

**PORT BYRON  
CENTRAL SCHOOL  
DISTRICT**



**ATHLETIC HANDBOOK**  
**For Athletes and Parents**

# CHAIN OF COMMUNICATION

---

If you have a question, problem or concern regarding athletics at Port Byron, the following is the appropriate chain of communication to follow:

**STUDENT ATHLETE OR PARENT**



**COACH**



**ASSISTANT ATHLETIC DIRECTOR**

**Mike Hermann**

**776-5728 @ ext. 1317**



**ATHLETIC DIRECTOR**

**Kim Brown**

**776-5728 @ ext. 1129**

## CODE OF ETHICS

**The Port Byron Central School District is a member of the Onondaga High School League, Section III and the New York State Public High School Athletic Association (NYSPHSAA). The NYSPHSAA publishes regulations by which practice sessions are governed. In order for the desired development of the athlete and the team to occur, practice sessions are vital. Practices or contests may be scheduled for Saturdays and vacations.**

### PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS

Athletics should be a broadening experience where athletes prepare their mind and body in order to reach maximum potential.

Interscholastic athletics serve as a miniature model of life in that they provide opportunities for students with regard to responsibility, fair play, cooperation, concern for others, leadership, respect for authority, good citizenship, loyalty and tolerance.

To utilize fully, the potential in athletics for educational experiences, the athletic program should:

1. Be regarded as an integral part of the total educational program.
2. Supplement, rather than serve as a substitute for the physical education program.
3. Be conducted by coaches with adequate training in physical education or the NYS coaching certification program.
4. Be conducted so that the physical welfare and safety of the athletes are assured.

There are no major or minor sports. There is no hierarchy of athletic importance. Each sport has its own role to play in the development of the athletes participating.

Ultimately, the number of teams and the size of the squad in any sport will be determined by the availability of financial resources, qualified coaches and safe and suitable indoor and outdoor facilities. Competition is seen as part of the experience of the program, but it is not the complete reason why the program exists. While we play to win, winning is not the only objective or even the most essential objective.

The win/loss record is only one criterion when determining the success of a team.

## **MODIFIED PROGRAM PHILOSOPHY**

It is extremely important that ALL students involved at this level in the interscholastic program have a positive, meaningful and productive experience. It is also important that ALL students have a reasonable opportunity to test learned skills in a competitive situation and that such competition be as equitable as possible.

## **JUNIOR VARSITY PROGRAM PHILOSOPHY**

The junior varsity level is intended for those who display the potential for continued development into productive varsity level performers. At this level, athletes are expected to have committed themselves to the program, team and continued self-development. To this end, increased emphasis is placed upon physical conditioning, refinement of fundamental skills, elements and strategies of team play as well as social and emotional development.

Junior varsity programs work towards achieving a balance between continued team and player development and striving for victory. The outcome of the contest becomes a consideration at this level. The realization that practice sessions are important is a premise that is vital for a successful junior varsity team and player. With the goal of becoming a varsity player clearly in sight, a high level of dedication and commitment is expected at the junior varsity level.

## **VARSITY PROGRAM PHILOSOPHY**

A sound degree of effort and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a strong commitment. The components of the philosophy of the junior varsity program are further developed and enhanced at the varsity level. In the determination of the varsity roster, participation on the varsity team during the previous year does not guarantee a spot on the team the subsequent year, nor is a spot guaranteed for an upperclassman at that particular level. Those demonstrating the highest level of skill will be selected.

# CODE OF CONDUCT

## **CONDUCT AND EXPECTATIONS FOR ATHLETES, OTHER STUDENTS AND SPECTATORS**

Athletes represent the Port Byron Central School District in a unique way. Therefore, athletes must maintain a high standard of conduct, both in and out of school, on and off the playing field, as a host or guest of an opponent and in all activities in the community.

Team cooperation and self-discipline are essential components for a successful team effort. An athlete may be temporarily suspended or dismissed from the team, whenever the coach feels that he/she is not contributing to proper inter-squad discipline, decorum and team unity.

Examples of conduct that may lead to a suspension include, but are not limited to the following:

1. Use of profanity
2. Being disrespectful to any staff member or school employee.
3. Violations of school rules and regulations.
4. Irregular attendance to practices/contests.

The Athletic Eligibility Code is available by accessing the Port Byron website. Because the use of alcohol, tobacco, and other drugs prevent the normal development of a healthy mind and body, there are strict standards concerning these issues. As a representative of the Port Byron Central School District, athletes whose behavior does not represent proper conduct will also be held to strict standards.

Spectators are also representatives of our school and community. Please represent Port Byron with pride. Inappropriate language and actions may lead to spectator removal from athletic events.

Spectators, athletes and coaches must recognize that their conduct plays an important role in establishing the reputation of their school. Positive or negative actions can relate directly to the success and/or reputation of the Port Byron Central School District.

### **NYSPHSAA “Stay in the Game” Sportsmanship Program**

The program was launched at the start of the 2013-2014 school year. Schools are rewarded by the NYSPHSAA when they compete the entire year without a disqualification penalty, for unsportsmanlike conduct, for a coach and/or player at all levels of competition.

### **WE ARE PROUD THAT POSITIVE SPORTSMANSHIP IS A PRODUCT OF PORT BYRON ATHLETICS**

# **ATHLETIC POLICIES AND PROCEDURES**

## **Getting Ready to Start**

Before the start of each season, sign ups will be advertised and submitted to the school nurse. It is the responsibility of the athlete to schedule an appointment for a physical exam.

The coaches will meet with their prospective candidates and inform them of plans for tryouts and the season, as well as to review the Athletic Eligibility Code and Academic Eligibility. When it is necessary to limit roster sizes, the coach will speak with every prospective athlete and verbally inform them whether or not they have been selected as a member of the team. Players may be cut for the lack of ability, poor team spirit, lack of positive attitude, lack of effort, poor academic standing, irresponsible conduct or absence from practice. The coach has the sole responsibility for choosing team members.

## **Changing Sports**

An athlete may not change from one sport to another once the team has been selected without the permission of the athletic director. If he/she has been cut from one team, it is legitimate to try out for another team as long as final cuts have not been made for the second sport.

## **Medicals**

### A) Physical Exams

All potential athletes must have a current physical exam in order to participate on the first day of tryouts. Physical exams, whether completed by the family physician or the school physician, are considered current for twelve continuous months. Physical exam schedules are advertised through school announcements and on the school website.

Each season a new FamilyID form must be completed by the parent/guardian and submitted electronically.

### B) Medical Insurance

Beginning July 1, 1996, the Port Byron Central School District will no longer provide student supplemental insurance. Any injury that a child may sustain must be handled by a personal insurance policy. All expenses that are not covered are the responsibility of the parent/guardian.

### C) Injury and Illness

Any injury, regardless of how small, must be reported. Early treatment may prevent serious complications later. The coach will call/email/text the school nurse or the athletic director the day of the injury and also fill out an injury report and submit it to the school nurse. The school nurse will follow up with the parent/guardian and may refer the athlete to a physician.

If the athlete is seen by a physician regarding an injury that requires removal from participation, he/she will be able to return only after being given a written release from **THAT** physician.

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

#### D) Awareness of Risks

The participation in interscholastic sports, as in most of life's activities, carries a degree of risk of injury, perhaps even death, which cannot be ignored. While these risks do exist in our athletic program the coaches, school nurses, teachers and administrators are committed to reducing the possibilities of such occurrences through an emphasis on sound training and adherence to the procedures and guidelines contained in this athletic handbook.

### **PRACTICES**

When an athlete is in school, he/she must attend practice unless reported to the coach and excused. Athletes are expected to be in class by 7:42 A.M. Student/athlete may receive one (1) warning for an unexcused tardy if they arrive prior to 8:15 A.M. If the student/athlete arrives at school on or after 8:15 A.M., he/she will be ineligible to participate in after school activities. The head coach has discretion as to whether or not the student/athlete will watch said practice/contest or be sent home.

Athletes are expected to be present at all practice sessions. Strategy sessions are considered practices. Failure to attend practice sessions will result in a range of possibilities to be decided upon by the coach and will result in a possible suspension from the team.

If an athlete is absent from school or goes home sick during the day, he/she may not participate in a contest or practice on that day. If an athlete has been suspended in school or out of school, he/she may not participate in a contest or practice on that day.

Athletes must be picked up from practices/contests promptly. It is not acceptable for athletes to wander in the buildings. If it is impossible to pick your athlete up on time, make arrangements for him/her to go home with a friend or teammate.

Athletes are expected to be with a teacher or in their assigned Sports Study Hall between 2:30-3:00, the end of the school day and their scheduled practice time. Students must always report to their SSH location before leaving to go to another teacher or to go off-campus. It is not acceptable for athletes to wander in the buildings.

- JV (PB hosted)/Varsity athletes may sign out of sports study hall to leave campus.
- Modified athletes must remain in sports study hall.

## **FAMILY VACATIONS**

When parents of athletes choose to take their family vacation during a sport season, it must be understood that the time missed by the athlete can affect team chemistry and personal conditioning. Athletes who miss practices or competition for any reason may have their position and/or playing time adjusted.

Coaches shall make every effort to inform parents and athletes of the season's practice and game schedule as far in advance as possible. Sport alignments and game schedules are developed by the League and Section III. If an athlete cannot attend practice sessions or competitions during a vacation, they must notify the coach in advance.

Commitment is an important lifelong lesson.

## **EQUIPMENT**

Athletes must accept full responsibility for school issued uniforms and equipment. All issued uniforms and equipment must be returned to the coach at the end of the season.

If any uniforms/equipment that is lost, or damaged beyond repair, the athlete must pay the replacement costs. Any athlete who fails to turn in all of their uniform/equipment will be ineligible to compete in another sport until the uniform/equipment is turned in or paid for. In the event the athlete is a graduating senior, this will be treated as an obligation. The athlete's diploma will be withheld until the obligation is fulfilled.

Uniform/equipment is **NOT** to be worn by any athlete for general use. All uniforms/equipment are to be worn for practices or games only, unless specifically approved by the coach.

## **TRAVEL**

All athletes must utilize school transportation for all interscholastic contests. A parent/guardian or person(s) listed on FamilyID may take custody of the athlete by signing him/her out directly with the coach. Athletes who participate on a merged sports team with Union Springs may drive or ride with a peer who has permission to drive. Paperwork must be completed and approved by the Athletic Director.

## **QUITTING A TEAM**

No athlete will quit a team without first talking with his/her coach and explain the reason for leaving the team. Any athlete who violates this requirement will be unable to participate or try out for another team until he/she appears before the Athletic Administration.



## EXTRACURRICULAR ELIGIBILITY POLICY

Academic eligibility procedures are explained each season by the coach, and in class meetings. This policy applies to all students in the Port Byron Central School who are participating in any extra-curricular activity or wish to attend any school-sponsored events. Students that plan to try out for an athletic team, or participate in an extra-curricular activity such as plays, musicals, Masterminds, etc, are subject to this Extracurricular Eligibility Code. Failing 2 or more classes at either the 5 or 10 week grading point may earn a student placement in a two week probationary or ineligibility period. Only if all pertinent documents are submitted in a timely manner, and satisfactory progress is being made will the student be allowed to participate. In order to regain or maintain eligibility, students may not be failing more than one class after each report.

### 1. ATTENDANCE STANDARD:

In order for a student to participate, he/she must be in regular attendance at school all day that the activity is scheduled. During each season/activity, students will receive one warning for an unexcused tardy if they arrive no later than 8:15 AM. If they arrive after 8:15 AM, they will be unable to participate. The Principal may grant permission for the student to be absent under special circumstances as defined by State Law as follows: personal illness, illness or death in the family, impassable roads due to inclement weather, religious observances, quarantine, required court appearance, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, and other reasons approved by the Commissioner of Education.

### 2. ACADEMIC STANDARD:

#### A. DEFINITION OF PASSING:

Passing on a report card means a grade of at least 65 percent or, where it applies, a notation of "P". Passing after a period of probation or ineligibility means that a student's remedial work has been of such quality during that marking period that the teacher (in his/her sole professional judgment) believes that the student has achieved the equivalent of a passing grade on a report card. On the Academic Eligibility Report, progress will be either "S" satisfactory (evidence of passing) or "U" unsatisfactory (a lack of evidence of passing). Evidence of passing may be required in all subjects, not only for the classes that the student has failed.

#### B. ACADEMIC EXTRACURRICULAR ELIGIBILITY STATUSES

##### 1. PROBATIONARY STATUS: FAILING 2 CLASSES

If a student is failing 2 classes on his/her report card after either a 5-week or 10-week marking period, he/she may be placed on **Probationary Status** for 2 weeks after meeting with the Principal or AP. Note that for eligibility purposes, weeks will run from Wednesdays through Tuesdays. While on

probation, the student may continue to practice and participate in events such as games or performances (if meeting certain criteria).

During the probation, the student is to remain with the teachers whose classes he/she is failing, *twice a week for each class during both probationary weeks*. Teachers will supply the student with an “Extracurricular Participation Pass” after attending an after school session. The student must supply the coach/advisor with the pass prior to practice/even in order to participate that day. Failure to provide the coach/advisor with 4 passes during both weeks of probation will result in suspension from the next regularly scheduled contest/event.

Release from Probation:

On the Tuesday that the probationary period is set to expire, the student must submit the Extra-Curricular Academic Progress Report to the Athletic Office, no later than 3pm. The report should be picked up by the student on Monday. The Extra-Curricular Academic Progress Report is brought by the student to the teachers of the 2 classes the student is failing. The report will be completed by the teachers to indicate either “S” (satisfactory) or “U” (unsatisfactory) academic performance.

- a. If there are satisfactory marks in both subject areas, the student will be removed from probation.
- b. If there is one satisfactory mark and one unsatisfactory mark, the student’s probation will be extended by one week, and the student will stay 2x for the teacher of the class he/she is still failing. The student will need to bring two “Extra-Curricular Participation Passes” to their coach before a practice/event during this week. Failure to do so will result in suspension from the next regularly scheduled contest/event.
- c. If the are unsatisfactory marks in both subject areas, the student will be placed in a 1-week period of ineligibility (may practice, but may not participate in contests/events). The student will continue to stay after school with teachers whose classes he/she is failing, *twice this week for each class during the 1-week period of ineligibility* and obtain an “Extracurricular Participation Pass” to present to coach/advisor prior to practice/event. After the 1 week-long period of ineligibility, the student must again submit the Extra-Curricular Academic Progress ReportAcademic Eligibility Progress Report on

Tuesday. The student may be failing no more than one class to return to probationary status and regain his/her eligibility. Failing two or more classes will result in another week-long period of ineligibility, and the process begins again. Receiving three (3) week-long periods of ineligibility in a sports season will result in removal from the team.

## 2. INELIGIBLE STATUS: FAILING 3+ CLASSES

If a student is failing 3 or more classes after either a five-week or ten-week marking period, he/she will be placed on **Ineligible Status 2** for weeks after meeting with the Principal or AP. Note that for eligibility purposes, weeks will run from Wednesdays through Tuesdays. While ineligible, the student may continue to practice but will not participate in events such as games or performances.

During the period of ineligibility, the student must stay with the teachers whose class he/she is failing at least once per week for each class during both ineligibility weeks. A student failing 3 or more subjects is required to stay after school (for the teacher of a class they are failing) a minimum of 4 times a week and at least once for each class being failed. Input will be provided by the Principal or AP. Teachers will supply the student with an "Extracurricular Participation Pass" after attending each after school session. The student is to supply the coach with the pass prior to practice/event. Failure to provide the coach with the correct number of passes each week will result in suspension from the next regularly scheduled contest after the two-week period of ineligibility expires. The student will sit on the bench in street clothes while ineligible.

### Release from Ineligibility:

On the Tuesday that the period of ineligibility is set to expire the student must submit the Extra-Curricular Academic Progress Report to the Athletic Office, no later than 3 pm. The report should be picked up on Monday. In order to regain eligibility, the student can be failing no more than one class as evidenced by the Extra-Curricular Academic Progress Report. An ineligible student may become probationary and regain the privilege to participate in contests/events provided they are failing no more than one class. The student will continue to have teachers fill out this report each week for the remainder of the marking period, returning the report to the Athletic Office no later than 3 pm on Tuesdays. If the student is failing more than one class, the student will be deemed ineligible for another week. The student must

remain with the teacher(s) of the class(es) being failed at least once that week and obtain an “Extracurricular Participation Pass” to present to the coach/advisor. The process will then repeat itself. Receiving two (2) week-long periods of ineligibility in a sports season will result in removal from the team.

## **INFORMATION ON ENRICHMENT FOR ATHLETES**

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

# INTERSCHOLASTIC ATHLETIC PROGRAM

## VARSIITY

### Boys

Baseball  
Basketball  
\*Bowling  
Cross Country  
Football  
\*Golf  
\*Indoor Track  
\*Soccer  
Outdoor Track  
\*Tennis  
\*\*Wrestling

### Girls

Basketball  
\*Bowling  
Cheerleading  
Cross Country  
Field Hockey  
\*Indoor Track  
Outdoor Track  
\*Soccer  
Softball  
\*Tennis  
Volleyball

## JUNIOR VARSITY

Basketball

Basketball  
Field Hockey  
Volleyball

## JUNIOR HIGH/MODIFIED

Baseball  
Basketball  
Cross Country  
Football  
Outdoor Track  
\*Soccer  
Wrestling

Basketball  
Cross Country  
Field Hockey  
Outdoor Track  
\*Soccer  
Softball  
Volleyball

**\*Indicates the sport is played at Union Springs**

**\*\*Indicates the sport is played Jordan Elbridge**

## **Concussion Management Policy**

The Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of our students is a primary concern. Therefore, the Port Byron School District adopts the following Policy to support the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI). A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's academics as well as their athletic pursuits.

### **Concussion Management Team**

In accordance with the Concussion Management and Awareness Act, the School District is authorized, at its discretion, to establish a Concussion Management Team (CMT) which may be composed of the certified athletic director, a school nurse, the school physician, a coach of an interscholastic team, a certified athletic trainer or such other appropriate personnel as designated by the School District. The Concussion Management Team shall oversee and implement the School District's concussion policy and regulations, including the requirement that all school coaches, physical education teachers, nurses and certified athletic trainers who work with and/or provide instruction to pupils engaged in school-sponsored athletic activities complete training relating to mild traumatic brain injuries. Furthermore, every concussion management team may establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout each school year.

### **Staff Training/Course of Instruction**

Each school coach, physical education teacher, school nurse, and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities (including physical education class and recess) shall complete a course of instruction every two (2) years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The course can be completed by means of instruction approved by SED which include, but are not limited to, courses provided online and by teleconference.

### **Information to Parents**

The District shall include the following information on concussion in any permission or consent form or similar document that may be required from a parent/person in parental relation for a student's participation in interscholastic sports. Information will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;

- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website, if one exists, to the above list of information on the State Education Department's and Department of Health's websites.

### **Identification of Concussion and Removal from Athletic Activities**

The District shall require the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a mild traumatic brain injury (MTBI) or concussion. Any student demonstrating signs, symptoms, or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity shall be removed from the class, game or activity and must be evaluated as soon as possible by an appropriate health care professional. Such removal must occur based on display of symptoms regardless of whether such injury occurred inside or outside of school. If there is any doubt as to whether the student sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. The District shall notify the student's parents or guardians and recommend appropriate evaluation and monitoring.

The School District may choose to allow credentialed District staff to use validated Neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post-concussion performance data. These tools are not a replacement for a medical evaluation to diagnose and treat a concussion.

### **Return to School Activities and Athletics**

The student shall not return to physical activity (including athletics, physical education class and recess) until he/she has been symptom-free for not less than twenty-four (24) hours and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner's Regulations, the School District's Medical Director will give final clearance on a return to activity for extra-class athletics. All such authorizations shall be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate removal from play.

The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District's Medical Director may also formulate a standard protocol for treatment of students with concussions during the school day.

In accordance with NYSED guidelines, this Policy shall be reviewed periodically and updated as necessary in accordance with New York State Education Department guidelines. The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law Sections 207; 305(42), and 2854  
8 NYCRR 135.4 and 136.5 *Guidelines for Concussion Management in the School Setting*, SED Guidance Document, June 2012

## **A GOOD SPORT**

- Plays fairly at all times. Does not cheat.
- Plays hard to the end. Does not quit.
- Keeps cool. Does not lose temper even when wronged.
- Plays for the joy of playing and for the success of the team.
- Is a good team worker. Does not “grandstand” to the crowd.
- Maintains training rules. Does not abuse the body.
- Obeys orders of coach or captain. Does not shirk team duties or obligations.
- Does the best in all schoolwork. Does not neglect studies.
- Backs the team in every honest way.
- Is respectful to officials. Accepts adverse decisions graciously. Never blames officials for defeat. Does not complain.