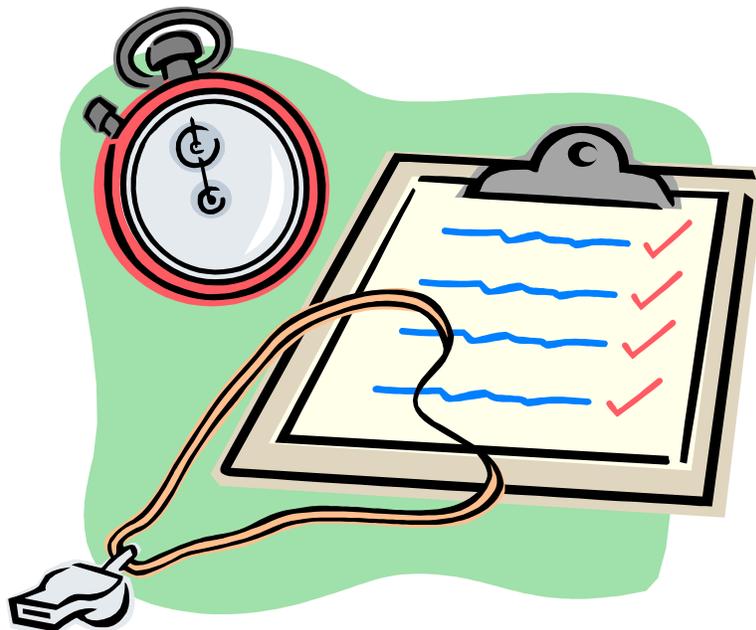


Marathon Olympians

Junior-Senior High School



Interscholastic Athletics

Coaches' Handbook

TABLE OF CONTENTS

Section I-Duties and Responsibilities

Statement of Philosophy.....	4
The Legal and Ethical Duties of the Coach.....	6
General Duties and Responsibilities of the Director of Athletics.....	8
General Duties and Responsibilities of Coaches	9
Program and Procedural Responsibilities for All Coaches.....	10
Professional Obligations	10
First Aid Updates/Coaching Certification.....	10
General Liability of Coaches	10
Professional Growth.....	11
Team Functions	11
Rules and Regulations.....	11
Supervision	11
Supervision for Practice Sessions and Game Days	11
Practice Sessions.....	12
Cancellation of a Practice Session	12
Medical Procedure	12
Equipment and Supplies.....	12
Field Maintenance.....	13
Publicity	13
Requisitions	13
End-Of-Season Responsibilities	14
Program Responsibilities for Varsity Coaches	14
Program Responsibilities for Junior Varsity and Junior High Coaches	15
Student Athletic Team Sign-Up Procedure	15
Athletic Eligibility Transfer Policy.....	16
Selection Classification Screening Policy (Board of Education Policy)	17
Mixed Competition Screening Policy (Work in Process)	19
Selections Process of Athletes	19
Procedure for Issuing Athletic Eligibility Rules.....	20
Interscholastic Athletic Eligibility Rules, Student Handbook.....	20
Enforcement of Athletic Eligibility Rules.....	21
Academics (Board of Education Policy)	21
Attendance	22
Sportsmanship Guidelines for Coaches.....	23
Transportation Policy (Board of Education Policy).....	25
Medical Policy	26
Medical Procedure	26
Student Council Pep Rally.....	27
Intramural and Pee Wee Programs (Work in Process).....	27

Rotation Schedule for the Purchasing of Uniforms	28
Fundraising by Athletic Teams.....	28
Booster Club	28
Spectator Busses	28

Section II-Awards and Recognition

Athletic Awards and Recognition (Board of Education Policy)	1
Three Sport Athlete Award	2
Varsity Club Athletic Program	5
Varsity Club Committee Members	6

Section III-Student Handbooks

Student Handbook, Interscholastic Athletic Eligibility Rules.....	Enclosed
---	----------

Section IV-Certifications

Coaching Requirements for New York State Certified Teachers.....	1
Coaching Requirements for Non-Teacher Coaches Temporary License.....	2
Coaching Requirements for Non-Teacher Coaches Professional License.....	4
Coaching Requirement Check off Forms.....	7
Program and Coaching Evaluation Form	10

Section V-Health and Safety

Lightening.... The Underrated Killer.....	Enclosed Packet
Suggested Guidelines for Management of Head Trauma in Sports.....	Enclosed Packet
Heat Stress and Athletic Participation.....	Enclosed Packet
Types of Sports Drinks.....	Enclosed Packet
NIDA NOTES-Questions and Answers about Anabolic Steroids.....	Enclosed Packet
NIDA Research Report on Anabolic Steroids Use	Enclosed Packet
First Aid Tips	Enclosed Packet

Section VI-Forms

NYS PHSAA Athletic Eligibility Compliance Report	Enclosed Form
Athletic Contest Report	Enclosed Form
Accident Report Form	Enclosed Form
Parental Transportation Requests Form	Enclosed Form
Interscholastic Athletics Fundraising Proposal	Enclosed Form
End of Season Responsibilities Check List	Enclosed Form
Interscholastic Athletics-End of Season Report	Enclosed Form
Interscholastic Athletics-Equipment & Uniform Inventory Form	Enclosed Form
Notice of Lost or Delinquent Equipment	Enclosed Form

A STATEMENT OF PHILOSOPHY

PURPOSE AND GOAL

The Marathon Central School District interscholastic athletic program is an important extracurricular educational entity within the school and community. We believe its most fundamental purpose is to provide a vehicle for students to learn “lessons of excellence” in order to become more successful people and responsible citizens. The main educational goal of our athletic program is to develop individual and team potential by promoting high standards of competence, character, civility, and citizenship- the “The Four ‘C’s” as identified by the NYS Education Department, Education Framework for Interscholastic Athletic Programs. We believe this purpose and this goal reinforce our District Mission Statement: *“Enabling all students to achieve academic success, become responsible citizens and realize their full potential.”*

We believe the 4 C’s provide a useful framework for identifying the many characteristics and virtues that describe success as a sportsperson and as an effective, responsible citizen, such as:

- **Competence**-Skill Development, Knowledge of the Game, Strategies, Fitness, Conditioning, and Healthy Behavior
- **Character**-(Qualities of the “Self”), Responsibility, Accountability, Dedication, Trustworthiness, Fair Play, Self Control
- **Civility**-(Qualities Regarding “You & Me”), Respect, Fairness, Caring
- **Citizenship**- (Qualities Regarding “We”), Loyalty, Commitment, Teamwork, Role Modeling

ATHLETICS: A SAFE AND HEALTHY ENVIRONMENT

We believe the benefits of a quality interscholastic sport experience are many and cultivate the development of the whole person. The athletic experience should be one that nurtures individual and team excellence in an enjoyable, healthy, and safe environment. Successful athletic participation extends beyond the athlete and coach, but to include spectators and parents as well. Everyone involved has a responsibility to make participation a supportive and meaningful experience in an atmosphere of sportsmanship.

PARTICIPATION: A PRIVILEGE BASED ON INTEGRITY

Because athletic participation demands and challenges individuals to rise to high levels of competence, character, civility, and citizenship, it should be understood that these traits also frame a foundation of integrity from which flow all rules governing athletic participation. Although athletic participation is extracurricular and thus open to all students, participation is a privilege dependent upon adherence to team and program rules governing athlete conduct.

SCOPE OF THE PROGRAM

We strive to offer a full athletic program within the economic constraints of the community. We seek to give as many students as possible the opportunity to participate. It is also essential to understand that as the level of competition increases there may be fewer opportunities for participation. At the modified and junior high level there is a broader base of participation opportunities available than at the junior varsity and varsity levels.

ACADEMICS & ATHLETICS

This athletic program is “extracurricular”; participation should never be at the expense of academic performance. We will develop reasonable academic expectations for our athletes. The coaching staff, parent, teacher, guidance counselor, and athlete will work together to collectively maintain athletic eligibility to participate.

PRINCIPLED ATHLETIC OUTCOMES

Because our athletic program is a nurturing, educational entity it values the process of learning and the “struggle” as more important than any particular outcome, including winning. We believe that winning should never be achieved through the sacrifice of sportsmanship and right actions guided by the qualities of character, civility, and citizenship. In sum, we view the best athletic outcomes as those in which the athletes/teams play hard, play fair, and play with respect for all involved: students, coaches, officials, administrators, supporters, and parents, etc.

COACHES AS ROLE MODELS

We strive to find coaches who will lead and teach by example, who will model the very traits and qualities; we seek to teach through the athletic experience- the “4 C’s”. Our coaches must model sportsmanship and fair play for our athletes, and have the cognizance and concern for their good health and safety. In addition, coaches must have knowledge of the activity they coach and must teach with patience and compassion. Furthermore, coaches must have the courage to do what they know is right, and they must be supported in their quest to follow the moral “high road” in the sport experience.

ATHLETICS & THE MARATHON COMMUNITY

Finally, it is also important to remember: “Sport’s ability to bring a community or school together cannot be overestimated. Our schools and communities would be much less vibrant without it.” In order to maintain the importance of sport in the lives of the youth and of our communities, it is imperative that the Olympian Athletic Program contributes to the educational mission of the Marathon School District. The unique benefit of being involved in an interscholastic program is that all these valuable lessons of life can be learned, and learned well, through the sport experience. Through the healthy opportunity we call interscholastic sport; we seek to strengthen our students’ abilities, improve their quality of life, and increase their chances of long-term success.

THE LEGAL AND ETHICAL DUTIES OF THE COACH

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should therefore compliment the academic opportunities that the district provides for each student-athlete. In addition, each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches shall be in force:

- The coach shall teach and, more importantly, model good citizenship and sportsmanship. Athletes must understand his/her commitment to helping them develop character and moral reasoning.
- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, Director of Athletics, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. The Marathon Athletic Program should encourage participation and should involve as many students as possible in a competitive, interscholastic experience. In addition, athletes must be allowed to experience other sports as well as to participate in non-athletic programs if they desire. Off-season conditioning activities may be beneficial to a high school athlete, but these activities must be chosen by the athlete and not dictated in such a way that it limits the freedom of the individual to freely participate in other activities of interest to the student.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, student council, varsity club, booster club, and the administrators.

- The coach shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, the coach shall meet with the competing team's coach and exchange cordial greetings to set the correct tone for the event.
- The coach shall not exert pressure on faculty members to give student-athletes special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league, section, and/or state high school athletic association.
- The coach shall be fair in the selection of players for teams and in the allocation of practice and playing time.
- The coach shall continue to update his/her knowledge of the sport in an effort to increase his/her knowledge of the skills and methods of instruction.
- The coach shall provide adequate supervision of athletes.
- The coach shall create a healthy and safe emotional environment. This shall include but not be limited to: conducting practices and games in a safe environment; using safe and appropriate equipment; properly matching athletes in practices and games by size, experience, and ability; providing an atmosphere that is free of fear, discrimination, abuse and harassment, and providing appropriate emergency care when necessary.
- The coach shall respect the role of sport in the life of a child and the commitment the athlete has to family, friends and other interests outside of sport.

In summary, it is apparent that although sport is important in the life of the athlete, learning to be a productive citizen with character and social values is even more important. It is a responsibility of every coach to teach and model good citizenship and sportsmanship. This should include respect for opposing teams and fans, coaches, parents and officials. In addition, all athletes involved in sport must be given the attention and time necessary to develop the skills of the sport and for life. The focus of a program cannot be on the select few elite players on a team. A program should not be so narrowly focused on winning that the educational values of the program are lost. Helping all athletes on teams to develop the "work ethic, commitment, and social and athletic skills" necessary for success in sport and life is perhaps the best test of the educational commitment of an interscholastic sports program.

GENERAL DUTIES AND RESONSIBILITIES OF THE DIRECTOR OF ATHLETICS

The Director of Athletics supervises the athletic coaching staff and reports to the High School Principal. He or She

1. Generates an updated athletic guidebook that will be reviewed each summer. This handbook will include appropriate rules and regulations governing the conduct of athletic participants. These regulations will serve as a guide for all athletic teams sponsored by the Marathon Central School District and will include academic eligibility standards.
2. Assumes primary responsibility for recruiting, selecting, training, supervising, and evaluating the coaching staff. In addition, the Director of Athletics makes appropriate recommendations to the building principal and Superintendent of Schools regarding coaching appointments.
3. Develops a competitive Interscholastic Athletic Schedule for both boy's and girl's athletic programs, in cooperation with the coaching staff.
4. Provides for the efficient scheduling, cancellation and rescheduling of athletic contests. The Director of Athletics, schedules facilities usage, transportation, officiating, emergency personnel, chaperones, ticket takers, clock timers, supervision, and crowd control for all athletic events.
5. With input from the coaching staff and the administration, develops a time schedule for the use of facilities inclusive of practice sessions for all Interscholastic Athletic Teams. In addition, coordinates the use of the facilities by groups within and outside the school district.
6. Represents the Marathon Central School District and works cooperatively with appropriate Official Boards, League and School Committees, School Districts, IAC, Section IV, NYSPHSAA, Athletic Booster Clubs, and other organizations impacting the Interscholastic Athletic Program.
7. In cooperation with the building and grounds staff, insures proper care and maintenance of scoreboards, athletic fields, outdoor track and field facilities, gymnasiums and related equipment. Makes recommendations for appropriate improvements to the Superintendent of Schools.
8. In cooperation with the coaching staff, develops requisitions and budget requests that reflect the needs of the program. Assumes the responsibility for making recommendations to the Superintendent of Schools for purchasing of all equipment, supplies, uniforms, and associated materials. Maintains appropriate records of inventory and requisitions materials.

9. Maintains First Aid Kits and AED Units for distribution to the coaching staff.
10. In cooperation with the Building Principal and the Superintendent of Schools, assumes responsibility for the scheduling, design, and implementation of regular mandatory meetings of the coaching staff at the onset of each sport season.
11. Provides for the public relation of the teams and individual athletes and coaches involved in the Interscholastic Athletic Program.
12. Organizes and conducts appropriate awards and recognition programs for all athletes.
13. Initiates appropriate “due process” rights for athletes and manages all reports and maintains records of violations of the rules of the IAC, Section IV, NYSPHSAA, and the Marathon Central School District Athletic Eligibility Rules and Academic Eligibility Policy, in cooperation with the Building Principal and the Superintendent of Schools.
14. Reviews the status of coaching certifications prior to each sport season and reports this information to individual coaches and the appropriate district administration.
15. Researches opportunities and schedules of required certification courses and publishes this information to the coaching staff.
16. Maintains appropriate records relative to athletes’ eligibility, medical information, accident reports, parental consent forms and related data.
17. Coordinates with the school medical staff in the scheduling of athletic physical examinations for prospective athletes. Maintains appropriate records relative to medical issues involving athletes.
18. In cooperation with the Building Principal, Cheerleading Advisor, and all involved coaches, assists in the scheduling of athletic assemblies and pep rallies for the student body.
19. Assumes the responsibility for the issuance of keys to all athletic facilities, gymnasiums, and storage areas.
20. Performs related duties as directed by the Principal or the Superintendent of Schools.

GENERAL DUTIES AND RESONSIBILITIES OF COACHES

This Handbook has been developed to assist the Marathon Central School coaching staff in administering a successful and progressive athletic program. Regarding duties and responsibilities, coaches are responsible to the Director of Athletics and/or Building Administrator, where applicable.

PROGRAM AND PROCEDURAL RESPONSIBILITIES FOR ALL COACHES

An athletic program is a reflection of the coaches who work within this program. The influence coaches have on their athletes is substantial. Therefore, a coach's responsibility extends to:

Professional Obligations: It is the responsibility of each coach to act as a professional and always act in the best interests of the athletes, the Interscholastic Sports Program and the Marathon School District in their capacity as a coach. A coach is expected to:

- Read and follow all guidelines as addressed in this handbook.
- Attend all meetings scheduled by the Director of Athletics.
- Attempt to solve problems internally following the chain of command of Head Coach, Director of Athletics, Principal, and the Superintendent of Schools.
- Adhere to the principles of good teaching and coaching.
- Encourage athletes to maintain the highest possible scholarship.
- Implement the enforcement of all rules of eligibility.
- Maintain a fair, unprejudiced relationship with athletes and have their physical welfare uppermost in his/her consideration at all times.
- Be the sort of person you would want athletes under your leadership to become.
- Refrain from drinking alcoholic beverages or smoking with or in front of athletes.
- Be professional in appearance – thus setting an example for team members.
- Be prompt in completing any required paperwork or related assignments.
- Attend faculty meetings when possible. If unable to attend, the coach should speak to the building principal or the administrator in charge prior to the meeting regarding any information that may be missed.
- Not ask for special concessions for athletes or the athletic department.
- Cooperate with other departments in the school in the promotion of their projects.

First Aid Updates/Coaching Certification: It is the responsibility of each coach to keep his/her credentials and certifications current. This documentation/coursework constitutes a license and must be in order as prescribed by Education Law 135. If requirements under this Section cannot be met, the coach should see the Superintendent regarding the completion of a request for an extension of their application.

General Liability of Coaches: As with any staff member, it is each coach's responsibility to act as a supervisor wherever they may be at any time. This includes the athletic fields, locker rooms, parking lots, hallways, lockers, etc., and this supervisory responsibility extends over any and all students on school grounds that the coaches may come into contact with. In essence, there are no circumstances that release an individual from the responsibility to correct situations as they present themselves. This includes unsupervised athletes for another sport, students hanging around school, or any situation that arises.

Professional Growth: All coaches, whenever and wherever possible, should attempt to attend clinics, workshops and read literature for the advancement of their professional growth.

Team Functions: Any planned function involving student athletes is to be approved by the Director of Athletics and the respective Building Principal.

Rules and Regulations: All coaches must be aware of, understand and enforce all State, Section, League and School rules regarding eligibility, conduct and training of athletes and all health related aspects of participating in athletics. In addition, all athletes must be informed of all coach's rules prior to the first practice and all the sport rules prior to first scrimmage or game. Copies of all team rules supplied by the coach should be submitted to the Director of Athletics and High School Building Principal one week prior to the first scheduled practice.

General Supervision: Coaches are legally responsible for the supervision of their athletes. When conflicts arise with supervision, the Director of Athletics and the Coach shall consult and attempt to find a mutual solution.

Supervision for Practice Sessions and Game Days: Coaches are to instruct and enforce rules regarding students in the building before and after their practices.

- Any student who is waiting for a practice session to begin is to be in the cafeteria unless otherwise arranged. This is the designated work area.
- Any student who must remain in the building awaiting transportation home must wait in the entrance near the Main Office or be located in the cafeteria.
- The halls, locker alcove, and gym area are off limits to all students unless specific permission has been given.

On Practice and Game Days coaches should provide supervision in the locker rooms, hallways and the general area in which the athletes are waiting to be picked up. These areas should be monitored until all athletes have left the school property. Coaches should not consider student-athletes waiting on the village green as leaving the school property. Once an athlete leaves school property they should not return to the school.

In addition, coaches should always accompany their athletes to and from any athletic contest. If a coach cannot accompany their athletes to and from an athletic contest they must have prior approval from the Director of Athletics, the High School Principal or the Superintendent of Schools.

Practice Sessions: An organized practice is session for the purpose of providing instruction and practice in physical conditioning activities, skills, team play, and game strategy designed expressly for that sport under the supervision of a qualifier coach appointed by the Board of Education. Such instruction and practice shall only be held during the season designated for that sport. In addition, no student or team may be permitted to participate in school organized practice or play on seven consecutive days during the regular season. Only one practice session a day and only six days of a calendar week may be counted toward the total practice sessions required by the NYSPHSAA. A practice session held on the same day as a game cannot be counted. It is recommended that at least 5 practice sessions are provided each week.

Canceling Practice Sessions: When school is cancelled for inclement weather there will be no practice sessions held on that day, unless approval has been granted by the Superintendent of Schools. In addition, if practice sessions need to be cancelled individually by coaches for personal reasons or other conflicts they must contact the Director of Athletics so that he or she is aware of the cancellation.

Medical Procedure: All coaches will follow the medical procedure and policies as outlined in the coaches' handbook.

Equipment and Supplies: All coaches must exercise control over all equipment and supplies used in their sport by:

- Providing a written assignment of equipment and supplies to athletes and make them aware of their responsibility to return the issued equipment and supplies at the end of the season. Each athlete who is issued a uniform that is the property of the school is responsible for every part of that uniform. Should an athlete lose or destroy a uniform or damage it beyond repair, the athlete will be responsible to pay a fair and equitable price based on the original cost of the uniform and the length of time it has been used. It is the responsibility of the coach to be sure that each athlete understands that the failure to comply with this responsibility will result in the withholding of athletic awards and equipment for next season.
- Completing appropriate end of season reports that inventories all equipment, supplies and uniforms.
- Properly storing equipment and supplies until next season. Equipment should be stored in the school equipment room located at the bottom of the girls' locker room or in the either of the physical education storage rooms. School equipment should not be stored at coach's homes.

Field and Facility Maintenance: The custodial staff will see that all fields for outside sports are maintained, mowed and lined throughout the sports season. In addition, on-going maintenance will be performed through out the year to keep the facilities in proper playing condition.

In general, field or court set up on game days is the responsibility of the coach. This may include setting up PA systems, corner flags, bases, etc. For baseball and softball it is the responsibility of each team to hand rake the infield after every practice. For the Track and Field Team it is their responsibility to set up and store all equipment. The Cross Country Team will set flags for all meets; however, lining the course is still the responsibility of the custodial crew. A detailed list has been provided for basketball because of the nature of the sport. . If there is something in which you may need specific help from the custodial staff, please see the Director of Athletics.

Set-up Responsibilities for Home Basketball Games

Coaches Responsibilities:

1. Raise/lower appropriate basketball hoops.
2. Be sure the PA system and the scoreboard is working.

Custodian Responsibilities:

1. Dry sweep the gymnasium floor.
2. Pull out bleachers.
3. Set up score table.
4. Place floor mats at each of the following entrances:
5. Door by Room 105
6. Door by the gymnasium entrance.
7. Clean both locker rooms prior to the arrival of athletes. Most schools usually will begin arriving by 5:00 PM.
8. Set up tables for booster club and ticket sales.
9. If necessary store wrestling mats in the auditorium.

Publicity: All coaches must arrange relevant publicity releases. For Varsity Coaches, this includes calling the local paper and/or radio station, providing a daily announcement of results and completing the Athletic Contest Report Form, which can be found in Section IV of the Coaches' Handbook. Junior Varsity and Junior High (Modified) coaches should provide daily announcements and complete the Athletic Contest Report Form. Athletic Contest Report Forms should be returned to the Director of Athletics the morning after the contested event.

Requisitions: All coaches must complete all budget requisitions by the deadline date (Typically February 15th) established by the Director of Athletics. Junior High and Junior Varsity Coaches should submit their requisitions to the Varsity Coaches and the Varsity Coaches should review all requisitions for their specific sports program prior to submitting them to the Director of Athletics. The Director of Athletics shall be responsible for requisitioning all medical supplies for each team.

End-of-Season Responsibilities: All coaches must complete the end-of-season report as requested by the Director of Athletics and/or head coach. Completion of these responsibilities is necessary in order for paychecks to be issued to the coach.

- All district owned equipment issued must be collected and stored properly.
- If an athlete fails to turn in issued equipment, that athlete will be charged a fair and equitable price determined by the coach and Director of Athletics.
- A list of all athletes who owe money for lost equipment is to be turned in to the Director of Athletics to determine cost. Coaches should send a letter to inform parents or guardians of any charges that have been issued to the athlete. (Use the forms and sample form letter provided in the appendix).
- All keys must be turned in to the Director of Athletics, unless arrangements are made with the Director of Athletics.
- An assessment inventory and location of storage must be reported to the Director of Athletics.
- Reconditioning needs should be arranged with the Director of Athletics.
- Head coaches will check with assistants at all levels, and make sure all accident reports and claim forms have been turned in to the Nurse's Office.
- When a head coach has completed all of the areas listed above, he/she will contact the Director of Athletics and arrange for a meeting to discuss end of season reports, coach's evaluation and any other pertinent information.
- When an assistant coach has completed all of his/her responsibilities to the satisfaction of the Head Coach, his/her name should be sent to the Director of Athletics so that he can submit them to payroll.
- When all preceding requirements have been completed, the Director of Athletics will submit the Head Coach's position to payroll for final payment of their salary.

PROGRAM RESPONSIBILITIES FOR VARSITY COACHES

- Be responsible for their entire program at all levels. Duties and responsibilities of their staff should be clearly stated at the time of recommendation including philosophy, goals, ideals, meeting dates, and any other information deemed necessary by the head varsity coach.
- Delegate to their assistants the responsibilities that are necessary for the effective operation of the program.

- Give direction and guidance to all assistant coaches.
- Recommend to the Director of Athletics their choices for assistant coaches.
- Notify the Director of Athletics of their intention of coaching for the next year as soon as possible. It is preferred and desirable that the Director of Athletics receives this notification at the conclusion of the season.

PROGRAM RESPONSIBILITIES FOR JUNIOR VARSITY AND JR. HIGH COACHES

- Be directly responsible to the varsity coach of their sport.
- Attend all meetings established by the varsity coach, unless agreed upon by the varsity coach or the Director of Athletics.
- Notify the Varsity coach and the Director of Athletics of their intention of coaching for the next year as soon as possible. It is preferred and desirable that the Director of Athletics receives this notification at the conclusion of the season.

STUDENT ATHLETIC TEAM SIGN-UP PROCEDURE

The Director of Athletics will be responsible for providing a process and location for all prospective athletes to sign up for a particular sport season. The sign-up forms will be posted in the main office at least 45 days prior to the first scheduled practice sessions. Announcements will be made periodically to inform all students of the location of the sign-up list and any approaching deadlines.

It is important to note that there is to be only ONE sign-up list. Any coach may copy this list if they wish to monitor their team's status. The Director of Athletics will be responsible for delivering initial and final versions of the sport sign-up to the school nurse/school health services personnel for the scheduling of athletic physicals. In conjunction with the health office, the Director of Athletics will see that all student athlete physicals are completed at least TWO weeks prior to the first scheduled practice session.

Once the sign-up deadline has been met, the list will be copied and a final copy will be sent to the coach, the school nurse, the high school principal and the guidance office.

After the initial practice sessions have been held and the team's roster has been finalized, the coach will prepare an eligibility list for their respective sport and submit it to the Director of Athletics for review and certification by the high school principal. A final certified copy of each of the eligibility lists must be kept on file in the high school main office. All coaches will receive a certified copy of their team eligibility list from the Director of Athletics.

ATHLETIC ELIGIBILITY TRANSFER POLICY

A transfer student is one who has changed registration from one school to another. It should be noted that foreign exchange students who are directly placed are subject to the transfer rule.

Rule A: A student in grades 9-12 who transfers, with a corresponding change in residence of his/her parents (or other person with whom the student had resided for at least six months) shall be eligible after starting regular attendance in the second school. A residence change must involve a move from one school district to another. Furthermore, when a student moved from one public school to another public school district, for athletic eligibility the student must enroll in the public school district or private school within that districts boundary of his/her parent's residency. The Superintendent, or designee, will determine if the student has met district residency requirements.

Rule B: A student who transfers without a corresponding change of residence of his/her parents (or other person with whom the student had resided for at least six months) is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one (1) year if as a 9-12 student participated in that sport during the one (1) year period immediately preceding his/her transfer. Students who return from any school to the public school district of their residence shall be exempt from the transfer rule. Such a transfer without penalty will only be permitted once in a high school career. **NOTE:** A student in a foreign exchange program listed by CSIET has a one year waiver of the Transfer Rule. If such a student elects to stay a second year he/she become a foreign student at the start of school year under the rule that governs a transfers without a corresponding change of residence of his/her parents.

Exemptions to Rule B: For athletic eligibility a student must enroll in the public school district or in a nonpublic school within that district's boundary of his/her parent's residency.

1. The student reaches the age of majority and establishes residency in a district and can substantiate that they are independent and self supporting.
2. If a private or parochial school ceases to operate a student may transfer to another private or parochial school of his/her choice. Otherwise, a student must enroll in the public school district of his/her parent's residency.
3. A student who is a ward of the court and is place in a district by court order. Guardianship does not fulfill this requirement.
4. A student from a divorce or separated parent who moved into a new school district with one of the aforementioned parents. Such a transfer is allowed one every six months.
5. A student who is declared homeless by the superintendent pursuant to Commissioner's Regulations 100.2.

Note: It is provided, however, that each school shall have the opportunity to petition the section involved to approve transfer without penalty based upon an undue hardship for the student.

Rule C: Transfer students trying out for sports before school open in the fall shall register and be accepted by the principal of that school before the medical examination and the first practice. This shall constitute the start of the regular attendance for fall sports.

Note: After approval by the school medical officer a student may practice immediately and must satisfy the specific Sports Standard according to the number of practice sessions required.

Rule D: Practices at the previous school may be counted toward the minimum number of practices required provided the principal or Director of Athletics of the previous school submits, in writing, the number and dates of such practices to the Director of Athletics of the new school.

SELECTION CLASSIFICATION SCREENING POLICY

General: While it is not the policy of the Board of Education to encourage general participation of our student/athletes of 8th grade in Junior Varsity and Varsity level and conversely 9th graders in Junior High Interscholastic athletics, it is the policy of the Board that such participation shall be permitted in individual cases when it is the best interest of the individual student/athlete and the school. The following examples, guidelines, and time lines, must be met by the student/athlete, coach, Director of Physical Education, Director of Athletics, and the review board:

Examples of conditions where participation may be deemed appropriate are:

1. The student/athlete has the academic ability to successfully complete and pass all academic requirements while competing at a higher level of competition.
2. The competitive level of the student/athlete is higher than is available at the Junior High level.
3. The student/athlete has participated in a youth program or alternative program that provides an indicator of their athletic ability.
4. The student/athlete has competed at a state or national level competition of the sport in question.
5. The student/athlete has the ability to compete in fair and equitable manner. The review committee must consider this during the review process.

These examples are not intended to be totally inclusive, nor are they considered necessary and sufficient in themselves. In any case, the student/athlete must be competitive at the High School level and be academically capable to complete all academic requirements.

Specifics: Individuals in 8th grade who successfully complete the selection classification screening may compete in High School Athletics at the Junior Varsity and/or Varsity level. The screening process shall be designed to determine that the individual student/athlete is physically,

emotionally, and academically capable of competing at the Junior Varsity or Varsity level in a specific sport.

The specific procedures are to be carried out by the Director or Physical Education, the Director of Athletics and the High School Building Principal. These procedures shall consist of the steps listed below.

Please be advised that a student/athlete cannot even try out for a team until the entire Selective Classification Screening Process has been completed.

1. The coach must discuss the rationale for initiating the Selective Classification Screening Process on a specific student/athlete with the Director of Athletics. At this time the Director of Athletics will assemble the review panel to evaluate the request of the coach. This step should be initiated a minimum of two weeks prior to the time in which the student/athlete wishes to participate or try out for the team.
2. A review panel consisting of the Director of Physical Education, the Director of Athletics, the High School Principal, the Guidance Counselor, the School Nurse, and a classroom teacher with personal knowledge of the student/athlete, shall make the decision as to whether the student/athlete may begin the selection classification process. The coach requesting Selection Classification may attend this meeting but is not a voting member.

It should be noted that the review panel must be provided academic information on the student/athlete from the Guidance Counselor. The student/athlete must demonstrate and maintain acceptable academic performances of 80% or higher on his/her overall average in order to participate in Selection Classification. This must be obtained in order for the committee to make a recommendation to the coach and parent/guardian of the student/athlete.

A vote will be taken from the six-member review panel. There must be a minimum of four yes votes to recommend that the student/athlete be allowed to continue the selection classification process. The Director of Athletics shall discuss this recommendation made by the committee with the coach and the parent/guardians of the student/athletes.

The review panel has one week to convene after being notified by the Director of Athletic that a request for Selective Classification had been initiated.

3. The Director of Athletics and the Director of Physical Education will provide the necessary paperwork to continue the Selection Classification Progress. This initiates the written permission of a parent/guardian to allow the student/athlete to participate in the Selective Classification Process.
4. The student/athlete must successfully complete a medical examination that determines the Health and Developmental Rating by the School Physician.

5. The student/athlete must qualify based upon a physical fitness and aptitude test administered by a certified Physical Education Teacher who is not the student/athlete's coach. The physical education teacher has one week to administer the physical fitness and aptitude test upon receiving the completed Selection Classification Application Form from the Director of Athletics. The student/athlete may retake any part of the test he/she fails.
6. Throughout the season the coach and the Guidance Counselor shall monitor the progress and academic standing of the participating student/athlete. If at any time it is determined that the continued participation may not be in the best interest of the student/athlete, the review panel shall be reconvened to determine if the student/athlete may continue to participate in that season.

If should be noted that once a student/athlete participates at the Junior Varsity or Varsity level they cannot return to the Junior High or modified level in that sport.

MIXED COMPETITION

Work in Progress

SELECTION PROCESS OF ATHLETIC TEAMS

Modified Programs: It is the intent of the Marathon Central School District to provide all students the opportunity to participate in Modified Athletic Competition. The Marathon Central School District holds to a "No-Cut" Policy for all modified sports. A "No-Cut" policy is based on the premises that all student-athletes in grades 7th and 8th (9th if on a Modified "A" Team) will have the opportunity to participate on modified sports teams. While we realize that this may sometimes result in high numbers on a team, we feel that all students need the opportunity to participate in a non-threatening sports environment. This will allow students the opportunity to develop the physical skills necessary to progress to higher levels of competition. Modified Coaches who deem the numbers to be too high to coach effectively or safely need to consult the Varsity Coach and the Director of Athletics for advice. Options available may include but are not limited to:

- Rotate or split teams to reduce the numbers at a practice or a game.
- Seek an assistant or volunteer coach through the Board of Education.
- Contact SUNY Cortland for a Volunteer Coach. Note: Volunteers must be approved by the Board of Education and follow the guidelines of Educational Law for Coaching Certification.

JV & Varsity Programs: Based upon the number of student-athletes that try out for a JV or Varsity program, a coach may deem it necessary to hold a tryout period to determine who will participate on the team. If a tryout period is established to reduce the number of student-athletes on the squad, the coach must provide and explain the criteria that will be used to select the squad. Possible criteria that may used to select a squad may include: skill level, attendance at tryouts,

receptiveness to coaching, determination and motivation, and academics. However, a student should not be cut solely based upon a deficiency in one category.

Prior to the try-outs the coach should clarify (1) the extent of the try-out period, (2) criteria used to select the team, (3) number of athletes to be selected, (4) practice commitment if they make the team and (5) game commitments.

At the end of the tryout period the coach should speak to each student-athlete that does not make the squad to explain his or her deficiency and provide suggestions for improvements should they wish to tryout the next year. A “cut list” should never be posted.

PROCEDURE FOR ISSUING ATHLETIC ELIGIBILITY RULES

The Director of Athletics should issue each athlete a copy of the Athletic Eligibility Handbook at least 15 days prior to the first day of practice. These handbooks will be distributed at a Code of Conduct Meeting. In the handbook, there is a 30 Day Health History Form and an Athletic Eligibility Permission Form that must be filled out by the student-athletics and his/her parent or guardian. These forms must be returned as soon as possible to the nurse. Student-athletes will not be able to practice until these forms are check by the nurse and return to the coaches via the Director of Athletics.

The coach should inform the athletes that the School District’s rules were established at the request of, and with approval of the coaching staff. In addition, the Coach should meet with each athlete individually or in small groups to review the rules.

If an athlete or parent refuses to sign, please use the following procedure:

1. The individual is **NOT** to participate under any circumstances.
2. Notify the Building Principal and the Director of Athletics so a parent conference can be scheduled.

INTERSCHOLASTIC ATHLETIC ELIGIBILITY RULES, STUDENT HANDBOOK

The Board of Education, Administration and Interscholastic Athletics Coaching Staff, have established an eligibility policy that governs the participation of student-athletes in the Interscholastic Athletic Program. It is the responsibility of all coaches to enforce the policy and make sure that all student-athletes are aware of and abide by its rules.

1. Academic Eligibility Provisions
2. Appropriate Behavior of Athletes
3. Substance Abuse: Alcohol, Tobacco & Illicit Drugs
4. Student Attendance & Athletic Participation
5. Coaches Review Panel
6. Due Process Appeal

ENFORCEMENT OF ATHLETIC ELIGIBILITY RULES

Violations of Athletic Eligibility Code: Suspected violations of the Interscholastic Athletic Eligibility Rules must be reported immediately and followed up in writing to the Director of Athletics and the Building Principal who will be responsible for conducting an investigation. The coach should address the issue(s) with the athlete(s) that are involved. Any violations should be determined by personal observation and/or by a confession of the accused athlete. If the coach observes a violation of the training rules, the coach must report this violation in writing to the Director of Athletics and the Building Principal.

The written report will contain:

- Description of violation
- Name of athlete
- Date violation occurred
- Signature of person reporting violation

Violations must be verbally reported to the Director of Athletics and Building Principal as soon as possible, and then followed up in writing.

ACADEMICS

Participants who are experiencing academic difficulty **MUST** receive academic assistance. The athlete, parent(s), coach, teacher(s) and guidance or counseling staff should all participate in developing a plan that will assist the student-athlete in overcoming his/her deficiencies in the appropriate subject areas. Non-compliance may result in appropriate disciplinary action, including suspension from the team, until the student has satisfied his/her academic responsibilities.

In order to remain academically eligible to participate in athletics the student will become involved in one or more of the following programs:

- Meet with the appropriate instructor(s) and make arrangements for extra help in the specific course area(s).
- Arrange for a regularly scheduled “student tutor” through the guidance office until deficiencies are corrected.
- Return of student blue forms on a WEEKLY basis, with special improvements noted by the teacher(s). This form requires coach, parent(s) and teacher(s) signatures.
- Participation in daily progress reports/agenda book to monitor homework completion and academic performance. This format requires parent(s) and teacher(s) signatures.
- Involvement in organized study skill sessions and or organization group programs.
- Develop the necessary plan for making up missed work and bringing themselves current in their deficient courses

It is the responsibility of the student, parents, coaches, teachers, counselors and guidance personnel to see that this plan is developed and followed. Final determination about the appropriate level of academic intervention will be made by a designated school official. Regular communication between these parties will encourage and hopefully insure success for the student-athlete.

Students who need extra academic help must be encouraged by the coach to seek this help after school. Even though this may conflict with a practice session, coaches should support and encourage students to receive academic support. From an educational point of view, it is desirable that students who require academic help be provided the opportunity to seek this help.

No student shall be punished for seeking extra academic help after school. An athlete who is staying after school should inform his coach personally as far in advance as possible.

Coaches should encourage students to seek extra academic help if it is needed.

ATTENDANCE

Student Attendance for Academics: To participate in a practice or an interscholastic contest STUDENTS ARE TO BE IN SCHOOL BY THE BEGINNING OF THEIR FIRST PERIOD CLASS. Students who are absent from school for a full day due to personal illness or who are illegally absent cannot participate in practice or a game on that day. (An illegal absence is any reason not acceptable to the State Education Department's guidelines listed in the BOE Attendance Policy # 5100 or in the student parent handbook under the topic of student attendance.) If a student has a legal excuse, i.e., a doctor or dentist appointment, sickness or death in the family, a religious observance, inclement weather, court appearance, etc., he/she should bring a note to the administration immediately upon returning to school so that permission to participate may be granted. Abuse of this aspect of the policy may result in the need for consultation between the parent, athlete and administration. If it is deemed necessary, the administration may impose restrictions upon the student for repeated abuse of the policy. If there is continued abuse or if extraordinary circumstances exist, the administration has the prerogative to decide whether or not the student-athlete participates.

Student athletes are to be in all classes, study halls, lunch or any other locations to which they are assigned through their academic schedule. If violations result in assignment to in-school or out of school suspension non-participation in scheduled athletic activities will follow those noted in #2-Appropriate Behavior of Athletes. In addition, student-athletes must dress out and participate in Physical Education Class in order to practice or participate in games on that day, unless special circumstances exist and they have been approved by the administration.

Student Attendance for Practices: It is the responsibility of all coaches to maintain appropriate records regarding their respective coaching assignments. A daily record of each athlete's attendance is to be kept in an organized and legible format.

Conclusion of Practice Sessions: A scheduled practice session does not end until all athletes have gone home or left the school building. It is the coach's responsibility to provide supervision for his/her athletes until one of these occurs.

SPORTSMANSHIP GUIDELINES FOR COACHES

Be a Good Role Model. As a coach you must constantly keep in mind that your actions do, in fact, speak louder than words. No matter what you say, what you do will have an effect on your players. You must do everything you can to show your players what it means to be a good sport by treating opposing players and coaches, officials, team members, and the sport in which you participate with respect. An obvious consequence: admit to your players when you fall short of your own sportsmanship ideals.

Emphasize Sportsmanship from the Beginning: The process of "coaching for character" should start early, from your first contact with players. If you're recruiting a player to come out for the team or a player comes to you to discuss trying out, what you say will set the tone for your relationship with the player. At the first team meeting or practice you should explain how much you value sportsmanship. Tell them what your expectations are, how you understand the basic principles of sportsmanship, and why these principles are important to you, our athletic program, our school and our community.

The introduction on the Basic Principles of Sportsmanship and the bulleted list of Acceptable Behaviors for Sportsmanship is a guideline to the basic principles of sportsmanship that a coach should discuss with his/her student-athletes.

Basic Principles of Sportsmanship

The Marathon student-athlete is to demonstrate self-control and respect for teammates, other athletes, officials and spectators at all times. Marathon student-athletes are expected to treat all opponents with respect before, during and after competitions. Congratulations, shaking hands and other acts of good sportsmanship are expected from our student athletes.

Acceptable Behaviors for Sportsmanship

- Follow the proper ideals of sportsmanship, ethical conduct and fair play;
- Eliminate all possibilities which tend to destroy the best values of the game;
- Stress the values derived from playing a game fairly;
- Show cordiality and courtesy to visiting teams and officials;
- Establish positive relations with visiting teams and hosts;
- Respect the integrity and judgment of game officials;
- Follow the Section IV, NYSPHSAA and Marathon High School rules of eligibility;
- Encourage leadership, use of initiative and good judgment by teammates;
- Recognize that the purpose of athletics is to promote the physical, moral, social and emotional well being of the individual player; and

- Remember that an athletic contest is **ONLY A GAME**, not a matter of life or death for an athlete, coach, school, spectator or community.

Talk About Combing Seriousness and Playfulness. Since the principles of sportsmanship are based upon the very nature of sport, and sport is a form of competitive play, explain to your players that sport is “serious fun”. Help them understand that bad sportsmanship is often a matter of being “too serious”, of forgetting that there’s more to a sport than winning, and, in some cases, a matter of not being serious enough, of forgetting that striving to be excellent and striving to win within the rules and essential parts of competition. Try to show this balance in your attitude and in your comments. Be serious when it’s called for; kid around, and have fun when it’s call for. How you express this balance will in part depend on your own personality, but the need for a balance between is crucial.

Encourage the players to take the perspective of other participant in sports. Since sportsmanship demands proper perspective, help players to understand and imaginatively to appreciate others’ points of view. This is an equivalent to the moral education of a child, when a parent sometimes says something like, “How would it make you fell if someone did that to you?” Taunting, showboating, and arguing with officials, are some of the inappropriate behaviors that should be addressed. Talk about the perceptions that other will have of the team, the athletic program, the school, and the community.

Develop clear guidelines for dealing with unsportsmanlike behavior. Make it clear with your athletes from the beginning of the season how you will deal with actions that violate the principles of sportsmanship.

Reinforce good sportsmanship. If good sportsmanship matters to you, show the players, parents, and fans it matters by rewarding good behavior in some manner. The most obvious way to do this is trough praise, respectfully behavior, and playing time. In addition, a sportsmanship award could be awarded at the end of the season.

Communicate the importance of sportsmanship to fans. Depending on the situation in which you coach, the IAC public address announcement concerning sportsmanship should be read or shared with spectators as they enter the spectator areas. As a coach, it is proper to ask an official to stop a contest if fans are acting inappropriate so that you can speak to those individuals.

Expect Players to know the rule book. To encourage players to respect the game as well as officials, encourage then to study the rule book. Ask them questions about the interpretation of difficult situations as if they were officiating. Play “You make the Call”.

Show by your actions and your words that you care, that what you’re trying to teach is important. No matter how much your players may seem to resist you, many of your values become theirs. Let them know that it matters how they behave, what kind of human beings they will be, whether they do things well or poorly.

Don't forget to have fun. Remember it's a game and they are kids. It's serious, it matters, but it's play. Show you players what they're doing matters, but don't take yourself too seriously. If no ones having fun, you're not playing a game anymore.

TRANSPORTATION POLICY

In any bus trip (athletic, spectator, field trip, etc.) the following procedure **MUST** be followed.

Students **MUST** ride both **TO AND FROM** all school events, which includes practices, where transportation has been provided by the Board of Education. However, if a student-athlete wants to ride back from an event with **THEIR PARENTS** and the parent **PERSONALLY** contacts the coach in charge while at the event and signs the student out on the sign out form. (See Appendix)

PLEASE NOTE: COACHES CANNOT ACCEPT NOTES OR GIVE PERMISSION TO STUDENTS, UNDER ANY OTHER CIRCUMSTANCE, TO RIDE WITH ANYONE OTHER THAN THEIR PARENTS.

This policy and procedure is to be carefully explained by the head coach to all squad members at the beginning of each season.

There will be no stops for food, etc. on return trips from athletic contests, Monday through Thursday or school nights. The Director of Athletics, the Transportation Supervisor and the Building Principal must approve any stops on other occasions or on especially long distance trips. In addition, all athletes and parents must be made aware of the planned stop. The time of arrival back to school must be noted.

During longer trips it may be the wish of the coach to allow his/her players to bring food on the school bus. The following rules must be observed in these instances.

- Absolutely **NO** glass bottles or canisters are to be brought on the school bus. This is a direct violation of Transportation Law. No exceptions.
- Food will be allowed with coach's permission.
- The condition of the bus is the responsibility of each individual. As long as all garbage is disposed of properly, the convenience of bringing food on buses can be extended.

Since the school bus may be regarded as an extension of the classroom, children are required to conduct themselves on the bus in a manner consistent with established standards of behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. It is important that those waiting for buses conduct themselves properly with respect to the rights and property of others.

If a child does not conduct himself/herself properly on a bus, the bus driver shall bring such instances to the attention of the appropriate Building Principal.

Children who become a serious disciplinary problem may have their riding privileges suspended by the Superintendent or appropriate Building Principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. Any such suspension shall be in accordance with the provisions of the Education Law.

Athletes are expected to abide by all transportation rules and regulations.

MEDICAL POLICY

Health Examination: Any student who may engage in interschool competition shall receive an adequate health examination and may not practice or participate without the approval of the school medical officer.

Note: Medical examinations may be scheduled any time during the school year. The results of the examination shall be valid for qualifying a pupil's participation for a period of 12 continuous months, provided that all pupils have a health history interview prior to the start of tryout practice sessions at the beginning of each season, unless the student received a full medical examination within the immediately preceding 30 days.

Injured or Illness: The school physician must qualify any athlete who is absent from school for five or more consecutive days because of an injury or illness before he or she may return to competition. All approvals shall indicate the activities permitted.

Any athlete who is injured and received medical attention from a medical doctor must receive a medical release from that doctor unless the athlete is absent for five or more days, the procedure, as outlined above, is in effect.

All athletes who qualify may only return to practice and competition when a written release is issued from the Health Office.

MEDICAL PROCEDURE

Physical Examination: Every student who wishes to participate in the interscholastic athletic program must have a **CURRENT** physical examination on file with the school nurse. In addition, they must complete a 30-Day Interval Health History Update Form that must be kept on file in the nurse's office. **NO STUDENT-ATHLETE** can practice, under any circumstance, until the School Health Office has reviewed and signed these forms and forwarded them to each respective coach.

1. Physical exams can be scheduled through the school nurse.
2. Family doctor's physical exams are also acceptable. Forms may be obtained from the school nurse. Completed forms must be returned to the school nurse.

Any questions should be directed to Mrs. Ann Marie Novak, School Nurse at 607-849-3251.

Extreme caution should be observed with all injuries.

Reporting Injuries: In order to ensure appropriate coverage by the school district student accident insurance company and the school district liability carrier, it is important that a Reportable Accident Form (See Section IV) be completed for any incident for which:

A student is treated for injury by the coach or other school personnel; or

There is a reasonable expectation that the student may need medical attention within the following 24 hours.

As much detail as possible about the incident, students involved and apparent injury should be provided on the form. All injuries, regardless of their seriousness must be reported to the Health Office through the Reportable Accident Form.

Dealing with Injuries: If in doubt or with serious injuries, do not move the individual. Call for appropriate support.

The coach shall contact the parent or guardian concerning any injury that may require medical attention. If in doubt, call the parent or guardian. Also, notify the Health Office and direct the athlete to report there at their earliest convenience.

If emergency transportation is required, the Interscholastic Athletic Program Participation Form and someone (school personnel – ex. coach, bus driver, parent/guardian, and athlete) should accompany the athlete. The injured athlete’s parent/guardian must be notified of the destination.

The coach should make follow-up calls to athlete and parents within 24 hours to determine the current status of the athletes.

Once again, all Accident Reports should be completed as soon as possible but no later than 24 hours from date of accident and turned into the Health Office

STUDENT COUNCIL PEP RALLY

The Student Council typically holds three pep rallies during the year. The purpose of the pep rallies is to support our athletic programs and the student-athletes who participate in these programs. It is the responsibility of the coach to introduce their athletes and give a brief statement regarding the successes of the team’s season. If a coach is unable to attend the Pep Rally, he or she should contact the Student Council Advisor so that other arrangements can be made to recognize your athletes.

INTRAMURAL AND PEE WEE PROGRAM

Work in Progress

ROTATION SCHEDULE FOR THE PURCHASING OF UNIFORMS

Because of the expense of uniforms, it is necessary to create a rotation system for purchasing uniforms. This process is intended to provide a fair procedure while still maximizing the investment in uniforms. In many cases, it is necessary to take older uniforms and have them refurbished and/or professionally cleaned to extend their useful life. When new uniforms are purchased, the old uniforms should be giving to another squad, unless they have been used beyond their useful life. If a coach feels that a uniform has been used beyond its useful life, he or she should make the Director of Athletics aware of this situation. Under no circumstances should old uniforms be thrown or given away without the permission of the Director of Athletics.

FUNDRAISING BY ATHLETIC TEAMS

As with any fundraising activities that take place in the district, appropriate permission must be sought and given for any fundraising activities sponsored by any teams in the interscholastic athletic program.

The coach or advisor will explain the purpose of the fundraising program to the Director of Athletics in writing, using the attached form. The Director of Athletics will meet with the building principal to discuss the fundraiser and if approved by the building principal, the event will be placed on the fundraising calendar.

The coach or program must have an account established in the business office through Mrs. Karen Braman and/or Ms. Paulette Fry. A named treasurer of that particular team or program must deposit all monies collected/earned by the athletes as a result of the fundraising activity. The accounting procedures used in the class/club accounts will be followed by interscholastic teams/programs per the instructions of the school business administrator. For example: All expenditures from fundraising accounts must be approved and be accompanied by a bill for goods or services, etc. If you have specific questions, please see Mrs. Braman or Ms. Fry.

All fundraising conducted on the behalf of the interscholastic athletic program, its teams or clubs, shall have the prior approval of the high school principal. This includes any joint ventures between athletic teams/coaches and the Marathon Booster Club. Before proposals for any joint fundraising may be proposed to the booster club, the high school principal must first approve it. There are to be no exceptions to this procedure.

BOOSTER CLUB

The Marathon Athletic Booster Club is formulated of adults in the Marathon Community who wish to aid and assist the school athletic program. The Marathon Booster Club has one formal meeting each year, in early September, where officers are elected. In addition, the Booster Club meets the first Monday of every month in the High School Cafeteria. Funds for this program are raised through the food concession at various sporting events. In addition, special events are also conducted to raise funds.

Coaches who are looking to have financial assistance through the booster club must first approach the High School Principal and the Director of Athletics with their proposal. The purpose of the Marathon Athletic Booster Club is to aid and assist in areas that the School District typically does not provide financial support.

The Marathon Athletic Booster Club provides a financial donation of \$30 to each varsity team for a trophy or plaques for the Varsity Banquet. Also, each year the Booster Club sponsors the 3-Sport Scholar Athlete Program that is awarded at the Junior High Awards Night and the Varsity Banquet. In addition, the banners located in the gym recognizing championship teams are funded through this organization.

SPECTATOR BUSES

If a team wishes to have a spectator bus, the coach of that team must make a request in writing to the Building Principal and the Director of Athletics. Permission will be granted if the Building Principal and the Director of Athletics feel that the request is academically and fiscally sound and that adequate supervision can be provided. Note that the uses of spectator busses in the past have been used in moderation.