

JECSD



Athletic and  
Extracurricular  
Policy Handbook

---

UPDATED JULY 2020

## ACKNOWLEDGEMENTS

- Thank you to the members of the 2011-2012 Athletic Policy Committee who wrote the original document.
  - Thank you to the members of the 2014-2015 District Health and Wellness Committee who revised this document to encompass the athletic and extracurricular programs.
- 

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
<b>I. JE Mission, Vision, and Values</b>	2
<b>II. Purpose of Athletic and Extracurricular Program</b>	
<b>III. Student Information</b>	3-11
<i>Academic Eligibility....4-6</i>	
<i>Selection and Classification Process....6</i>	
<i>Quitting Teams/Activities....6-7</i>	
<i>Rules Relating to Misconduct....7-19</i>	
<i>Rules Relating to Attendance....9-10</i>	
<i>Transportation....10-11</i>	
<i>Chain of Command....11</i>	
<b>IV. Concussion Management Information</b>	12-15
<i>ImPACT Testing...12-13</i>	
<i>RTP- Return-to-Play/Participation Protocol ...15-17</i>	
<b>V. Coaching and Advisor Information</b>	16-21
<i>Hiring Process...16</i>	
<i>Expectations...16-17</i>	
<i>Emergency School Closings....19</i>	
<b>VI. Job Descriptions</b>	21-24
<i>Head Varsity Coach....21-22</i>	
<i>JV/Modified Coach....22-23</i>	
<i>Director of Health, Physical Education and Athletics....23-24</i>	
<b>VII. Expectations of Parents</b>	24-25
<b>VIII. Expectations of Spectators</b>	25
<b>IX. Contest/Event Management</b>	25
<b>X. Facilities and Transportation</b>	25
<b>XI. District Responsibilities</b>	26
<b>XII. Appendix (forms specific to the athletic program)</b>	27-46

## SECTION I

### *Mission*

To cultivate the BEST in personal growth and achievement

### *Vision*

Providing the BEST in educational opportunities by...

- Sustaining a culture that supports the intellectual and developmental needs of all
- Being committed to excellence in education and exceeding expectations
- Building a safe, dynamic learning environment where all are valued and respected
- Expanding our home-school-community partnerships
- Operating in a fiscally responsible manner

### *Values*

JE EAGLES are...

**J**ust and caring

**E**xcellent in all that they do

**E**thical in their behaviors

**A**ccepting of all

**G**lobal thinkers

**L**earners first

**E**xaminers of why and how

**S**elfless

## SECTION II

### *Purpose*

- The purpose of the Jordan-Elbridge Athletic and Extracurricular programs is to support the District's mission, vision and values. The responsibility for fulfilling this purpose lies with the entire school community: students, parents, staff, administrators, coaches and advisors.

## SECTION III

### *Definition of Participant*

A participant is a student who is committed to dedicating the time and effort necessary to achieve excellence.

### *Participant Expectations*

A Jordan-Elbridge participant will act in a manner consistent with the District's mission, vision, and values.

A Jordan-Elbridge participant, while modeling the District's values, will demonstrate:

- Responsibility
- Accountability
- Dedication
- Trustworthiness
- Self-control
- Enthusiasm
- Grace under pressure
- Class
- Respect
- Fairness
- Caring
- Persistence
- Perseverance
- Dedication
- Loyalty
- Teamwork
- School spirit
- Pride

Any action that is inconsistent with the District's mission, vision and values is unacceptable. Any action that is prohibited by the District's Code of Conduct is unacceptable. Examples of unacceptable behavior include but are not limited to:

- Taunting, intimidation, or hazing
- Abusive or disrespectful behavior toward officials, opponents, coaches, advisors and/or spectators
- Substance abuse
- Failure to respect individual differences
- Excessive celebration
- Intimidation or humiliation of teammates
- Academic failure
- Pressuring peers to break the code of conduct

### *Procedures Related to Participation in the Athletic and Extracurricular Programs*

- Every participant must obtain a copy of the JE Athletic and Extracurricular Programs Policy handbook.
- Copies of this handbook are available on the district's website and from the athletic director's office. Additionally, copies will be made available at all pre-season meetings.
- Students are required to read, sign and submit a verification form before they can begin participating in a sport or extracurricular activity.
- Every participant must also complete and submit a sign-up packet, which is available on-line. If you do not have on-line access, contact the health office or the athletic office and a hard copy version will be sent to you.
- A parent is the person who is to complete the sign-up packet. This is not a form that students complete on their own.

#### *Note:*

- ✓ Each school nurse will notify advisors and coaches about any participant who has an allergy and who, as a result, may require an EpiPen injection.

### *Additional Procedures Specific to Athletes*

- Every athlete must have a sports physical on file prior to the start of the season.
- Physical records are maintained in the health office.
- Sport physicals are valid for one calendar year.
- A student who wishes to have the school doctor perform his or her sports physical should contact the health office for further details.
- A student may have his or her private physician perform the sports physical; however, the school's doctor must grant his or her endorsement before the student can begin participation.

#### *Notes:*

- ✓ Sports physical forms are available in the health office and the main office of each building.
- ✓ The athletic health eligibility form should be submitted to the school nurse. The school nurse will review said form and forward it to the athletic director for his or her approval. All coaches will receive copies of the approved forms.
- ✓ In order to be considered eligible, a student must be in good standing with the athletic department. A student is in good standing if she or she has returned all previously issued school equipment and uniforms or made restitution.

### *Academic Eligibility*

- Students participating in athletics and extracurricular activities are expected to maintain passing grades in all academic classes.
- Students who have a grade of 64 or lower in two or more classes at the mid or end-points of a given marking period must meet the following criteria to be considered academically eligible:
  - Attend class;
  - Be on time for class;
  - Complete classwork and homework in a satisfactory manner;
  - Stay with teachers for extra help;
  - Submit the academic probation form according to procedures;

- For an athlete who is failing two or more subjects, the Director of Health, Physical Education and Athletics will review the student's academic probation form every week.
  - For a participant in an extracurricular activity who is failing two or more subjects, the advisor will review the student's academic probation form every week.
  - *For athletics:* A student's eligibility may be reinstated only if he or she:
    - ✓ Submits the academic probation form, signed by the teachers of the deficient subject areas, to the Director of Health, Physical Education and Athletics.
    - ✓ Earns a satisfactory standing in all the subject areas he or she is failing.
  - *For extracurricular activities:* A student's eligibility may be reinstated only if he or she:
    - ✓ Submits the academic probation form, signed by the teachers of the deficient subject areas, to the advisor.
    - ✓ Earns a satisfactory standing in all categories of the subject areas he or she is failing.
  - During the first week of the academic eligibility period, a student may participate and compete in all contests and activities. However, if a student fails to abide by the conditions specific to academic probation, he or she will be ineligible the following week. Academic eligibility shall commence immediately after meeting with the Director of Health, Physical Education and Athletics or advisor, should all conditions be met. The Director of Health, Physical Education and Athletics or advisor will be responsible for informing the parent or guardian, within a 24 hour period, of a student's eligibility. If a student fails to submit his or her academic probation form by the deadline (Monday at 2:50PM) he or she will remain ineligible.
    - A student will need to continue to have his or her academic probation form signed each week until the next grade report is issued.
    - At the five and ten week marks, the Director of Health, Physical Education and Athletics, advisor or building administrator will check the student's grade report. If the student is no longer failing two or more classes the academic probation ends.
  - Regardless of the previous year's academic performance, a student is eligible to participate during the first week of the next school year; however any student who failed two or more subjects at the end of the previous year is immediately placed on academic probation. Subsequently, if a student does not abide by the conditions specific to being on academic probation, he or she will remain ineligible for the following week.
- Notes:*
- ✓ Successful completion of failed courses during the summer will result in immediate reinstatement upon submission of proper documentation to the Director of Health, Physical Education and Athletics or advisor.

### *Ineligibility Period*

During a student's ineligibility period he or she must attend all practices and contests and conduct him or herself in a manner befitting the athletic or extra-curricular program.

*Notes:*

- ✓ Athletes who are ineligible may not dress in a game uniform; however, they are expected to attend contests to support their teammates.
- ✓ A scrimmage is a form of practice and does not qualify as a contest as defined in the New York State Public High School Athletic Association's handbook.

### *Athletic Placement Process Specific to Athletes*

The Athletic Placement Process (APP) is a protocol governed by the NYSPHSAA (New York State Public High School Athletic Association) and approved by the Board of Education. The intent of this process is to allow mature, exceptionally skilled athletes to advance to an upper level. This process is not to be used to fill positions on teams, provide an athlete additional experience or to reward an athlete. The athletic placement process is also designed to create a more equitable and competitive learning environment for athletes at the modified level.

The District considers an athlete for athletic placement on a case-to-case basis. If a student is selectively classified, every effort will be made to keep experienced, upper-class athletes on the respective team. The process of selectively classifying an athlete will involve a discussion with the student and his or her parent. Pending parent agreement, the head coach will submit the name of the athlete to the Director of Health, Physical Education and Athletics. The process will then commence as follows:

- Parents must sign a permission slip approving the start of the Athletic Placement Process.
- The school's medical director will perform a physical screening.
- The Director of Health, Physical Education and Athletics or a member of the PE staff will administer a physical fitness test.
- An athlete who passes both the physical screening and the physical fitness test will then be allowed to try out for the given sport. At the end of a maximum five day try-out period, the head coach will assign the athlete to the junior varsity or varsity team or return said student to his or her previous level.
- When an athlete is placed at a higher level, he or she permanently loses the opportunity to play at the modified level of that given sport.
- Each time an athlete is under consideration to play at an advanced level, he or she must go through the selection/classification process.

If an athlete can successfully meet the requirements of the athletic placement process, he or she will be allowed to participate in an extended athletic career. Under normal circumstances a student is only eligible for senior high athletic competition in a sport for a total of four consecutive seasons, commencing with the student's entry into the ninth grade. However, by meeting the selection/classification requirements, an athlete's eligibility can be extended to permit participation during five consecutive seasons in the approved sport after entry into the eighth grade. The selection /classification process occurs three times a year per the deadlines listed below:

- Modified athletes have until 50% completion of their respected modified season to be selectively classified.

### *Quitting Teams/Activities*

If a student, who has participated in a sport or extracurricular activity for 15 or more practices, decides to quit, he or she will be deemed ineligible for 50% of his or her next season's contests

or events for the remainder of said academic year. This rule also applies if a student is dismissed from a team or activity. The coach or advisor is responsible for notifying the parent in the event that a student makes the determination to quit.

Additionally, students who quit a sports team may not immediately tryout for another sports team during that same season.

*Notes:*

- ✓ Athletes who have been cut from a team due to the evaluation/tryout process are immediately eligible to try out for another sport during that same season.
- ✓ A student who has quit his or her athletic team or extracurricular activity due to extenuating circumstances may petition the JE Athletic and Extracurricular Policy Appeals Review committee for a waiver. This committee will be comprised of building administration, the Director of Health, Physical Education and Athletics, a coaching representative, an advisor representative, a staff representative, a parent representative and a student body representative. At the hearing, the student is expected to be accompanied by his or her parent. During the hearing, the student may present factual evidence and testimony to support his or her cause. Upon review, the committee may decide to enforce the aforementioned penalty or it may offer a waiver to the student.

#### *Rules Relating to Misconduct*

It is the expectation that all participants in the Jordan-Elbridge Athletic and Extracurricular programs will exhibit pride, dignity, compassion and character. The practice of "hazing" or bullying is prohibited in school buildings and on school premises. Additionally, such behavior is prohibited at any district-sponsored activity, on or off school grounds. According to the U.S Department of Justice, *bullying* is defined as a form of aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. Bullying can include verbal harassment, physical assault or coercion. Bullying may be directed toward a particular victim on the grounds of race, religion, gender, weight, sexuality, and/or ability. Cyber-bullying is the use of technology to harass, threaten, embarrass, or target another person.

A Jordan-Elbridge student who, after administrative investigation, is determined to have engaged in any form of bullying will be subject to disciplinary measures as set forth in the District's Code of Conduct. These measures can include, but are not solely limited to:

- ✓ Suspension from practices, games, and/or contests
- ✓ Suspension from school
- ✓ Dismissal from the team or activity;
- ✓ Dismissal from the athletic or extracurricular program.

No student as outlined in the District's Code of Conduct may use, possess, sell, purchase or distribute tobacco products (tobacco cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff), alcohol and/or other substances. The term "alcohol and/or other substances" refers to the use of all substances including, but not limited to alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, bath salts, steroids, representation of drugs, and any of those substances commonly referred to as *designer drugs*. The inappropriate use of prescription and over-the-counter drugs is also prohibited.

*Note:*



- ✓ The use of tobacco products, alcohol, and/or other substances has been proven to be detrimental to health and athletic performance. An athlete is expected to maintain the prescribed training rules for his or her own health and the betterment of the team.

### *Misconduct Reports*

The Director of Health, Physical Education and Athletics and/or building administrator will monitor misconduct reports. The Director of Health, Physical Education and Athletics or building administrator will inform coaches and advisors as appropriate.

- A student's first misconduct report will result in a warning by the coach or advisor. All other misconduct reports will result in a suspension from the next scheduled practice/contest at the discretion of the coach, advisor, Director of Health, Physical Education and Athletics and/or building administrator. All in-school and out-of-school suspensions will also result in a suspension from the next contest, event, or activity for the student. Behavior subject to a superintendent's hearing may include, but is not limited to, fighting, stealing, bullying, and weapon possession.

### *Code of Conduct Violations*

Alleged violations of the District's Code of Conduct must be immediately reported in writing to the Director of Health, Physical Education and Athletics or advisor. Upon notification of an alleged violation, the Director of Health, Physical Education and Athletics, advisor, or building administrator will begin an investigation of the incident. If a student is found to have violated the code of conduct, the following consequences shall be applied:

#### *First offense during enrollment at JE*

- The Director of Health, Physical Education and Athletics, coach, advisor or administrator will meet with the student and his or her parent to discuss the matter and outline the concern.
- The penalty for a first offense shall be a suspension from the sport or activity for 7 calendar days. The suspension from the sport or activity will begin immediately following the meeting with administration.
- The student will be expected to complete five sessions with a school-approved alcohol/drug counselor.
- The student will not be allowed to practice with the team or extracurricular group during his or her suspension period.
- The student will not be allowed to dress for any contests, games or performances during his or her suspension period.
- A meeting with the student, the student's parent, the, Director of Health, Physical Education and Athletics the principal, the coach, the advisor, and/or a guidance counselor will be held prior to the student's re-instatement.

#### *Second offense during enrollment at JE*

- The penalty for a second offense shall be suspension from the sport for the season.
- The penalty for a second offense shall be suspension from the extracurricular activity for a marking period.
- The student will be expected to complete five sessions with a school-approved alcohol/drug counselor.

- The student will not be allowed to practice or formally perform with the team or extracurricular group during his or her suspension period.
- The student will not be allowed to dress for any contests, games, or performances during his or her suspension period.
- A meeting with the student, the student's parent, the Director of Health, Physical Education and Athletics, the principal, the coach, the advisor, and/or a guidance counselor will be held prior to the student's reinstatement.
- The student may petition the athletic/extracurricular policy review/appeals committee for reinstatement to the program. This action is to be taken prior to requesting an opportunity to appeal to the BOE.

*Third offense during enrollment at JE*

- The penalty for a third offense will be permanent suspension from the District's athletic and extracurricular programs.
- The student may petition for reinstatement to the athletic/extracurricular policy review/appeals committee. This action is to be taken prior to requesting an opportunity to appeal to the BOE.

*Due Process*

The due process procedures, as identified in the District's Code of Conduct, will be followed. The student and his or her parent will be informed in writing by the Director of Health, Physical Education and Athletics or building administrator of the violation and proposed penalty. Should the student and/or the student's parent desire a meeting to clarify and discuss the basis on which the penalty is being imposed, a written request must be submitted to the Director of Health, Physical Education and Athletics or building administrator within 72 hours of notification of the investigative findings.

*Notes:*

- ✓ A student, Director of Health, Physical Education and Athletics or building administrator may ask that the athletic/extracurricular policy/appeals review committee be convened.
- ✓ Should the student and/or the student's parent wish, they might submit a written request to appeal a third offense penalty to the superintendent of schools whose decision shall be final and binding.

*Rules Relating to Attendance*

All students must arrive by 8:00 AM and remain in school the entire day in order to participate in any activity, practice or contests. Students who arrive after 8:00 AM due to a legal reason, other than sickness, may participate in an activity, practice, or contest only upon the submission of an official notification from a doctor, dentist, or college official. If a student arrives to school late and does not have a legal excuse, he or she will not be allowed to participate.

*Notes:*

- ✓ Absences and tardiness due to illness will exclude students from activities, practices or games on that same day unless otherwise excused by a physician.
- ✓ Attendance will be monitored by the school nurse, Director of Health, Physical Education and Athletics, athletic department personnel, coach, and/or or advisor on a daily basis.
- ✓ Students are to communicate with their coach or advisor if they are going to be absent for any reason.

Students involved in the District's athletic and extracurricular programs will understand the significant commitment that participation requires. Attendance at all practices, performances,

and/or contests during the season is required. Excused absences in excess of two days require practices to be made up at the discretion of the Director of Health, Physical Education and Athletics, building administrator, coach or advisor. This attendance requirement is inclusive of vacation times. These guidelines will be administered consistently across all sports and extracurricular activities.

*Notes:*

- ✓ Exceptions to the attendance requirements will be made for absences due to college visits, school-sponsored trips, family tragedies, and legal absences.
- ✓ A legal absence is defined in accordance with the District's attendance policy. In these situations, the student must provide advanced notice to the coach or advisor in order to be considered eligible to participate once he or she returns. Absences of this kind in excess of 2 days typically require practices to be made up. The number of practices that will be required to be made up will be left to the discretion of the Director of Health, Physical Education and Athletics, building administrator, coach or advisor.

*Attendance Specific to Athletes*

Uninterrupted participation enhances conditioning and reduces the risk of injury; thus, attendance at all practices and games during the season is required. Practice times and dates are left to the discretion of the Director of Health, Physical Education and Athletics and/or coach. When setting the practice schedule, the and/or coach will take into consideration the following factors:

- Physical demands of the sport
- Level of competition
- Practice time available between contests
- Consequences for athletes not attending practices and/or games during vacation periods

*Participation in PE*

Students must actively participate in physical education class in order to be eligible to practice, play, or perform in a contest or an activity that same day.

*Equipment/Uniforms*

Students are responsible for returning any school-issued equipment or uniforms at the end of the season or upon leaving the team or activity. Participants are required to secure equipment and uniforms throughout the season. Uniforms issued to participants are not to be worn in physical education classes. Uniforms are not to be worn in public except during authorized events. Failure to return school-issued equipment and/or uniforms will require restitution.

*Transportation*

The District provides transportation to and from contests and performances. In light of liability concerns, students are required to travel to and from all contests and performances on the bus. Riding to and from contests or performances also builds camaraderie and strengthens unity among students, coaches and/or advisors.

In certain circumstances, however, alternate methods of transportation may be approved by the coach, Director of Health, Physical Education and Athletics, advisor, or a district administrator.

- A student's parent must complete and submit to the coach or advisor the alternate transportation form if they wish to take their child home from an event.
  - A new form must be completed by the parent on each occasion.
  - The coach or advisor is to submit all transportation forms to the Director of Health, Physical Education and Athletics or a building administrator the day after the event.
  - Consent for alternate transportation will not be granted by any coach or advisor to any participant without a completed alternate transportation form.
- 
- In the event of an emergency or extenuating circumstance, the parent will be allowed to transport their son/daughter without prior approval. This exception will be at the discretion of the coach, advisor, or district administrator. These conditions may include, but are not limited to, family emergency, injury and illness.
  - Under extenuating circumstances, a parent may take his or her student to a contest provided the parent has obtained prior approval from the Director of Health, Physical Education and Athletics or a district administrator.
  - **No student will be allowed to drive to or from a contest or performance.**
  - All coaches and advisors must make every effort to inform the Director of Health, Physical Education and Athletics or a district administrator of any extenuating transportation circumstances before they occur.

#### *Chain of Command-Athletic Program*

If a concern or question arises, a student or parent is asked to follow the steps outlined below:

- Contact the coach directly to discuss the situation. If the situation remains unresolved contact the Director of Health, Physical Education and Athletics. If the matter remains outstanding, contact the superintendent.

#### *Chain of Command-Extracurricular Programs*

If a concern or question arises, a student or parent is asked to follow the steps outlined below:

- Contact the advisor directly to discuss the situation. If the situation remains unresolved contact the building principal. If the matter remains outstanding, contact the superintendent.

#### *Risk of Injury*

A certain risk of injury accompanies participation at any level in any activity. Although the District strives to minimize injuries, it should be duly noted that participation could cause serious physical injury or even death. A student who voluntarily chooses to participate in athletics and/or extracurricular programs assumes said risk.

#### *Injury Reporting*

If a student sustains an injury while participating in an athletic or extracurricular program, the student must report the injury immediately to the coach, advisor or athletic trainer. Injury reports are to be completed by the coach, advisor or athletic trainer and submitted to the school nurse within 24 hours. If the student has been seen by a doctor, a signed medical release is required before the student can resume participation. In the event of trauma or injury to the head, the student, the student's parent and the student's physician must follow the District's return to play/participation protocol.

### *Insurance*

If a student sustains an injury that requires medical treatment, the responsibility for primary coverage falls to the parent's insurance. The district provides secondary insurance only.

## **SECTION IV**

As of July 1, 2012, NYS school districts are authorized to establish a concussion management team (CMT) in order to establish rules and regulations relative to concussions and ensure that appropriate faculty members are provided training.

The CMT at Jordan-Elbridge is comprised of the following members:

- the district's physician
- the Director of Health, Physical Education and Athletics
- the athletic trainer
- the school nurses
- the school psychologists
- the guidance counselors
- a coach
- a community representative

The District offers to conduct Immediate Post Concussion Assessment and Cognitive Testing (ImPACT) prior to the start of a season to establish baseline data for a student. This data is valid for two years.

### *Notes:*

- ✓ ImPACT is the most widely used and scientifically validated computerized concussion evaluation system currently available.
- ✓ Athletes in collision and contact sports which include football, lacrosse, basketball, and wrestling, are to take a "new" baseline test every two years: grade 7, grade 9, and grade 11.

A student recovering from a concussion can experience significant academic difficulties due to impaired cognitive abilities. Mental exertion and environmental stimulation can aggravate concussion symptoms such as headache and fatigue, which in turn can prolong recovery. Accordingly, accommodations should be available to the student who is recovering from a concussion. Ensuring adequate rest, avoiding overexertion, avoiding over-stimulation, reducing risk of re-injury and providing accommodations are the essential components of a return-to-school plan after a concussion. In some cases, home tutoring may be needed. As the student recovers, he or she may need to attend school part-time or full-time with rest breaks. Academic demands should be reduced to essential material, as the concussed student will typically take longer and use more mental energy to complete the same amount of work as before the injury. Physical education class should be modified to reduce risk of re-injury. After an initial period of rest, the student may be able to participate in physical activities where there is a low risk of head injury. Substituting mental activity for physical activity is not recommended, as mental exertion can aggravate symptoms. Increased sensitivity to noise or light is also common after a concussion, so the student should not be required to stay in a loud or bright gym.

Depending on the severity and duration of concussion-related symptoms and evidence of academic difficulties a 504 accommodation plan may be implemented. Collaboration and communication with the medical providers treating the concussed student will foster development of an appropriate plan. Accommodations and activity restrictions will need to be modified according to the student's particular symptoms and his or her rate of recovery. Additional information about the academic consequences of a concussion and ways to help a student who is recovering from a concussion can be found at the following web addresses:

- <http://bianys.org/children.htm>
- <http://www.upstate.edu/uh/pmr/concussion/pdf/classroom.pdf>

The Jordan-Elbridge CSD seeks to provide a safe return to activity for all participants after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed students:

- Are identified, treated and referred appropriately;
- Receive appropriate follow-up medical care during the school day, including academic assistance;
- Are fully recovered prior to returning to a sport or an extracurricular activity.

Recognition of concussion is two-fold:

Signs observed by others:

- Confusion
- Forgetfulness
- Altered coordination
- Problems with balance
- Changes in personality
- Slowed response time

Symptoms reported by a participant:

- Headache
- Fatigue
- Nausea or vomiting
- Double/blurry vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling "foggy"
- Problems concentrating
- Problems remembering

#### *Management and Referral Guidelines for All Staff*

- Any participant with a witnessed loss of consciousness (LOC) of any duration is to be spine boarded and transported immediately to the nearest emergency room via an ambulance.
- Any participant who has symptoms of a concussion and who is not stable is to be transported immediately to the nearest emergency room via an ambulance.
- Any participant who exhibits any of the following symptoms is to be transported immediately to the nearest emergency room via an ambulance:
  - A deterioration of neurological function
  - A decrease in the level of consciousness
  - A decrease or irregularity in respirations
  - A decrease or irregularity in pulse

- Unequal, dilated, or unreactive pupils
- Any signs or symptoms of associated injuries
- A change in mental status
- Any seizure activity
- Any cranial nerve deficits
- Any participant who is symptomatic but stable may be transported by his or her parent. The parent should be advised to contact the student's primary care physician or seek care at the nearest emergency room on the day of the injury.

*Note:*

- ✓ The option of emergency transportation is to be extended to the parent without exception.

#### *Procedures for the Certified Athletic Trainer (AT)*

The AT will assess the injury or provide guidance to the coach or advisor if unable to personally attend to the participant. An immediate referral to the participant's primary care physician or to the hospital will be made when medically appropriate. The AT will notify the participant's parent and give follow-up care instructions. The AT will notify the school nurse of the injury prior to the next school day in order to ensure proper follow-up.

#### *Procedures for the Certified Athletic Trainer (AT) Specific to Athletics*

The AT is responsible for administering post-concussion ImPACT testing. The initial post-concussion test will be administered within 48-72 hours of the injury, whenever possible. Repeat post-concussion tests will be given at appropriate intervals, dependent upon the athlete's clinical presentation. The AT will review post-concussion test data with the athlete and the athlete's parent. ImPACT data will be forwarded to the school's doctor for review and consultation. Pending a signed release of information from the athlete's parent, the AT will forward testing results to the treating physician. The AT will monitor the athlete and keep the school nurse informed of the student's symptomatology and neurocognitive status for the purposes of developing or modifying an appropriate health care plan. The AT is also responsible for monitoring recovery and coordinating the appropriate return to participation activity progression. The AT will maintain appropriate documentation regarding assessment and management of the injury.

#### *Guidelines and Procedures for Coaches and Advisors*

- All coaches and advisors are to be knowledgeable about the signs and symptoms of a concussion.
- If a coach or advisor suspects that a participant has sustained a concussion, they are to end the student's participation until he or she has been medically evaluated.
- Coaches and advisors are to report all head injuries to the AT for medical assessment, management, and follow-up care.
- Coaches and advisors are to seek assistance from the host site's AT if at an away contest or event.
- If the Jordan-Elbridge AT is unavailable or the participant is injured at an away contest or event, the coach or advisor is responsible for notifying the student's parent of the injury.
- In the event that the student's parent cannot be reached and the participant is able to be sent home the following protocol is to be followed:
  - The coach or advisor is to ensure that the participant will be with a responsible adult who is capable of understanding the home care instructions. If the



circumstances are such that the student will not be adequately monitored, the coach or advisor should arrange for medical transport and remain with the student until his or her parent arrives.

- The coach or advisor is to continue efforts to reach the student's parent until contact is made.

#### *Follow-up Care during the School Day*

The responsibilities of the school nurse include:

- Re-evaluating the participant utilizing a graded symptom checklist;
- Providing an individualized health care plan based on the student's initial injury information and current condition;
- Notifying the student's guidance counselor and teachers of the injury. Informing the PE teacher to restrict the student from all exertion activities until notified otherwise;
- Monitoring the student on a regular basis during the school day.

The responsibilities of the student's guidance counselor include:

- Monitoring the student closely and recommending appropriate academic accommodations for students who are exhibiting symptoms of post-concussion syndrome;
- Communicating with the school nurse on a regular basis to provide the most effective care for the student.

#### *Return to Play or Participation (RTP) Procedures after a Concussion*

A student who exhibits signs or symptoms of a concussion or who has abnormal cognitive testing should not be permitted to continue participation on the day of the injury. Additionally, any athlete who denies symptoms but who has abnormal sideline cognitive testing should not participate in any way. The student must meet all of the following criteria in order to progress to participation:

- Be asymptomatic at rest and with exertion (including mental exertion in school) for a 48 hour period;
- Be within a normal range of baseline on post-concussion ImPACT testing (if applicable);
- Have written clearance from his or her primary care provider or specialist or the school's doctor.

Progression is individualized and will be determined on a case by case basis. Factors that may affect the rate of progression include:

- Previous history
- Duration and type of symptoms
- Age of the student
- Sport or activity in which the student participates

In the instance where consecutive concussions have occurred and the student's primary care provider or specialist has released him or her to participate, the school doctor will need to grant final approval. Also, the RTP protocol must be followed prior to the student's return to physical education classes.

*Note specific to consecutive concussions and athletes:*

- ✓ The AT and athlete will discuss appropriate activities for the day. The athlete will be given instructions regarding permitted activities. The AT and athlete will each sign these instructions.



One copy of the instructions will be provided to the athlete to give to the coach, one copy will be kept by the AT to file and one copy will be given to the school nurse to file. The athlete should see the AT daily for re-assessment and instructions until he or she has progressed to unrestricted activity and has in his or her possession a written report to that effect.

## SECTION V

### *Coach and Advisor Responsibilities*

A coach or advisor in the Jordan-Elbridge Central School District demonstrates the leadership necessary to help his or her participants grow as both individuals and as team members. A coach or advisor facilitates a balance between competition and enjoyment. He or she is a motivator, a teacher of skills, and a developer of character.

### *Coach and Advisor Roles*

- The coach or advisor promotes the connection between the sport or activity to academic learning and character development.
- The coach or advisor maintains the flexibility required to work successfully with a diverse group of students. Each coach or advisor supports the complex needs of maturing adolescents. A coach or advisor is sensitive to the fact that different approaches will be needed for different individuals.
- The coach or advisor is expected to recognize the need for balance in the lives of students.

### *Hiring Process for Coaches and Advisors*

Candidates indicate their interest by completing an online application form or by submitting a letter of interest. The timeline for postings is as follows:

- The District will post open positions as soon as possible.
- The District will post within school buildings and in local media outlets as appropriate.

### *Additional Hiring Steps Specific to Coaches*

- The District will ask its current physical education staff to reach out to potential coaching candidates.
- The District will canvas Section 3 Director of Health, Physical Education and Athletics for possible candidates.

All candidates will be screened relative to certification, qualifications and experience. All coach and advisor appointments are one year in duration. All coaches and advisors are evaluated at the end of each season. All coaches and advisors need to re-apply at the end of their appointed year. Incumbent coaches or advisors with positive evaluations who have reapplied will be given preference for re-appointment. Specific to open coaching and advisor positions, preference will be given to members of the Jordan-Elbridge Teachers' Association.

### *Expectations for Coaches and Advisors*

- A coach or advisor must be able to develop rapport with participants, parents, community groups, team personnel, the student body, the professional staff, the spectators, officials, and media representatives.

- A coach or advisor must work cooperatively with students, parents, staff, the Director of Health, Physical Education and Athletics and/or administration.
- A coach or advisor's public demeanor is to serve as a model for students.
- A coach or advisor is to regularly attend district meetings, clinics, special workshops and training opportunities. Membership in professional organizations and associations is to be maintained. Keeping abreast of current literature in professional journals, newspapers and magazines is expected.
- All coaches and advisors are to work together to enhance the development of their sport or activity across all levels.
- Although the head coach or advisor is to assume leadership responsibilities, independent thought should be encouraged from all staff members. Disagreements between coaches or advisors are to be discussed privately and as soon as possible.
- A coach or advisor must always bear in mind that his or her sport or activity is one part of the total program. Therefore, it is important to support, promote and cooperate with all the other coaches and advisors for the well-being of all programs.
- A coach or advisor is expected to cooperate with every faculty member.
- The coach or advisor is responsible for keeping practice areas/locker rooms in order.
- The coach or advisor is responsible for demonstrating to students the proper use of equipment.
- The coach or advisor is responsible for keeping storage areas and access to the facilities locked.

#### *Pre-Season Planning for Athletics Only*

The Director of Health, Physical Education and Athletics will meet with the head varsity coach prior to the beginning of the season in order to set goals. Head varsity coaches will oversee the program for their respective sports. The varsity coach will meet with coaches at the JV and modified levels to outline procedures and expectations. Coaches are required to have an articulated plan comprised of the following elements:

- Game strategies
- Game rules
- Game and practice schedules
- A process for distributing equipment, supplies, and uniforms

Coaches are also required to hold a team meeting, the first week of the season, in order to provide information on the following topics:

- On-line registration
- Academic eligibility
- Practice schedule for the season
- Game schedule for the season
- General expectations, procedures, and format of tryouts as applicable.

#### *Tryouts*

The duration of the tryout period will be at least three days and no more than five. Coaches will keep an attendance register during tryouts. Tryouts are closed to the public.

### *Cuts-Modified Level*

The intent of the modified sports program is to provide all interested students with the opportunity to participate. As such, the District is committed to adding modified teams where needed. However, in the event that the number of interested students cannot be accommodated, the following guidelines will be followed:

- Coaches will notify students, relative to cuts, after the last tryout session or after school the next day.
- Coaches will communicate with individual students relative to the reasons for his or her non-selection.

### *Cuts-Junior Varsity and Varsity Levels*

- Coaches will notify students, relative to cuts, after the last tryout session or after school the next day
- Coaches will communicate with individual students relative to the reasons for his or her non-selection.

### *Notes:*

- ✓ Tryouts may be extended for a student only in the case of a legal absence.

### *In-Season Planning and Responsibilities for Athletics Only*

The coach is expected to be on site fifteen minutes prior to all practices. At the JV and varsity levels, the coach is responsible for the supervision of his or her team from the beginning of practice until the end of practice. At the modified level, the coach is responsible for supervision until the last athlete has been picked up by his or her parent or has left the campus to walk home. The coach is to notify the athletic director or building administrator of any behavioral problems encountered at practice or games.

### *Note:*

- ✓ These supervision responsibilities may be delegated to an assistant coach; however these supervision responsibilities may not be delegated to a manager, custodian, or parent.

### *Care of Equipment, Supplies, and Uniforms*

The coach or advisor is responsible for maintaining a list of all equipment, supplies and uniforms issued to his or her team. A coach or advisor will complete and submit an end of season report. The coach or advisor's last paycheck will not be issued until all uniforms, equipment, supplies and keys have been returned to the athletic director or building administrator.

### *Transportation*

Transportation requests for all sport contests will be made by the Director of Health, Physical Education and Athletics. Transportation requests for all extracurricular activities will be made by a building administrator. The head coach or advisor is to accompany his or her team on all bus trips. The coach, advisor, and participants are responsible for ensuring that the bus is clean at the end of each trip. Coaches and advisors are responsible for the conduct of their team. Any changes to a trip are to be communicated to the Director of Health, Physical Education and Athletics or a building administrator.

### *Facilities*

It is the duty of the Director of Health, Physical Education and Athletics or advisor to arrange for the use of the facilities for practices, games or events. The coach or advisor is responsible for keeping the facilities as neat as possible. Custodians are responsible for the changeover between practices and games. A coach or advisor may not hold practice while a changeover is taking place. Locker rooms are to be secured when not in use. The coach or advisor is responsible for locking the building if there is no custodian on duty at the end of a practice, contest, and/or event. District procedures are to be followed when opening or closing the gym dividers.

### *Emergency School Closings*

When school is closed, all related activities, including athletic events and student activities, will be suspended for that day and evening. Should the District close early and send students home all practice, contests, and events are cancelled. When after school activities are cancelled, all practices contests and events are cancelled. Per the Superintendent's discretion, exceptions may include any extra-curricular activities involving multiple schools that cannot be rescheduled.

### *Use of Facilities on Weekends and during Holidays and School Vacations*

The use of school facilities on the weekend and during holidays and school vacations has to be approved by the athletic director and/or a building administrator.

### *Accident/Injury Related Procedures*

Responsibilities of the coach or advisor include:

- Submitting an accident report to the Director of Health, Physical Education and Athletics or building administrator within 24 hours of the incident;
- Restricting a student's participation until a signed medical release has been received.

Responsibilities of the student include:

- Reporting all injuries to the adult in charge;
- Informing the adult in charge if you are seen by a doctor;
- Providing a signed medical release to the adult in charge prior to resuming participation.

Responsibilities of the student's parent include:

- Submitting a District claim form to the business office;
- Filing a claim under his or her own policy and if a balance remains filing a claim under the school's policy.

Responsibilities of the school nurse include:

- Sending a copy of the accident report to the business office;
- Maintaining a file of all accident reports;
- Maintaining a file of all signed medical releases;
- Issuing a copy of said release to the student to provide to his or her coach or advisor.

### *Officials (Athletics Only)*

All requests for officials are made by the Director of Health, Physical Education and Athletics. Coaches will be notified accordingly.

### *Media (Athletics Only)*

The head coach is responsible for providing information to the *Syracuse Post Standard* and the *Auburn Citizen* following a contest. The head coach is also responsible for providing a summary of each contest to the Director of Health, Physical Education and Athletics .

### *Emergency Procedures*

The coach, advisor or AT is required to have the first aid kit and student contact information in his or her possession at every practice, game or event. Additionally an AED must be present at all home games or events.

### *Coach or Advisor End of Season Responsibilities*

- Submit an end-of-season report to the Director of Health, Physical Education and Athletics or building administrator;
- Return all equipment, unused supplies, and uniforms to the Director of Health, Physical Education and Athletics or building administrator;
- Label any equipment that is in need of repair or reconditioning and return it to the Director of Health, Physical Education and Athletics or building administrator;
- Return all keys to the Director of Health, Physical Education and Athletics or building administrator;
- Submit a list of participants who did not return school-issued equipment or uniforms to the Director of Health, Physical Education and Athletics or building administrator.

### *Additional Responsibilities (Athletics Only)*

The head varsity coach is responsible for preparing a budget for his or sport that is in keeping with the parameters communicated by the Director of Health, Physical Education and Athletics. The head varsity coach is also responsible for responding to college inquiries regarding individual athletes. All head coaches are to attend the athletic awards banquet and the senior athlete awards banquet. All head coaches are responsible for summarizing the season and presenting the most valuable player and coach's awards to his or her respective team members.

#### **Section Three Scholar Athlete Award**

This award is presented to one male and one female student at the section three scholar athlete dinner. The criteria for the award, as determined by the section three athletics association are as follows:

- The student must be a senior.
- The student must have earned at least two varsity letters during his or her junior and senior years.
- The student must have earned the highest un-weighted GPA in his or her class.

#### **Three Sport Plaque**

This award is presented at the senior athlete awards banquet. The criterion is as follows:

- The student must have participated in three varsity sports during his or her senior year.

### Senior Athlete Award

This award is presented to one male and one female student at the senior athlete awards banquet. The process is as follows:

- All varsity coaches submit nominations which comprise the ballot.
- All varsity coaches place their votes.
- The male athlete and the female athlete with the most votes are selected to receive the award.

### Eagle Pride Award

This award is presented to one male and one female student at the senior athlete awards banquet. The process is as follows:

- Members of the varsity club submit nominations which comprise the ballot.
- All varsity club members place their votes.
- The male athlete and the female athlete with the most votes are selected to receive the award.

## SECTION VI

### Head Varsity Coach Job Description

#### *Qualifications*

- Possesses New York State physical education teacher certification or NYS coaching certification
- Has the ability to organize and supervise a total sports program
- Has previous coaching experience
- Possesses substantial knowledge of the technical aspects of the sport
- Has current first aid, AED, and CPR certifications

#### *Reporting Mechanism*

- A head varsity coach reports to the Director of Health, Physical Education and Athletics.

#### *Roles*

- Coordinates the sports program at 3 levels: varsity, junior varsity, and modified
- Oversees all other coaches
- Facilitates a positive working relationship with the surrounding sport-specific youth programs

#### *Responsibilities*

- Instructs athletes in the fundamental skills, strategies and physical training necessary to realize a degree of individual and team success
- Instructs athletes in the pride of accomplishment and self-discipline

#### *Duties*

- Conducts orientation programs for parents, athletes and other coaches
- Assists the Director of Health, Physical Education and Athletics in schedule development
- Develops procedures for open communication with parents and athletes
- Responds to college inquiries about athletes and facilitate communication among all relevant parties as appropriate
- Establishes positive relationships between varsity and youth community recreational programs
- Oversees budget preparation and requests

- Maintains equipment
- Supervises athletes at practice and games
- Enforces the District's Code of Conduct
- Ensures all sign-up procedures are followed
- Coordinates a pre-season parent and student information meeting
- Distributes team rosters and contest schedules to all players and parents
- Monitors athlete attendance, behavior, and academic status
- Interacts with the press in accordance with District policy
- Attends section, league and district-sponsored meetings
- Attends athletic award nights and the senior athlete award banquet
- Selects award recipients
- Submits reports by the designated date
- Develops students' sportsmanship
- Develops students' conditioning
- Provides appropriate skill training
- Provides appropriate game preparation
- Has the ability to provide first-aid and CPR
- Interacts with all relevant parties following injury to an athlete
- Ensures that an athlete is cleared by his or her primary care physician or specialist, the school's doctor, the school nurse, and the athletic trainer in order to return to practice

#### Junior-Varsity/Modified Coach Job Description

##### *Qualifications*

- Possesses New York State physical education teacher certification or NYS coaching certification
- Has the ability to support the organization and supervision of a sports program
- Has previous coaching experience
- Possesses knowledge of the technical aspects of the sport
- Has current first aid, AED, and CPR certifications

##### *Reporting Mechanism*

- A JV or modified coach reports to head coach and the Director of Health, Physical Education and Athletics.

##### *Responsibilities*

- Supports the instruction of athletes in the fundamental skills, strategies and physical training necessary for them to realize a degree of individual and team success
- Supports the instruction of athletes in the pride of accomplishment and self-discipline
- Creates a balance between competition and participation. At the modified level coaches are to provide opportunities for all students to participate and develop their skills.

##### *Duties*

- Helps conduct orientation programs for parents, athletes and other coaches
- Assists the head coach and Director of Health, Physical Education and Athletics in schedule development
- Helps develop procedures for open communication with parents and athletes



- Helps establish positive relationships between varsity and youth community recreational programs
- Helps maintain equipment
- Helps supervise athletes at practice and games
- Helps enforce the District's code of conduct
- Helps ensure all sign-up procedures are followed
- Helps coordinate a pre-season parent and student information meeting
- Helps distribute team rosters and contest schedules to all players and parents
- Helps monitor athlete attendance, behavior, and academic status
- Helps develop students' sportsmanship
- Helps develop students' conditioning
- Helps provide appropriate skill training
- Helps provide appropriate game preparation
- Has the ability to provide first-aid and CPR

#### Director of Health, Physical Education and Athletics Job Description

##### *Qualifications*

- Possesses valid New York State teacher certification or administrator certification
- Has previous experience as a coach
- Has knowledge of the overall operation of the athletic program

##### *Reporting Mechanism*

- The Director of Health, Physical Education and Athletics reports to the superintendent.

##### *Roles*

- Supervises coaches and other personnel involved in the District's athletic program
- Provides overall leadership, supervision and coordination of all sports programs

##### *Duties*

- Supervises the implementation of the District's interscholastic policies and procedures
- Supervises the implementation of the rules and bylaws of Section III
- Makes recommendations for the improvement of facilities
- Schedules all interscholastic contests
- Approves the publication of schedules
- Procures officials and supervise the payment of fees
- Interprets board policy for coaches
- Submits financial reports to the superintendent
- Makes travel, lodging, and meal arrangements for all interscholastic teams as needed
- Serves as the manager for all league and tournament playoff activities that are assigned to the school district
- Sends reminders of upcoming events to schools and officials
- Cancels or postpone contracted contests, officials and transportation because of weather or other hazardous conditions
- Maintains permanent records for each sport
- Assumes responsibility at all home interscholastic contests and for the accounting and deposit of game receipts
- Arranges for EMS and fire department services for varsity home contests



- Plans, organizes and supervises all athletic awards programs
- Represents the school at league, conference and state meetings
- Performs other duties as the superintendent may direct
- Observes coaches and make recommendations
- Evaluates each coach at the close of the sports season
- Resolves conflicts within the ranks of the athletic department
- Works with coaches and administrators to develop the annual athletic budget
- Reviews the policy handbook annually
- Evaluates and seeks ways of improving the interscholastic athletic program
- Presents recommendations for changes in policies to the superintendent
- Formulates interscholastic athletic program targets
- Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, insurance payments and emergency treatment forms
- Maintains a file of all athlete suspensions and expulsions
- Monitors academic eligibility of athletes
- Works with the principal, student government advisors, cheerleading advisors and coaches to schedule athletic assemblies and pep rallies
- Schedules physical examinations
- Attends all home varsity athletic contests and/or arrange for proper supervision.
- Coordinates and supervise all radio and television broadcasts including the operation of the public address system
- Promotes publicity for all interscholastic sports
- Attends most athletic booster club meetings
- Serves as a liaison between the coaches and the athletic booster club
- Coordinates pre-season information meetings with coaches, parent, and students
- Evaluates equipment requests from authorized coaches
- Coordinates the use of school athletic facilities for teams within the district
- Coordinates the use of facilities by community groups
- Provides for the cleaning, repairing and storing of all athletic equipment
- Maintains an accurate inventory of all equipment
- Works with the AT to establish procedures for the management and safe operation of the training room
- Coordinates all repair and maintenance activities related to facility upkeep for varsity with the supervisor of buildings, grounds, and maintenance
- Manages athletic facilities and control access by all user groups
- Coordinates the necessary arrangements to have personnel on site in charge of parking and security
- Issues keys to athletic facilities in coordination with the supervisor of buildings, grounds and maintenance
- Develops and implements policies for operation and supervision of the press boxes

## VII. EXPECTATIONS OF PARENTS

*A parent of a Jordan-Elbridge participant will demonstrate:*

- Support for the students, the coach or advisor, the officials, other parents, and spectators or audience members;
- Support for the enforcement of academic eligibility and the District's Code of Conduct;
- Support of discipline decisions;
- Abidance of individual coach or advisor's policies;
- A willingness to follow the chain of command.

*A parent of a Jordan-Elbridge participant agrees to:*

- Attend meetings;
- Review the handbook ;
- Sign and abide by policies;
- Following a contest, please wait 24 hours before addressing concerns to a coach
- Supervise own children at contests or events.

## VIII. EXPECTATIONS OF SPECTATORS

*The expectations for the conduct of spectators include:*

- Support for the students, the coach or advisor, the officials, other parents, and spectators or audience members;
- Abidance to all school policies including those specific to possession and/or being under the influence of drugs, alcohol or tobacco products;
- Supervision of own children at contests or events.

## IX. CONTEST/EVENT MANAGEMENT

The activities below are the responsibility of the athletic director and administration:

*Before the contest or event*

- Arrange for chaperones;
- Provide supervised parking and arrange for adequate support services;
- Make announcement relative to spectator or audience expectations;
- Make sure AED and first aid equipment is available.

*During the contest or event*

- Provide adequate supervision of students and facilities.

*After the contest or event*

- Direct the route of movement for visiting team or group buses.
- Facilitate orderly movement of traffic lines for cars leaving the parking area.

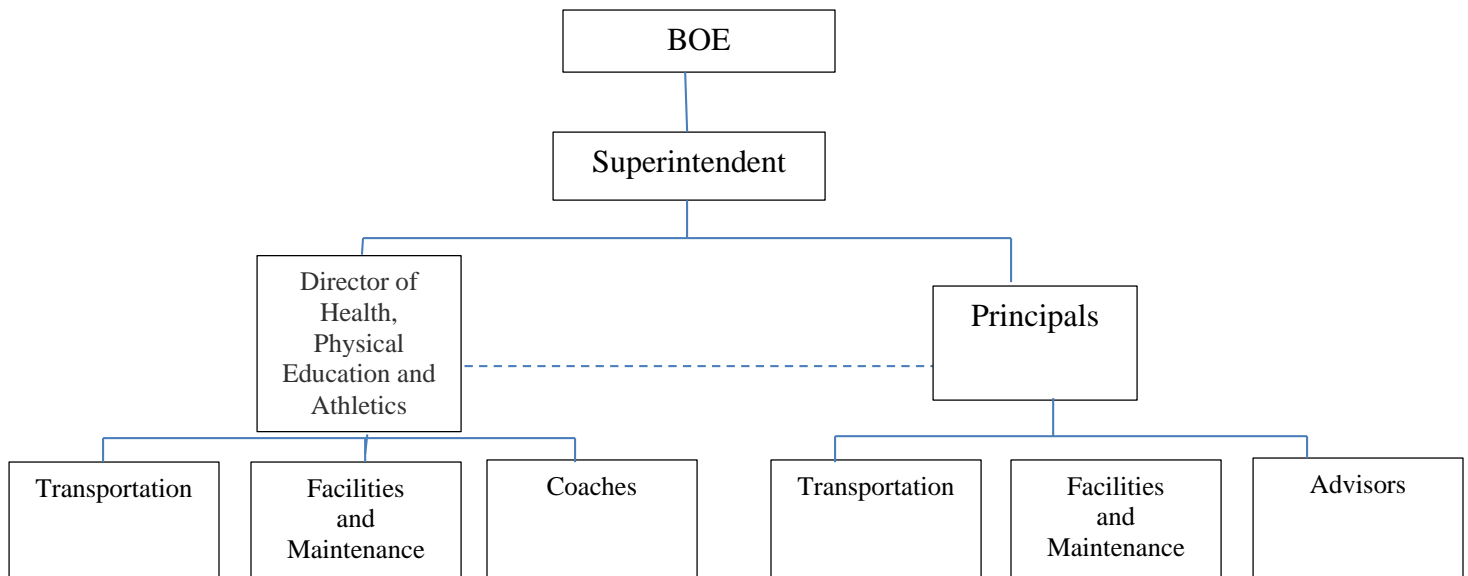
## X. FACILITIES & TRANSPORTATION

- The Director of Health, Physical Education and Athletics, administration, and the staff of the buildings, grounds and maintenance department will communicate on a regular basis to review facility needs.

- The Director of Health, Physical Education and Athletics and administration will ensure that the buildings, grounds and maintenance staff have a copy of all practice and game schedule and a copy of all fine rehearsals and events.
- The Director of Health, Physical Education and Athletics and administration will communicate with transportation personnel specific to program need.
- Buses and drivers will remain on site at athletic events and extracurricular activities.

## XI. DISTRICT RESPONSIBILITIES

- Outlined below is the organizational structure for the Jordan-Elbridge Athletic and Extracurricular programs



## **XII. Appendix**

Sports Participation Health History  
Jordan-Elbridge Sports Online Registration Directions  
Jordan-Elbridge Central School District Physical Form  
Athletics Academic Probation Form  
Athletics Academic Probation Flow Chart  
Parent/Athlete Concussion Information Sheet  
Authorization for Return Transportation  
Athletic Department Performance Standards  
Accounts Payable Claim Form (staff)  
Section III Official Fees for 2016-2017  
Accounts Payable Claim Form (officials)  
JE Community Sports Boosters  
Transportation Student Sign-Out Sheet  
Parent Meeting Sign-In Sheet

**SPORTS PARTICIPATION HEALTH HISTORY**  
**TO BE COMPLETED BY PARENT/GUARDIAN PRIOR TO PHYSICAL EXAM**

Student Name \_\_\_\_\_ Grade \_\_\_\_ Age \_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name of Family: Physician \_\_\_\_\_ Dentist \_\_\_\_\_  
 Allergies \_\_\_\_\_ Mononucleosis \_\_\_\_\_ Seizure Disorder \_\_\_\_\_  
 Asthma \_\_\_\_\_ Missing Organ \_\_\_\_\_ Ear Conditions \_\_\_\_\_  
 Vaccine Preventable Disease \_\_\_\_\_ Injuries \_\_\_\_\_ Rash/Eczema \_\_\_\_\_  
 Frequent Colds/Sore Throats \_\_\_\_\_ Diabetes \_\_\_\_\_ Pneumonia \_\_\_\_\_  
 Surgery \_\_\_\_\_ Other \_\_\_\_\_

	YES	NO
1. Have you had any injuries in the past year	_____	_____
2. Have you had any illness lasting more than one week	_____	_____
3. Have you had any operation or been hospitalized overnight	_____	_____
4. Are you taking any medicine now or will medication be needed during the sports season	_____	_____
5. Have you ever passed out or been knocked out?	_____	_____
6. Have any members of your family had a heart attack or heart problems <u>under the age of 50</u> ?	_____	_____
7. Are you presently receiving medical care for any condition?	_____	_____
8. Do you have any bleeding tendencies/clotting problems?	_____	_____
9. Have you ever had jaundice [not including birth]?	_____	_____
10. Is there a history of diabetes ( ) student ( ) family	_____	_____
11. Any Visual problems ( ) loss of vision in one eye ( ) contact lenses ( ) severe nearsightedness ( ) other _____	_____	_____
12. Any Hearing difficulties? ( ) hearing aid ( ) deaf ( ) other	_____	_____
13. Difficulty Breathing? ( ) Asthma ( ) TB ( ) wheezing	_____	_____
14. Heart Disease (congenital or acquired)/Problems with rate/rhythm	_____	_____
15. History of Hypertension (high blood pressure)	_____	_____
16. Hernia(s) or past hernia surgery	_____	_____
17. Any fractures or dislocations in the past 18 months	_____	_____
18. Any muscle, bone or joint pain, strain or sprain	_____	_____
19. Previous head injury or unconsciousness	_____	_____
20. Convulsive disorder, seizures, epilepsy	_____	_____
21. Kidney Disease, absence or loss of function of a kidney	_____	_____
22. Allergies ( ) medications ( ) fabrics ( ) foods ( ) Bees ( ) pollens ( ) molds ( ) trees/grasses	_____	_____
23. Fully immunized against Hepatitis B	_____	_____
24. Chicken Pox ( ) Disease _____[date] ( ) Vaccine _____[date]	_____	_____
25. <u>Date</u> of last Tetanus Immunization ["up to date" is not acceptable]	_____	_____

PLEASE EXPLAIN IF ANY OF THE ANSWERS ABOVE ARE YES

---



---

Yes answers do not necessarily disqualify, but will be reviewed by the physician to evaluate the best circumstances for your child's interest/safety for the present and future years. We understand and realize that the above questions are asked in order to determine if my child is in physical condition to participate in an athletic activity. **It may be necessary to seek further medical evaluation from your own physician if the school physician deems necessary.** The answers above are correct as of this date.

---

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

**Follow these steps:**

1. To find your program, (Go to [jecsd.org](http://jecsd.org) athletics page and click a link on the blue button) Next click on the green **Register Now** button and scroll, if necessary, to the **Create Account/Log In** green buttons. If this is your first time using FamilyID, click **Create Account**. Click **Log In**, if you already have a FamilyID account.
2. **Create** your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select **I Agree** to the FamilyID Terms of Service. Click **Create Account**.
3. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).
4. Click on the link in your activation E-mail, which will log you in to FamilyID.com
5. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
6. Click the **Save & Continue** button when your form is complete.
7. Review your registration summary.
8. Click the green **Submit** button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

**All students must have a current physical in order to participate. If the physical is more than 30 days before the start of the sports' date, student-athletes must electronically complete a health review form. To complete the process electronically, click on the 'Register Now' button above.**

**All sports related forms will be processed electronically by clicking on the button above. These forms include: the code of conduct agreement, the concussion protocol, and health review. The only forms that should be returned to coaches are the *pink emergency cards* and the *authorization of transportation form*.**

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT  
PHYSICAL FORM**

STUDENT NAME \_\_\_\_\_ AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_  
SCHOOL: ( ) High School ( ) Middle School GRADE \_\_\_\_\_  
Sport(s): Football Tennis Soccer Cheerleading Volleyball Basketball Track  
Cross Country Lacrosse Golf Baseball Softball Wrestling

**EXAMINATION:**

Height \_\_\_\_\_ (inches) Weight \_\_\_\_\_ lbs BMI \_\_\_\_\_ Blood Pressure \_\_\_\_/\_\_\_\_ Pulse \_\_\_\_\_  
Vision: R) \_\_\_\_\_ L) \_\_\_\_\_ Corrective Lenses ( ) Y ( ) N  
Hearing \_\_\_\_\_ Urinalysis: Glucose \_\_\_\_\_ Protein \_\_\_\_\_

General Appearance _____	Thorax _____
Skin _____	Size, Shape, Symmetry _____
Nutrition _____	Breasts _____
Lymph Glands _____	Lungs _____
Head _____	Abdomen _____
Ears _____	Hernia _____
Tympanic Membrane _____	Liver, Spleen, Kidney _____
Eyes _____	Male: Testes/Penis _____
EOM/Pupils _____	Pubertal Changes (Tanner) _____
Nose _____	Hernia _____
Mouth _____	Female: Menses _____
Teeth/Gums _____	Pubertal Changes (Tanner) _____
Throat _____	Skeletal _____
Tonsils _____	General (Posture/Gait) _____
Neck _____	Spine (scoliosis) _____
Thyroid _____	Joints, Range of Motion _____
Cardiovascular _____	Extremities _____
Rhythm _____	Neurological _____
Murmur _____	Speech _____
Pulses _____	Coordination/Reflexes _____
Allergies _____	Current Medications _____
Immunization (s) given _____	Hepatitis B Series Completed ( ) Y ( ) N

Qualified for: ( ) all contact/collision sports ( ) noncontact or endurance sports  
( ) other (bowling, archery, golf) ( ) Disqualified \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Date of Physical if different than date signed: \_\_\_\_\_

Comments/Recommendations:

Extracurricular and Athletic Academic Probation Form

Administrative Disposition	
<input type="checkbox"/>	OK to compete
<input type="checkbox"/>	Did not meet requirements, cannot compete

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

Dear Teacher,

The above student is a participant in an extra-curricular activity and is currently failing your class. In accordance with our policy, he/she is being placed on Academic Probation. The student must demonstrate that they are performing satisfactorily in all of the categories listed below in your class. Students will be given this academic probation sheet as soon as failures have been identified via the five and ten week grade reports. Students must turn this form into administration by the day noted below. Failure to turn in the sheet results in an automatic mark of unsatisfactory. Administration will notify coaches, advisors and parents if the student is not eligible to compete in activities for the upcoming week.

Subject: \_\_\_\_\_ Teacher: \_\_\_\_\_

	Performed Unsatisfactorily	Performed Satisfactorily	Performed Exceptionally	Comments:
For the week of:				
Student arrived on time to class consistently.				
Student completed all homework and classwork in a satisfactory manner.				
Student participated appropriately in class.				
Student sought extra help appropriately (Eagle MOD, study hall, etc.)				

Teacher Signature: \_\_\_\_\_

Office Use: Do not write below.

Received by Student

Date due back to Administration

Time: \_\_\_\_\_

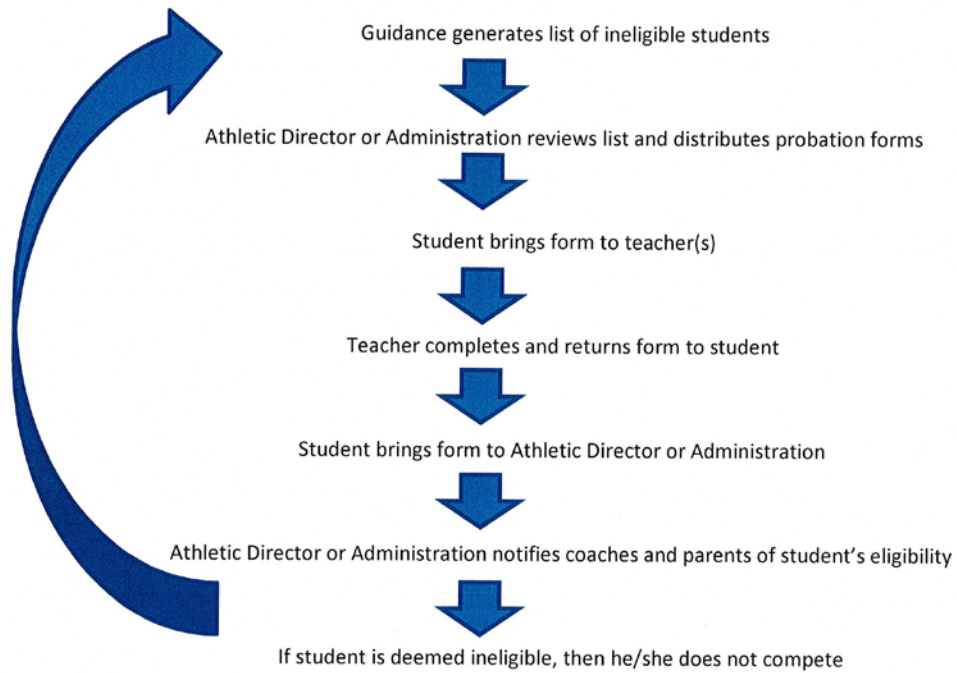
Day: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator: \_\_\_\_\_



### Athletics Academic Probation Flow Chart



### **J-E CSD Concussion No-Play & Return-to-Play Protocol**

According to the Centers for Disease Control, "A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious."

#### **Concussion Signs Observed:**

- 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 hit
- Forgets events after the hit
- Loss of consciousness (any duration)

#### **Concussion Symptoms**

##### **Reported:**

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

**No Return-to-Play:** Any Athlete who exhibits signs and/or symptoms of concussion or gives reason to suspect of having a head injury will be removed from play and cannot participate in games or practices until they have been evaluated by an appropriate health care provider and completed the return to play protocol. A doctor's note stating the status of the head injury must be provided to the District. Athletes evaluated initially and found to be without concussion may return-to-play after retesting and passing the ImPACT Test, if applicable.

**Return-to-Play Protocol:** An athlete diagnosed with a concussion must report to the Athletic Trainer daily upon return to school. The athlete must be found (cleared) by their doctor to be asymptomatic of all concussion signs and symptoms and a note provided to the district. The athlete must re-test and pass the ImPACT Test, if applicable. The athlete is now considered symptom free and must remain so for an additional 48 hours. Once the above is completed the athlete may start the five-day supervised increasing exertion Return-to-Play Protocol:

**Day One:** Low-impact activity such as walking or stationary bike.

**Day Two:** Initiate aerobic activity specific to the athlete's sport such as skating, running, etc.

**Day Three:** Sport specific training (e.g., skating in hockey, running in soccer)

**Day Four:** Non-contact training drills \*Athlete must be released by primary care provider, school doctor, or specialist before return to full contact.

**Day Five:** Return to full contact.

**\*\*If symptoms return at any time after being cleared by their doctor the athlete must return to their doctor for re-evaluation.**

**\*I am aware of what a concussion is, the signs and the symptoms as well as the Return to Play (RTP) protocol.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

### WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

#### Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness ( <i>even briefly</i> )	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events <i>prior</i> to hit or fall	Confusion
Can't recall events <i>after</i> hit or fall	Just not "feeling right" or "feeling down"



## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

### *Remember*

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

High School: 5721 Hamilton Road • Mailing: P.O. Box 901, Jordan, NY 13080  
Tel: (315) 689-8510 • Fax: (315) 689-1985 • [www.jecsd.org](http://www.jecsd.org)

**Mark Schermerhorn**  
*Athletic Director/  
Assistant Principal*  
(315) 689-8510 x1007  
[mschermerhorn@jecsd.org](mailto:mschermerhorn@jecsd.org)

**AUTHORIZATION FOR RETURN TRANSPORTATION**

I, \_\_\_\_\_, am the parent of \_\_\_\_\_,  
(Parent's name) (Student's name)

at the \_\_\_\_\_ within the Jordan-Elbridge Central School District.  
(Middle/High School)

I hereby authorize the District to release the above named student to the following individuals for purposes of providing return transportation from an athletic contest or extracurricular activity.

**Name of Authorized Individual(s)**

**Relationship to Student**

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

Parent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent)



## **JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

High School: 5721 Hamilton Road • Mailing: P.O. Box 901, Jordan, NY 13080  
Tel: (315) 689-8510 • Fax: (315) 689-1985 • [www.jecsd.org](http://www.jecsd.org)

**Mark Schermerhorn**

*Director of Athletics/  
Associate Principal*

(315) 689-8500 x1007

[mschermerhorn@jecsd.org](mailto:mschermerhorn@jecsd.org)

### **ATHLETIC DEPARTMENT- ASSISTANT COACH EVALUATION:**

COACH:

SPORT:

DATE:

SUPERVISOR:

YEAR:

4-satisfactory, 3-fair, 2-needs improvement, 1-unacceptable, NA-not applicable

#### **1. SUPERVISION AND PROCEDURES**

- |   |   |   |   |   |     |
|---|---|---|---|---|-----|
| A. Is punctual when arriving to practices, games and meetings | 4 | 3 | 2 | 1 | N/A |
| B. Promptness of action in response to requests from HC       | 4 | 3 | 2 | 1 | N/A |
| C. Works with students who are academically ineligible        | 4 | 3 | 2 | 1 | N/A |
| D. Supervises athletes at all times                           | 4 | 3 | 2 | 1 | N/A |
| E. Works effectively with students in small or large groups   | 4 | 3 | 2 | 1 | N/A |

#### **2. PRACTICE/GAME INSTRUCTIONAL PROCEDURE**

- |  |   |   |   |   |     |
|--|---|---|---|---|-----|
| A. Has command of material to be included in lesson                              | 4 | 3 | 2 | 1 | N/A |
| B. Uses practice time effectively and utilizes a practice plan daily             | 4 | 3 | 2 | 1 | N/A |
| C. Deals consistently with disciplinary problems in game/practice setting        | 4 | 3 | 2 | 1 | N/A |
| D. Can explain style of offensive/defensive play to supervisors/parents/athletes | 4 | 3 | 2 | 1 | N/A |
| E. Makes assignments and gives directions so that they are clearly understood    | 4 | 3 | 2 | 1 | N/A |
| F. Demonstrate an ability to effectively motivate athletes                       | 4 | 3 | 2 | 1 | N/A |
| G. Demonstrates proper care and prevention of injuries                           | 4 | 3 | 2 | 1 | N/A |
| H. Scouts opponents tendencies and develops game plans                           | 4 | 3 | 2 | 1 | N/A |

#### **3. PROGRAM LEADERSHIP**

- |  |   |   |   |   |     |
|--|---|---|---|---|-----|
| A. Demonstrates positive leadership qualities                      | 4 | 3 | 2 | 1 | N/A |
| B. Supports all levels of programs youth, modified, and JV         | 4 | 3 | 2 | 1 | N/A |
| C. Participates in school events, booster club and pep rally       | 4 | 3 | 2 | 1 | N/A |
| D. Develops team spirit and unity                                  | 4 | 3 | 2 | 1 | N/A |
| E. Accepts constructive criticism                                  | 4 | 3 | 2 | 1 | N/A |
| F. Maintains self-control and is a role model for student-athletes | 4 | 3 | 2 | 1 | N/A |

COMMENTS:

---

---

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



## **JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

High School: 5721 Hamilton Road • Mailing: P.O. Box 901, Jordan, NY 13080  
Tel: (315) 689-8510 • Fax: (315) 689-1985 • [www.jecsd.org](http://www.jecsd.org)

**Mark Schermerhorn**

*Director of Athletics*

*Associate Principal*

(315) 689-8500 x1007

[mschermerhorn@jecsd.org](mailto:mschermerhorn@jecsd.org)

### **ATHLETIC DEPARTMENT- HEAD COACH EVALUATION:**

COACH:

SPORT:

DATE:

SUPERVISOR:

YEAR:

4-satisfactory, 3-fair, 2-needs improvement, 1-unacceptable, NA-not applicable

#### **1. SUPERVISION AND PROCEDURES**

A. Advises athletes of training rules/codes /expectations with consequences in writing at the onset of the season	4	3	2	1	N/A
B. Promptness of action in response to requests from AD	4	3	2	1	N/A
C. Oversees registration and medical releases for student-athletes	4	3	2	1	N/A
D. Holds a parent meeting the first week of the season	4	3	2	1	N/A
E. Is punctual when arriving to practices, games and meetings	4	3	2	1	N/A
F. Works with students who are academically ineligible	4	3	2	1	N/A
G. Works effectively with students in small or large groups	4	3	2	1	N/A
H. Uses media effectively to reward the effort of team/individuals	4	3	2	1	N/A
I. Responds to player initiated questions in regard to playing time or other concerns	4	3	2	1	N/A
J. Establishes channels of communication for team member to use	4	3	2	1	N/A
K. Establishes channels of communication for parents to use	4	3	2	1	N/A
L. Submits preseason and post season budget requests	4	3	2	1	N/A
M. Has exact inventory of equipment/supplies and turns in all uniforms	4	3	2	1	N/A

#### **2. PRACTICE/GAME INSTRUCTIONAL PROCEDURE**

A. Has command of material to be included in lesson	4	3	2	1	N/A
B. Uses practice time effectively and utilizes a practice plan daily	4	3	2	1	N/A
C. Deals consistently with disciplinary problems in game/practice setting	4	3	2	1	N/A
D. Can explain style of offensive/defensive play to supervisors/parents/athletes	4	3	2	1	N/A
E. Makes assignments and gives directions so that they are clearly understood	4	3	2	1	N/A
F. Demonstrate an ability to effectively motivate athletes	4	3	2	1	N/A
G. Effectively uses assistants, JV and modified coaches	4	3	2	1	N/A
H. Demonstrates proper care and prevention of injuries	4	3	2	1	N/A
I. Scouts opponents tendencies and develops game plans	4	3	2	1	N/A

4-satisfactory, 3-fair, 2-needs improvement, 1-unacceptable, NA-not applicable

### 3. PROGRAM LEADERSHIP

A. Demonstrates positive leadership qualities	4	3	2	1	N/A
B. Demonstrates leadership to enhance the development of their sport at all levels	4	3	2	1	N/A
C. Participates in school events, booster club and pep rally	4	3	2	1	N/A
D. Develops team spirit and unity	4	3	2	1	N/A
E. Accepts constructive criticism	4	3	2	1	N/A
F. Maintains self-control and is a role model for student-athletes	4	3	2	1	N/A
G. Develop and monitor goals for the athletes and programs	4	3	2	1	N/A
H. Exhibits good relationships with parents	4	3	2	1	N/A

#### COMMENTS:

---

---

---

---

---

---

---

Coach Signature

Date

Supervisor Signature

Date





## **JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

High School: 5721 Hamilton Road • Mailing: P.O. Box 901, Jordan, NY 13080  
Tel: (315) 689-8510 • Fax: (315) 689-1985 • [www.jecsd.org](http://www.jecsd.org)

### ADVISOR EVALUATION:

ADVISOR:

ACTIVITY/CLUB:

DATE:

SUPERVISOR:

YEAR:

To be completed by the Advisor:

How frequent does, the activity/club meet?

Please list the activities your students participated in this school year.

How many students, on average, participate on a regular basis?

---

4-satisfactory, 3-fair, 2-needs improvement, 1-unacceptable, NA-not applicable

#### 1.SUPERVISION AND ADMINISTRATION

A. Advises participants of rules/codes /expectations with consequences in writing at the onset of the activity/club	4	3	2	1	N/A
B. Promptness of action in response to requests from the building principal	4	3	2	1	N/A
C. Holds a parent meeting the first week of the activity/club	4	3	2	1	N/A
D. Is punctual when arriving to practices and meetings	4	3	2	1	N/A
E. Works with students who are academically ineligible	4	3	2	1	N/A
F. Works effectively with students in small or large groups	4	3	2	1	N/A
G. Uses media effectively to reward the effort of club/individuals	4	3	2	1	N/A
H. Establishes channels of communication for club member to use	4	3	2	1	N/A
I. Establishes channels of communication for parents to use	4	3	2	1	N/A
J. Submits budget requests in a timely manner	4	3	2	1	N/A
K. Has exact inventory of equipment/supplies	4	3	2	1	N/A

## 2. INSTRUCTIONAL PROCEDURE

A. Has command of material to be included in lesson	4	3	2	1	N/A
B. Uses time effectively and utilizes a plan daily	4	3	2	1	N/A
C. Deals consistently with disciplinary problems	4	3	2	1	N/A
D. Makes assignments and gives directions so that they are clearly understood	4	3	2	1	N/A
E. Demonstrates an ability to effectively motivate participants	4	3	2	1	N/A
F. Instills a "Team" attitude in students	4	3	2	1	N/A
G. Demonstrates a broad knowledge of the activity	4	3	2	1	N/A

4-satisfactory, 3-fair, 2-needs improvement, 1-unacceptable, NA-not applicable

## 3. PROGRAM LEADERSHIP

A. Demonstrates positive leadership qualities	4	3	2	1	N/A
B. Participates in school events	4	3	2	1	N/A
C. Demonstrates team spirit and unity	4	3	2	1	N/A
D. Accepts constructive criticism	4	3	2	1	N/A
E. Maintains self-control and is a role model for participants	4	3	2	1	N/A
F. Develop and monitor goals for the activity/club	4	3	2	1	N/A
G. Exhibits good relationships with parents, staff and participants	4	3	2	1	N/A

## COMMENTS:

---

---

---

---

---

---

---

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

SPORT	%	VARSITY	JV 75%	Modified & Probat-65%	Modified One Official	5 <sup>TH</sup> QUARTER or 3 <sup>RD</sup> HALF
Baseball	100	85.00	64.00	55.50	83.50	
Basketball	100	85.00	64.00	55.50	83.50	14.00
Field Hockey	100	85.00	64.00	55.50	83.50	28.00
Football	100	85.00	64.00	55.50	83.50	14.00
Ice Hockey	100	85.00	64.00	55.50	83.50	14.00
Lacrosse	100	85.00	64.00	55.50	83.50	14.00
Soccer	100	85.00	64.00	55.50	83.50	14.00
Softball	100	85.00	64.00	55.50	83.50	
Wrestling	100	85.00	64.00	55.50		
Volleyball 3/5	95	81.00	61.00	52.50	79.00	
Track & Field	90	76.50	57.50	49.50		
Cross Country	80	68.00	51.00	44.00		
Gymnastics	80	68.00	51.00	44.00		
Indoor Track	80	68.00	51.00	44.00		
Swim W/Diving <i>Exhibition Heats</i>	80 5.67	68.00	51.00	44.00 1.50		
Swim N/Diving <i>Exhibition Heats</i>	75 5.82	64.00	48.00	41.50 1.50		
Volleyball 2/3	75	64.00	48.00	41.50	62.50	
Tennis		\$15/hour				

**ACCOUNTS PAYABLE OFFICIAL'S CLAIM FORM****JORDAN-ELBRIDGE****CENTRAL SCHOOL DISTRICT**

PO Box 902, Jordan, NY 13080, (315) 689-8500

**Official (Claimant)**

**Directions.** Please print legibly or type. Complete all items in this section. An incomplete or illegible form will not be approved or processed. Only one official per every two officials can claim mileage. The District will pay the minimum of 1) 100 miles x mileage rate, or 2) # round trip miles claimed x mileage rate. The District reserves the right to check mileage using MapQuest and pay accordingly. Sign and date.

\_\_\_\_\_  
Full Name Tax ID or SSN\_\_\_\_\_  
Mailing Address\_\_\_\_\_  
Street Address (if different than mailing...required for checking mileage)\_\_\_\_\_  
Telephone Email

Claimant must complete this section if retired from a New York State pension system.

Retired From: NYSTRS NYSERS NYSPFS NYCTRS NYCBOE NYCERS NYCPFF NYCFDP

Retirement Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Game Date \_\_\_\_\_ Sport \_\_\_\_\_

Game Location \_\_\_\_\_

Level Varsity Jr Varsity Modified Gender Boys Girls

Official's Ranking Active (A) Probationary (P) Opponent \_\_\_\_\_

Official's Fees Amount

Base Fee (From Chart on Back) --&gt; \$ \_\_\_\_\_ x # Games --&gt; \_\_\_\_\_

Extra Period Fee (From Chart on Back, Modified Only) \_\_\_\_\_

Mileage Fee (See Directions Above) \$0.44 x # Miles --&gt; \_\_\_\_\_

Other Fee (Specify) \_\_\_\_\_

Total \_\_\_\_\_

Official's (Claimant's) Signature\* \_\_\_\_\_ Date \_\_\_\_\_

**Authorizing Supervisor**

**Directions.** Please print legibly or type. Complete all items in this section. The proper budget code must be given. Your signature is verification that the supporting documentation is sufficient and correct. It is also verification that you authorized the work or expense the Claimant is claiming to be reimbursed for. Send this form to the District Purchasing Agent.

Full Name Mark Schermerhorn Athletic Director

Budget Code A.2855.400.00.000

Supervisor's Signature\* \_\_\_\_\_ Date \_\_\_\_\_

**Purchasing Agent**

I hereby give rise to this claim as the District Purchasing Agent.

\_\_\_\_\_  
Purchasing Agent Signature\* Date

\*Signature certifies that the materials and/or services have been delivered and/or performed for the District; that the said claim is just, due and unpaid; that there are no offsets against the same; that the items and specifications are correct; and that the sums charged are reasonable and just.

# J-E COMMUNITY SPORTS BOOSTERS

## Our Mission

The mission of the JE Community Sports Boosters is to promote positive parent and community involvement in support of the Eagles athletic programs. The Club is comprised of dedicated parents, volunteers, officers and the athletic director at Jordan-Elbridge. We support and promote all our sports teams to encourage and recognize outstanding character, sportsmanship and achievement both on and off the field, and contribute to the spirit and enthusiasm of the middle and high school athletes. All undertakings by this organization shall be in cooperation with the Jordan-Elbridge board of education, administration and athletic department.

### ***Interested in Joining?***

Sports Boosters meets the 3rd Monday of each month @ the high school Library From 6:30-7:30pm

## **PLEASE JOIN THE JE COMMUNITY SPORTS BOOSTERS!**

Parents Name \_\_\_\_\_

Parents Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Texts Y or N \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Athletes Name \_\_\_\_\_

Sport/s you Child/Children participates in \_\_\_\_\_

Check any activities you would like to help with:

- ☐ Concession Stand
- ☐ Clothing
- ☐ Fundraising
- ☐ Parent Participation
- ☐ Other \_\_\_\_\_

Comments: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**JE Community Sports Boosters  
PO Box 23  
Elbridge, NY 13060**

[illegible]



