be able to return only after being given a written release from that physician or the school physician.

Any student who has been absent from school for five consecutive days or more due to illness, must be qualified in writing for participation by the attending physician or the school physician.

Should there be any question concerning the decision about an athlete's participation due to illness or injury, the school physician will make the final decision.

C. ATHLETIC INJURY AND ACCIDENT REPORTS

Injuries to student athletes will occur. Proper and immediate care will help reduce the amount of time a student athlete will miss from team participation. At the conclusion of a practice or contest and prior to leaving for home, the injured student/athlete must check in with the coach. A phone call home may be necessary to alert and inform parents. Under no circumstances should a student drive a vehicle with any type of suspected head or neck injury. A follow-up phone call is a good practice.

If a student athlete is injured, an Injury Report must be submitted within 24 hours to the Director of Athletics. The coach should keep a copy of records on file.

If the injury requires an examination by a physician, the student athlete may not return to practice or competition without written permission from the physician. The coach and school nurse must record the physician's permission, and the Director of Athletics must record the verification of return.

If a student athlete does not practice or compete for five consecutive days or longer due to illness or injury, the student/athlete must have permission to re-enter competition from his/her personal physician or approval by the school medical doctors. A student should not participate in a contest until the coach has an opportunity to evaluate the student's skill and conditioning levels.

D. MEDICAL INSURANCE

Galway Central Schools carries insurance coverage for student injuries that occur within its supervised activities. *Please be aware that a family's personal insurance coverage must first be used to its allowable limits before the school's coverage makes payments toward any unpaid balance incurred due to the injury.*

E. MEDICAL EMERGENCY AT GALWAY HIGH SCHOOL-PRACTICE OR CONTEST

When a participant in an athletic activity is injured, first provide reasonable and immediate assistance and/or first aid-to the injured party until qualified medical help arrives. Second, initiate the emergency medical procedure. The coach is responsible for the proper and prudent care of the student athlete.

1. Assess the injury and provide immediate care.
2. Provide an environment that stabilizes the injured student athlete and will not cause further injury or trauma.
3. Send an individual to find the Director of Athletics, if on duty.
4. Unless dismissed, remain and assist the Director of Athletics.
5. If further assistance is necessary, call 911 for an ambulance.

6. If a student needs to be transported to the hospital, cancel practice and go with the injured person to the hospital or meet the ambulance at the hospital. A student athlete should not be at the hospital alone.
7. Have the necessary information that has been provided on the Emergency Medical Card. This form is to be kept in the first-aid kit. It is extremely important that the coach call the injured athlete's parents or guardian. An assistant coach or a coach from another sport can perform this duty. This responsibility should not be given to a student.
8. Do not leave the hospital until the parents arrive.
9. When appropriate call the Director of Athletics and/or Principal.

F. MEDICAL EMERGENCY AWAY FROM GALWAY HIGH SCHOOL

1. Assess the injury and provide immediate care.
2. Provide an environment that stabilizes the injured student athlete and will not cause further injury or trauma.
3. Send an individual to ask for assistance from the other coach or alert him/her that further assistance may be needed. Many times parents will come from the spectator areas to assist. Unless the coach knows the background of the individual personally, he/she should not relinquish any responsibility.
4. Remain with the student athlete.
5. If further assistance is necessary, call 911 for an ambulance. If telephones are not readily available, an alternative could be the bus, two-way radio or a parent's mobile phone.
6. Place students at strategic locations to direct the police and ambulance. All gates and doors should be opened.
7. If a student needs to be transported to the hospital, cancel the contest and go with the injured person to the hospital or meet the ambulance at the hospital. A student athlete should not be at the hospital alone. This means the coach may have to bring the team to the hospital.
8. Have at hand the necessary treatment information that has been provided on the Emergency Medical Card. This form is to be kept in the first-aid kit. It is extremely important that the coach call the injured athlete's parents or guardian as soon as possible. A parent or assistant coach can perform this duty. This responsibility should not be given to a student.
9. Do not leave the hospital until the parents arrive.
10. When appropriate, call the Director of Athletics and/or Principal.

XI. SPORTSMANSHIP AND FAIR PLAY FOR ATHLETES

Spectators, student-athletes and coaches must recognize that their conduct plays an important role in establishing the reputation of their school and that their positive actions can relate directly to the success of their teams. Parents/ Legal Guardians **must** sign a code of conduct. Following are the guidelines of that contract:

A. INTERSCHOLASTIC ATHLETICS PARENT CONTRACT

One of the goals of the interscholastic athletic department at Galway is to make the athletic experience a positive one for the athletes, the parents, and those who choose to watch our teams perform. To achieve that goal we must all work together and support each other.

In an effort to facilitate this we ask that each parent or guardian read the following guidelines regarding their role as a parent/guardian of an interscholastic athletics participant.

By signing this contract you are demonstrating your support for the sportsmanship initiatives being undertaken by this department.

As a parent, I recognize that it is vital that I support the efforts and decisions of the coaching staff. In the event I have a question regarding my child's role on the team, I will communicate those concerns to the coach in a respectful and timely fashion (not immediately after a game when emotions are high).

As a parent, I also recognize the importance of being a positive role model. Therefore, I agree to conduct myself in a manner consistent with the dictates of good sportsmanship at all contests, both at Galway as well as opposing school sites. I agree to cheer in a positive fashion for outstanding play and will refrain from criticizing the efforts of the officials, the players (both teams), and the decisions made by the coaches.

Attendance at practice is a priority for all team members. As a parent/guardian of a team member, I will make every attempt to assure that my child will be able to attend all practices and contests. I will support and endorse all the rules, policies and procedures discussed in the Extra-Curricular Handbook for Students and Parents.

B. SPECTATOR BEHAVIOR

In the event spectators act inappropriately at any interscholastic athletic event, the school-designated supervisor may issue a warning to, or eject from the site, those not demonstrating proper sportsmanship.

Galway Central School takes good decorum at sporting events very seriously. It is our goal to provide an enjoyable athletic experience for everyone. We hope both parents and students will embrace that initiative and support our efforts in that direction.

XII. INFORMATION ON ENRICHMENT FOR ATHLETES

Information on summer sports camps and summer leagues are available through the Varsity coach of that particular sport.

XIII. PURSUING ATHLETICS AT THE COLLEGE LEVEL

Videotapes and books on developing an athletic profile and pursuing the possibility of playing and/or financial assistance are available in the guidance office. Parents and student/athletes are encouraged to look into this information early.

XIV. CONTACT INFORMATION FOR ATHLETICS AND EXTRA-CURRICULAR INFORMATION

A. ATHLETICS

1. If you have a question, problem, or concern regarding athletics at Galway, the following is the appropriate chain of communication:

Student Athlete or Parent>Coach>Director of Athletics

B. EXTRA-CURRICULAR ACTIVITY

1. If you have a question, problem, or concern regarding extra-curricular activities at Galway, the following is the appropriate chain of communication:

Student or Parent>Teacher / Activity Advisor>Principal

APPENDIX A

EMERGENCY MEDICAL AUTHORIZATION

Return this page to the Coach or Advisor.

PURPOSE: To enable parents and guardians to authorize emergency treatment for children who become ill or injured while under school supervision, when parents or guardians cannot be reached.

Student Name: _____

Family Physician: _____

Phone : _____

Family Dentist: _____

Phone: _____

CONSENT OF PARENT OR GUARDIAN FOR EMERGENCY TREATMENT: In the event that reasonable attempts to contact me have been unsuccessful, I hereby give my consent for the administration of any treatment deemed necessary by the above listed doctors or, in the event the designated preferred doctor is not available, by another licensed physician or dentist and to be transferred to: _____ or any hospital reasonably accessible.

Signature Date

THIS AUTHORIZATION DOES NOT COVER MAJOR SURGERY UNLESS THE MEDICAL OPINIONS OF TWO LICENSED PHYSICIANS OR DENTISTS, CONCURRING IN THE NECESSITY FOR SUCH SURGERY ARE OBTAINED PRIOR TO THE PERFORMANCE OF SUCH SURGERY. THIS AUTHORIZATION ALLOWS RELEASE OF PERTINENT MEDICAL INFORMATION TO COACHES AND ATHLETIC TRAINERS.

Facts concerning the child's medical history including allergies, medications being taken and any physical impairments to which a physician should be alert:

Signature Date

Note: The school district is not responsible for contact lenses/glasses that are displaced or damaged.

APPENDIX B

GALWAY CENTRAL SCHOOL ATHLETIC CARD

Athlete – Last Name First Name

Address: _____

Sport Level Year of Grad. Homeroom

Parent/Guardian Name: _____

Phone: Home _____ Work _____ Cell _____

If in Middle School: 7th Grade 7th 8th Grade Date of Birth _____

Other Parent/Guardian Name: _____

Phone: Home _____ Work _____ Cell _____

Appendix C

Handbook Acknowledgment

Please return this page to the Athletic Director's office.

I have read the **Extra Curricular Handbook** and understand the guidelines, procedures, conduct, training rules and consequences. I understand that participating in athletic activities implies the risk of injury. I give my son/daughter _____ permission to participate. I have read and reviewed the rules and regulations with my son/daughter.

Parent/Guardian Signature

Date

I acknowledge that I have read the **Extra Curricular Handbook** and understand the guidelines, procedures, conduct, training rules and consequences. I agree to comply with the terms and conditions set forth in order that I may participate.

Athlete Signature

Date

Sport: _____

Coach: _____

I have read the **NYSPHSAA Concussions: The Invisible Injury** Student and Parent Information sheet.

Parent/Guardian Signature

Date

Athlete Signature

Date

The student has met the physical examination requirements approved by the school physician and is eligible to participate.

School Nurse Authorization
