

# Pembroke Central School District



## Athletic Program Handbook and Athletic Code of Conduct

For Student Athletes, Parents, and Coaches

## **District Mission Statement**

In partnership with the community,  
the Pembroke Central School District is committed  
to knowing each individual student's interest, needs and desires  
in order to prepare all students for graduation,  
with the knowledge, skills and attitudes necessary  
to lead productive lives.



## **Athletics Vision Statement**

We envision an athletic program that  
teaches all student-athletes to compete rigorously at all times,  
both on and off the field, in school, and in life;

A program that inspires athletes, coaches, and spectators  
to be courteous and respectful  
to opponents, officials, and visitors in all situations;

A program that enables ongoing collaboration  
to develop and enhance athletic skills.

**Pembroke Athletics:  
Competitive. Courteous. Collaborative.**

TABLE OF CONTENTS

Introductory Letter ..... 3

Program Goals and Philosophy by Level (Modified, Junior-Varsity, Varsity)..... 4

**PART 1: Participation Rules, Regulations, Expectations and Information**

Summary of NYSPHSAA Eligibility Rules for JV and Varsity Athletics..... 5

Medical Clearance Information..... 5

Athletic Placement Process (for Students in Grades 7 and 8)..... 6

Participation in Non-School Athletic Clubs..... 7

College Athletics..... 7

Risk Factors, Illness, and injury..... 7

Concussion Management..... 7

Medical Insurance..... 8

Sign-Up Meeting, Trying out for a Team & Practice/Game Attendance..... 8

Athlete Cell Phone Use..... 9

Quitting a Team & Program Transfer..... 9

School Attendance & After School..... 9

Equipment/Uniforms & Dress Code for Contest..... 10

Contest Schedule and Reporting Scores..... 10

Cancellations..... 10

Thunder and Lightning..... 11

Expectations for Parents..... 11

Communication with the Coach..... 12

Consequences for Parent Violations..... 13

Expectations for Coaches..... 13

Bus Guidelines..... 14

Behavior and Decorum Summary..... 14

Athletic Recognition Awards..... 14

Pembroke Athletics Individual Awards..... 15

**PART 2: Athletic Code of Conduct**

Preamble..... 16

Article I – Purpose..... 16

Article II – Clearance to Participate..... 17

Article III – Attendance..... 17

Article IV – Sportsmanship..... 17

Article V – Enforcement..... 18

    Enforcement by Coaches..... 18

    NYSPHSAA Rules on Removal/Ejection from Contests..... 18

    Pembroke Requirement for those Removed/Ejected..... 18

    Enforcement by Administration..... 18

Article VI – Athletic Code Consequences for Violations..... 19

    Level 4 Offences (Including Non-Physical Hazing, Tobacco)..... 19

    Level 5 Offences (Including Drug Paraphernalia, Vaporizers)..... 20

    Level 6 Offences (Including Physical Hazing, Theft, Vandalism, Alcohol, Drugs)..... 20

    Multiple Violations..... 21

Article VIII – Opportunity for Restoration..... 21

Article IX – Appeals Procedure..... 22

Statement of Recognition and Understanding (For Parents and Athletes)..... 23

Statement of Recognition and Understanding (For Coaches)..... 24



Dear Student-Athletes, Parents, and Coaches,

This handbook is presented to you as a participant in the Pembroke Athletic Program and outlines expectations. The Pembroke Central School District appreciates your willingness to participate and your commitment to meet the expectations set forth herein.

We believe participation in sports provides a wealth of opportunities and experiences that assist students in their education and in leading a productive life. A well-organized athletic program helps students with self-expression, mental alertness, and physical growth. It is the District's intent to maintain a program that is sound in purpose and will further each student-athlete's maturity.

By participating in our athletic program, you are committing to certain responsibilities and obligations established by the District. Each one of you represents the District, and by becoming a member of a team as a player, parent, or coach, you agree to be accountable for your actions both on and off the field or court.

The athletic program is governed by the regulations established by the Commissioner of Education's basic code for extra-class activities. Pembroke Central School is a member of the New York State Public High School Athletic Association, in most cases competing as a Class C school in Section V. Our league affiliation is with the Genesee Region Athletic Association. The sports we offer are listed at the bottom of this page, and organized into Modified, Junior Varsity (JV), and Varsity levels based on registration numbers and financial parameters.

If you have any questions, suggestions, or concerns, please contact the Athletic Director during normal school hours at (585) 599-4531, ext. 1923.

Thank you!

Sincerely,  
Pembroke District Officials

### **Pembroke Sports Offered:**

#### **Fall Season**

Cross Country  
Women's Soccer  
Men's Soccer  
Cheerleading  
Women's Volleyball  
Football

#### **Winter Season**

Swimming  
Women's Basketball  
Men's Basketball  
Cheerleading

#### **Spring Season**

Track  
Tennis  
Golf  
Softball  
Baseball

## **Pembroke Athletic Program Goals**

**Goal 1 – To Develop Character and Life Skills:** We want participation in athletics to play a significant role in a student’s personal development. We are committed to teaching life-long values, skills, and character-building lessons that include, but are not limited to:

Sportsmanship, Role Modeling, Mentoring, Teamwork, Cooperation, Loyalty, Dedication, Commitment, Self-Control, Discipline, Responsibility, Accountability, Trustworthiness, Fair Play, Respect for Self and Others, Personal Excellence, Goal Setting, Persistence, Good Decision Making, Communication, Confidence, Optimism, School Pride, Application of Rules and Strategies, Physical Fitness and Healthy Behavior, Time Management, Balance, Preparation, and more!

**Goal 2 – To Develop Athletic Skills, Physical Abilities, and Knowledge of the Game:** We recognize all students are different, with different strengths and abilities that can be nurtured. Our athletic program provides students the opportunity to further explore and enhance their capacity to perform physically and athletically. Student athletes will gain sport-specific knowledge and improve in sport-specific skills, while gaining overall strength and physical fitness.

**Goal 3 – To Develop the Competitive and Winning Mindset:** Few people get involved in any competition without the desire to win. Therefore, we embrace the fact that we play to win. No, winning is *not* everything and should *not* be pursued at all costs. However, we will teach our student-athletes to combine everything they learn about good character (Goal 1) with everything they can do physically in their sport (Goal 2) to demonstrate a self-less team-focused effort to be victorious against all opponents they face. With that said, we expect everyone to learn from the experiences of winning and/or losing to become better people and more competitive after each contest.

## **Pembroke Philosophy by Level**

**Modified Sports** – The main emphasis will be on Goals 1 and 2 (character and athletic skills development), with some focus on Goal 3 (winning). Coaches are expected to do their best to give all athletes substantial playing time in each contest, regardless of the anticipated outcome of the contest. At the same time, players and parents are expected to understand that managing playing time is a challenging task and may not always happen the way you want.

**Junior Varsity (JV) Sports** – At the JV Level, there will continue to be strong emphasis on Goals 1 and 2 (character and athletic skills development), with an added focus on Goal 3 (winning). For teams to fully realize their potential, individual players need to put the team first and themselves second. Participating on a JV team requires a higher level of preparation and commitment. Each individual will be given the opportunity to play during the season as much as possible, at the discretion of the coach, but playing time is not equal at the JV level. Again, players and parents are expected to understand that managing playing time is a challenging task and may not always happen the way you want.

**Varsity Sports** – At the Varsity Level, Goals 1, 2, and 3 will have equal emphasis in order for teams to perform and compete at the highest level, with the intent to win. Win or lose, all players, parents and coaches should be aware of important lessons that can be learned in defeat as well as victory. The amount of playing time will be at the coach’s discretion, and all players may not participate in every contest. Again, players and parents are expected to understand that managing playing time is a challenging task and may not always happen the way you want. Achievement of the goals is dependent on every student-athlete’s commitment to the team and understanding of their role on the team.

## **Part 1: Participation Rules, Regulations, Expectations, and Information**

### **Summary of NYSPHSAA Eligibility Rules for JV and Varsity Athletics**

All coaches are expected to be familiar with the sport-specific rules and regulations of the conference, the contents of the handbook of the NYSPHSAA, and the Commissioner's Regulations.

*Students are eligible to participate in high school sports:*

1. As a high school student in regular attendance in grades 9, 10, 11, 12 and taking four subjects plus PE.
2. If 19 years old on or after July 1, the student may continue to participate during that school year in all sports.
3. With parental permission (by signing the Statement of Recognition and Understanding of the Pembroke Athletic Program Handbook Guidelines, Athletic Code of Conduct, and Assumption of Risk Form)
4. With medical clearance.
5. If they have not played more than four consecutive sports seasons after entering grade 9.
6. A 9-12 student that transfers, with a corresponding change in residence of his/her parents, shall become eligible after starting regular attendance in the second school.
7. A student that participates in any unapproved all-star contest shall be ineligible to compete in interschool athletics for a period of one year from the date of such participation.
8. If they have not played or practiced with a college team.
9. If they are an amateur and have never used their athletic skill for gain, received payment of any form, and if they have never competed under an assumed name.
10. If they are familiar with the rules of the game and the standards of sportsmanship.
11. If the student-athlete has the appropriate amount of practices prior to a scrimmage/game. This number is different for each sport, refer to the NYSPHSAA handbook.
12. If they completed the minimum amount of contests to be eligible for postseason play.
13. Students-athletes that represent Pembroke Central School can only complete in NYSPHSAA sanctioned interscholastic contests and they are allowed to participate in a maximum amount of contests. This number is different for each sport, refer to the NYSPHSAA handbook.
14. A student in grade 7 or 8 is eligible for modified competition. These athletes can also try out for JV/Varsity levels if selected by the coach and they pass all requirements of the Athletic Placement Process. This assessment process can only be initiated by the coach and athletic director.

*Athletes must meet all Standards of Eligibility to participate in practice and games.*

### **Medical Clearance Information**

Athletic physical examinations will be given and approved by the school doctor **BEFORE** a student is allowed to tryout or participate in any interscholastic sport. Sports physicals are valid for a period of 12 months. **If the 12 month period for a physical expires during a sport season, participants may complete the season as long as a health history interval form for that student-athlete was completed prior to the start of the season and is on file in the athletic department.**

In addition to a valid physical, a NYS Health History Interval Form must be completed, signed, and submitted by the student-athletes legal guardian **within a 30 day time period BEFORE the first official practice of the season.** It must be submitted before and within the 30-days prior to the first official practice.

If the student does not have an NYS athletic physical exam done by the school physician, the student must have the NYS physical form completed by his/her own Physician at his/her own cost and returned to the school nurse **BEFORE** he/she may try out for any team. This form can be downloaded from the school athletics tab under "Athletic homepage".

**The Emergency Information Sheet will be issued to the coach indicating that the student athlete is cleared to practice. Student athletes are not permitted to practice without it. If overlooked, these practices are illegal and will not count towards the number of required practices.**

All student-athletes restricted by a doctor (office, or hospital emergency room) and/or certified athletic trainer must:

- Obtain a signed release statement from a doctor before they may resume participation.
- File this release with the school nurse and Athletic Director.

## **Athletic Placement Process (For Students in Grades 7 and 8)**

As identified on the previous page, a student is eligible for senior high school athletic competition in a sport during each of four consecutive seasons beginning with the student's entry into 9<sup>th</sup> grade. However, the Athletic Placement Process (APP) is a mandated screening process designed for exceptionally skilled 7<sup>th</sup> or 8<sup>th</sup> grade students to determine their readiness to compete in Junior Varsity or Varsity level. The APP assesses physical maturity, fitness, and skill levels. **A 7<sup>th</sup> or 8<sup>th</sup> grade student-athlete may not try out or participate until the entire process has been completed and has satisfied all the requirements.** Satisfying all of the APP requirements permits a 7<sup>th</sup> grade student to participate during six consecutive sports seasons in the approved sport and allows an 8<sup>th</sup> grade student to participate during five consecutive seasons in the approved sport.

### **APP Procedural Steps - MUST BE IMPLEMENTED IN ORDER, FOR EACH APP REQUEST:**

1. **Recommendation from District Coach or Physical Education Teacher:** The Athletic Director must first receive a recommendation for a particular student-athlete to be considered for the APP program from a coach or physical education teacher within the district. COACHES/PE Teachers: ***It is expected that those making such recommendations will NOT talk to students about the recommendation.***
2. **Parent/Guardian Permission:** The Athletic Director will contact the parent/guardian of the student-athlete to inform them about the recommendation and explain the APP in detail. If the parent approves in moving forward with the process, an APP Parent Permission Form will be given to the parents to be signed and returned to the Athletic Director. ***The signed form must be submitted before any evaluation can begin.***
3. **Administrative Approval:** The Athletic Director will confirm with the Junior-Senior High School Principal that the student is suitable for consideration, including:
  - a. The likelihood that the student will play in at least 50% of the games
  - b. The student's academic performance is at or above grade level
  - c. The student is socially-emotionally ready to socialize with high-schoolers
4. **Medical Clearance:** This step must be completed BEFORE the physical fitness portion of the process. The Athletic Director will submit the maturity assessment form to the district Medical Director to determine the maturity level of the student-athlete (Tanner Rating/ CDC Growth Correlation). If a student has attained an appropriate level of physical maturity, and has a height and weight that are comparable to those of the proposed team members as determined by the Medical Director, he or she may proceed to the next step. ***If the medical director does not clear the student, he or she may not proceed any further in the evaluation process.*** The Medical director will not be pressured to change the decision.
5. **Sport Skill Evaluation:** The sport coach will rely on personal observations and consider input from former coaches to evaluate the student's sport-specific abilities. Coaches will be responsible to provide a written statement dictating their observations and their justification of the recommendation for promotion. ***If a student fails to meet an appropriate sport skill level as determined by the coach, the student may not proceed further.***
6. **Physical Fitness Testing:** If Steps 1 through 5 have been completed and the student met all the requirements therein, a certified physical education teacher not connected to the sport for which the student will be trying out will administer five physical assessments as required by the APP. ***If a student fails to meet more than one of the physical fitness test standards, that student may not proceed any further in the evaluation process.***
7. **Qualification Determination:** All the results of each Step of the APP will be submitted to the Athletic Director for assessment, and only students that meet all requirements will be permitted to try out.
8. **Try Outs:** Students that met all the APP requirements may try or return to the modified level.
9. **Records and Notification:** The Athletic Director will keep all records of the APP on file; and for students that make it, the AD will notify the GR League Athletic Directors and the Executive Director of Section V.

## **Participation in Non-School Athletic Clubs**

The NYSPHSAA allows outside participation in other athletic clubs. Pembroke student athletes must understand that commitment to the school team takes precedence over outside participation. Club participation should not be detrimental to an individual or the team. There may be circumstances where a student-athlete should not participate in an outside activity due to the possible effect on the team. A student-athlete should not participate unless he/she checks with the Pembroke Central School coach or Athletic Director first.

## **College Athletics**

The primary focus of the Pembroke Central School Athletic Department is to teach life-long values, skills, and lessons, not to produce scholarship athletes. A small minority of athletes go on to play at the collegiate level, and even a smaller amount of athletes receive athletic scholarships. It is important for parents and athletes to communicate with the coach if there is potential or interest in participating in athletics at the next level. The coaches and Athletic Director will be able to give the athlete an honest evaluation of the appropriate level of play that may be suitable for the athlete. The Guidance Counselor, Athletic Director, and coach can also guide the parents and athlete through the recruiting process (NCAA Clearinghouse, college visitations, etc.).

## **Risk Factors, Illness, and Injury**

Participation in sports involves a certain degree of risk for injury. Before going out for the team, we want athletes and parents to be aware of the risks so everyone will be better able to reduce the chance of injury. Preseason conditioning, learning the skills, and techniques, knowledge of the rules, and safety factors will help reduce the risk of injury and to improve the occurrence of a healthy season. Parents are encouraged to contact the coach if they have any questions or concerns regarding potential risk factors.

All injuries must be reported to the coach immediately. The coach and/ or athletic trainer present must contact the parents and complete an accident report as soon as possible so the facts are clearly in mind when recorded. The accident report should be submitted no later than within 48 hours of the injury. Any injuries requiring a visit to a doctor or emergency room must be reported by the coach to the Athletic Director and School Nurse as soon as possible. If medical attention is required, a written physician's approval to return to practice must be submitted to the School Nurse. Upon receiving approval from the School Nurse, the student-athlete may resume participation (during vacation breaks, a written physician's approval may be submitted to the Athletic Director instead of the School Nurse.) All medical expenses incurred from any school injury must be submitted to the family's primary insurance carrier, and anything not covered can be submitted to the business office as it may be covered under the school's student accident insurance coverage.

An athletic trainer is available to all student-athletes if needed. The trainer will be at the high school on a regularly-scheduled basis. If needed, the student-athletes need to meet with the trainer upon his/her arrival. The parent signature on the consent form approves the athletic trainer to care for your child.

## **Concussion Management**

NYS Educational Law and Education Commissioner Regulations establish rules for all School Districts to follow in regard to Concussion Management. More information can be found within Pembroke Board Policy 7522, the Pembroke Central School Concussion Management Plan that each parent and athlete will receive at the beginning of each sports season, and at [www.pembrokecsd.org](http://www.pembrokecsd.org) under the athletic homepage. The law requires parents to sign off acknowledging that they have received information on concussion management. The athletic handbook signature page, which is located at the back of this handbook or the athletic handbook outline page will serve as the consent form that must be signed and handed in to the athletic office.



## **Medical Insurance**

Medical insurance is provided to all athletes through the district's insurance carrier under certain provisions. Medical expenses must be submitted to the family's medical reimbursement plan(s) first. Expenses not covered under the family's reimbursement plan(s) may then be submitted for payment under insurance coverage taken out by the school district. Claim forms and filing instructions are available through the building's Nurse's Office.

**Please Note:** There is no guarantee that an athlete's medical expenses will be covered by the school District's medical insurance policy. There are numerous mitigating circumstances, and the insurance company will handle each situation on a case-by-case basis. In the event that a parent makes a claim for medical reimbursement, all questions should be referred to the school nurse and/or the athletic director.

## **Sign-Up Meeting**

Every student athlete must sign up for each sport in which they want to participate. Signups are done during the school year at least one month prior to the season. Each student athlete must fill in all the information on the medical and emergency notification forms. The Varsity coach is responsible for sign ups and recruitment at all three levels. It is expected that the JV and modified coaches will assist the Varsity coach.

## **Trying out for a Team**

The coach will give all athletes a fair evaluation during tryouts. Students will be evaluated on criteria including, but not limited to the following: skills, attitude and effort. At the beginning of the season each coach is responsible for letting each student athlete know if cuts will be made and what the criteria is. It is expected that all athletes participate in team tryouts at the beginning of the season. In the event of extenuating circumstances, the athlete and parent should discuss the possibility of a delayed try-out with the coach. It is up to the coach if the student can be allowed to tryout after the start of practice. When cuts are made each coach is required to talk to each student-athlete to tell them why they were cut. Also, each coach is required to explain what the athlete can improve upon so that they can possibly try out the following year.

## **Practice/Game Attendance**

Attendance is required for all try-outs, practices and contests. Student-athletes are expected to be at practices and contests on time. Missed time may affect personal conditioning, team chemistry, and performance and therefore may result in adjusted playing time. Coaches do understand that excused absences occasionally arise, however even excused absences may effect playing time... not because the coach wants to punish athletes when they miss practice, but they may be compelled to reward other athletes because they did not.

Any student-athlete who is present in school, but absent or late to the athletic event without prior permission from the coach, will be subject to appropriate consequences, which may range from a warning, reduced or restricted playing time, suspension, or dismissal from the team, depending on the circumstances. The coach and/or athletic director will have the final say on whether to impose consequences for missing practice or contests.

No student-athlete will leave the site of an athletic activity without permission from the coach and parent. Student-athletes need to be picked up immediately following the end of the team-related activity.

## **Athlete Cell Phone Use**

Student-athletes are not permitted to use or have their cell phones on them during any competition, unless a severe emergency arises and permission is then granted by the coach. Student-athletes may have their cell phones on the premises during competitions, but it must be stowed away. It is coaches' discretion on how to enforce the cell phone policy at practice. Please note that some coaches may be more strict and/or lenient in developing their own cell phone policy as it pertains to practice.

## **Quitting a Team**

All student athletes are encouraged to carefully consider their desire to be a member of an athletic team prior to trying out for that team. Once selected as a member of a Pembroke Central School athletic team, there is an expectation of successfully completing the season in good standing.

If an athlete is contemplating quitting a team for any reason, he or she is strongly encouraged to talk with the coach prior to making a final decision, and a parent conference may be warranted.

Although strongly discouraged, in the event a student athlete is compelled to quit a team during the season, the district will allow the athlete a 48 hour grace period to reconsider their decision and to meet with the coach to request reinstatement. The coach will consider the athlete's prior commitment, attitude, attendance, work ethic as well as any extenuating circumstances when determining whether the athlete should be reinstated or not. Additionally, the coach will consider and communicate any possible consequences to be implemented if the athlete is reinstated.

## **Program Transfer**

Switching Pembroke sports programs after the season has started is strongly discouraged, and it is prohibited after the first scheduled contest of either sport. If an athlete wants to try out for another team after the season started and before either team had played its first game, he/she must first discuss it with parents and both coaches (original program and desired program), and the Athletic Director must be notified to approve the request.

## **School Attendance**

In order for a student-athlete to be eligible to participate in interscholastic athletics the student-athlete must be in regular attendance as per the school attendance policy. Students must be in school for at least fifty percent of the scheduled school day in order to participate in interscholastic activities; including practices and contests. Extenuating circumstances will be reviewed on a case-by-case basis. If a student athlete receives a note from a medical professional for an appointment they attended, they may be able to maintain eligibility for that day. The coach is responsible to review the attendance sheet every day. Leaving school early due to illness may also deem a student athlete ineligible, per administrative discretion, with input from the school nurse.

## **After School**

Student-athletes are encouraged to stay after school to get additional academic assistance or support when available; student-athletes can participate in after school intramurals. If a student-athlete plans to stay on school property because of a late practice the student-athlete needs to be supervised by an adult. Student-athletes that are unsupervised after school will be referred to the Athletic Director and/ or Administration. The District is not responsible for student-athletes that go off-campus while they wait for the start of their practice or game.

## **Equipment/Uniforms**

At the beginning of each season the coach will provide student-athletes with school issued uniforms and equipment. It is the responsibility of the student-athlete to take care of this uniform and/or equipment issued to them during the season. Failure to return a uniform will result in the student-athlete being billed for the cost of any uniform and/or equipment they failed to return, including shipping and handling. In addition to being billed, the student-athlete will be placed on social suspension, a hold will be placed on their student account, and additional legal consequences could occur.

All coaches are expected to inventory all uniforms and equipment before and after each season, adhering to the procedures set forth by the Athletic Director, and to distribute and collect all uniforms with documentation. At the end of each season, coaches must make every effort to get all uniforms back from all athletes. The names of athletes who do not return uniforms will be submitted by a deadline to the Athletic Director's office, and the student-athletes will be expected to pay for a replacement uniform.

## **Dress Code for Contests**

All Pembroke student athletes and coaches are expected to dress properly and appropriately, to present themselves in a neat and orderly manner. In addition to the normal student dress code, athletes will be held to a higher/uniform standard for all home and away sporting events, as follows:

**Appropriate clothing and attire includes:** Dress slacks, khaki pants, sweaters, dresses/skirts (appropriate length), blouses, dress shirts and/or ties, dress shoes, proper footwear, team-issued or purchased warm-up/clothing, clean sneakers, etc.

**Not Acceptable:** Clothing that violates the normal dress code, including displaying drugs, alcohol, or tobacco; clothing that reveals undergarments, bare backs or midriffs, saggy or worn out jeans, t-Shirts, dirty clothes or footwear, etc.

Students and Coaches representing our school to the community and other schools should take pride in their appearance and reflect our school. In conclusion, athletes and coaches must dress neatly and in good taste and present yourself and the Dragons in a mature and professional manner. If you are uncertain whether certain clothing is appropriate, it is best to decide that it is *not* appropriate and should not be worn.

## **Contest Schedules and Reporting Scores**

Please visit [www.geneseeregionaa.org](http://www.geneseeregionaa.org) for the latest calendar of sporting events and directions.

Varsity coaches are expected to report scores to:

- The Rochester Democrat and Chronicle,
- The Batavia Daily News

It is important for parents and athletes to understand that while coaches are responsible to report scores and highlights to the local newspapers, they do not and cannot control what or how that information gets printed.

## **Cancellations**

The Superintendent will authorize all cancellations of contests due to weather or any other unforeseen circumstances, with input from the Athletic Director, the Director of Facilities, and/or other administrators.

The Athletic Director will reschedule any cancelled or postponed contest after consultation with the coach.

The head coach will be responsible for notifying students of any cancellations or changes in schedule or practices. Coaches must supervise the athletes until all student athletes have been picked up.

Snow Days – when school is closed due to weather, all practices and games for that day are cancelled.

### **Thunder and Lightning**

Thunder and lightning necessitates that contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion. Thunder is thunder, and lightning is lightning.

\*Coaches and the site administrator should set up a plan for shelter prior to the start of any contest. When thunder is heard and/or when lightning is observed, the following procedures should be adhered to:

- Suspend play and direct participants to go to shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (bus, van, car).
- Do not permit people to stand under or near a tree, and have all stay away from poles, antennas, towers and underground watering systems. After thunder and/or lightning has left the area, wait at least 30 minutes before resuming play.

The contest may be canceled if the officials/coaches/athletic director determine that a delay of game will be excessive.

### **Expectations for Parents**

**Parent Meetings:** At the beginning of the season, the Athletic Director and/or each coach will facilitate a parent meeting, and it is expected that at least one parent of each athlete attends this meeting. Important information will be shared, including but not be limited to:

- General and sport specific rules
- Expectations and team requirements
- The coach's philosophy and procedures for practice, play and injuries
- A game and practice schedule will be provided

If at least one parent cannot attend the meeting, it is expected that a parent and the coach will schedule an appointment as soon as possible after the missed meeting to discuss the information that was missed.

**Practices/Games:** It is expected that parents make arrangements for their child to attend all practices and games and for prompt pickup at the conclusion of each practice or contest. Throughout the season, parents and athletes must inform the coach in advance of any scheduling conflicts. This includes family vacations, and it is appreciated and recommended that vacations are scheduled outside of the parameters of the sport season.

**Rules:** Parents are expected to assist the District in enforcement of all the rules and expectations of the NYSPHSAA, Section V, Genesee Region League, and Pembroke Central School District.

### **Behavior as a Spectator:**

- All cheering should be supportive, enthusiastic, and positive.
- Profanity, degrading language or gestures, and negative cheering is NOT appropriate and will NOT be tolerated. Specific information about ejections can be found in Part 2 of this handbook, the Athletic Code.
- Avoid all words and actions that could offend visiting teams or individual players.
- Show appreciation of good play by both teams.
- Learn the rules of the game in order to be a better-informed spectator.

- Accept the judgment of coaches and officials. Be a role model for the players. Let the coach address concerns with the referees as the formal representative of the team.
- Encourage other spectators to participate in the spirit of good sportsmanship.

### **General Expectations and Encouragement:**

- Be supportive and encourage individual athletes, the coach, and the team as a whole
- Be realistic
- Be patient
- Know/learn sport rules
- Reinforces healthy lifestyle
- Emphasize the importance of academics
- Encourage healthy eating and sleeping habits
- Show interest by attending events regularly and talking to your child about his/her experience
- Do not put undue pressure on your son/daughter

## **Communication with the Coach**

Coaches welcome discussion including, but not limited to the mental/physical status of your child, specific ways to help your child improve, and your child's preparation, commitment, performance and behavior. Aside from that, there will inevitably be situations that arise that warrant a conversation with the coach.

### **Procedures:**

1. To encourage the life skill of self-advocacy, we expect that student-athletes communicate openly and honestly with their coaches to discuss any concerns or questions.
2. If a resolution is not reached or if the conversation is better suited between the parent and the coach, a parent/guardian should contact the coach to set up an appointment with him/her. As there are responsibilities the coach has to attend to before and after practices and contests it is recommended that you call or email to schedule a meeting with the coach for a mutually agreeable time.
3. It is REQUIRED for parents and/or guardians to follow the "24-Hour Rule". Discussing concerns right after a contest, win or lose, is not appropriate as emotions are often running high. Please refrain from initiating conversations at this time.
4. If you need assistance in contacting the coach, call the Athletic Director at (585) 599-4525, extension 1923.
5. After meeting with the coach, if there are still unresolved concerns, please contact the Athletic Director to schedule a meeting. This is not a recommendation, this is a requirement. Failure to follow the chain of command will void any meeting with anyone other than the Athletic Director.

## **Consequences for Parent Violations**

Any parent displaying inappropriate behavior towards a coach, administrator, student athlete, or official will be held accountable for their actions. Inappropriate behavior is deemed as the following; excessive negative attitude, use of profanity/obscenity, defiant behavior, general disrespect, major disruptive behavior, insubordination, failure to abide by a reasonable request, lying, harassment, threats toward a school official and or coach, assault of a school official and or coach, use of alcohol and or drugs at a school sponsored event. A

display of the above inappropriate behaviors will be reported to the Athletic Director and may result in one the following consequences:

- **Banned from attending games/meets/matches for:**
  - The next scheduled competition, OR
  - The rest of the current season, OR
  - All athletic competitions and school grounds for the rest of the school year, OR
  - All athletic competitions and school grounds for one calendar year.
- **Banned from school grounds permanently.**
- **Involvement of local law enforcement.**
- **Other consequences as deemed appropriate by administration.**

## **Expectations for Coaches**

**Coaches' Meetings:** Coaches are expected to attend coaches' meetings when required in each sport and to attend Pembroke Athletic Director pre-season meetings. The Athletic Director will give advance notice of such meetings.

**Practices/Games:** It is expected that coaches provide practice schedules to parents and athletes in written form and communicate any and all changes in advance and in a timely manner. Do NOT rely solely on your players/captains to communicate changes. If assistance is needed to set up communication apps, etc., please see the Athletic Director. Coaches are expected to properly supervise all athletes until they are picked up and/or accounted for.

**Rules:** Coaches are expected to enforce all the rules and expectations of the NYSPHSAA, Section V, Genesee Region League, and Pembroke Central School District. Know the rules of the sport you coach and seek opportunities to continuously learn and grow.

### **Behavior as a Coach:**

- All coaching should be supportive, enthusiastic, and positive.
- Profanity, degrading language or gestures, and negative coaching during practices or contests is NOT appropriate and will NOT be tolerated. Specific information about ejections can be found in Part 2 of this handbook, the Athletic Code.
- Avoid actions that could offend visiting teams or individual players.
- Show appreciation of good play by both teams.
- Accept the judgment of coaches and officials. Be a role model for the players. When needed, address concerns with the referees in a respectful manner.
- Encourage your players and spectators to participate in the spirit of good sportsmanship.

### **General Expectations and Encouragement:**

- Communicate well with parents and athletes
- Be supportive and encourage individual athletes, the coach, and the team as a whole
- Be a positive role model
- Be realistic
- Be patient
- Emphasize the importance of academics
- Encourage healthy eating and sleeping habits
- Do not put undue pressure on your athletes
- Maintain a winning attitude in a positive way
- Finds ways to include as many athletes as possible

\*\*\* ALL coaches are expected to display the upmost professional behavior. A coach failing to demonstrate professional behavior will result in appropriate employee discipline, including possible termination from the coaching position. ALL coaches' professional conduct will be evaluated through Educational Law, NYSPHSAA Guidelines and Board Policy pertaining to staff. Any employee discipline that occurs will be kept confidential as required by law.

### **Bus Guidelines**

While traveling to events on buses, all athletes and coaches must uphold the District Code of Conduct and the expectations found in this handbook. In addition, the following guidelines are to be communicated:

For Athletes:

- Metal or muddy cleats are not to be worn on the bus.
- Follow School Bus Driver's instructions.
- Remain seated for duration of bus ride.
- Keep your hands and body to yourself.
- Talk in a normal voice, no yelling or loud voices.
- Carry out all personal items and trash.

For Coaches:

- Supervision and behavior of students is your responsibility
- Upon release of season schedule ensure correct bus times and request ONE meal stop per season
- Bus drivers are PCS staff. As such, coaches should work/cooperate with drivers.
- Any problems associated with a bus trip are to be reported to the Athletic Director
- Coaches should inspect the visiting locker room with an opponent coach or AD prior to leaving.
- Coaches should assist the bus driver to inspect the bus prior to leaving.

### **Behavior and Decorum Summary**

It is to be expected that Pembroke Student-Athletes, Parents, and Coaches are to behave in a respectful manner at all times. Let's be well known as fierce competitors but also for being outstanding sportsman, ladies and gentlemen. More information in regard to expected conduct is included in Section II of this Handbook, the Athletic Code of Conduct, which will outline consequences for violations.

### **Athletic Recognition Awards**

The District is committed to recognizing hard work and celebrating the success of its sports teams and individual athletes. All athletic recognition awards will be given in accordance with the requirements of the NYSPHSAA, Section V, the Genesee Region Athletic League, and the Pembroke Central School District.

Athletes must successfully complete the season to be eligible for awards. Any student having any outstanding debts for uniforms or equipment (lost or stolen) will not receive any awards until all debts are paid. Any violation of school or athletic code expectations and rules will impact consideration for deciding any post-season award or honors.

Coaches will present all awards at an end-of-season team gathering unless extenuating circumstances prohibit it, and parents will be invited to participation.

### Pembroke Athletics Individual Awards:

(Below is a list of possible awards that individual athletes may earn within our Athletic Program)

**MVP:** Many teams select a Most Valuable Player Award that is presented to the individual selected by his/her teammates and/or coach following the season. The winner will receive a certificate, a trophy, or a plaque.

**Coach's Award:** Many teams select a Coach's Award that is presented to the individual selected by the coach following the season. This award may involve the coach's personal criteria for the selection process. The winner will receive a trophy, a plaque, and/or a certificate.

**MIP:** Many teams select a Most Improved Player Award that is presented to the individual selected by his/her teammates and/or the coach following the season. The winner will receive a trophy or a plaque.

**Certificates/Pins/Letters:** As symbols of successful completion of each sport's requirements, athletes will earn certificates, pins and a Varsity Letter as follows:

Modified:        All Modified athletes will receive certificates at the completion of each sport season.

JV:                All JV athletes will receive pins and certificates at the completion of each sport season.

Varsity:         All Varsity athletes will receive pins and certificates at the completion of each sport season, and a Varsity Letter after successful completion of their first Varsity Sport.

At their discretion, coaches may award additional certificates using criteria they establish. Athletes that would have earned a certificate/pin/letter, but was injured and could not complete the season or missed enough time not to earn a letter, may be awarded the items at the coach's discretion with approval of the Athletic Director.

**9-Point Athlete Award:** Given to a senior that has accrued 9 points over their athletic career. Each varsity season is worth 1 point, each JV season is worth ½ a point. Each recipient will receive a plaque.

**Male and Female Athlete of the Year:** Given to the top male/female athlete in the Senior Class. Three-sport participation and All-League, Section V, and State recognition are weighed heavily. Each recipient will receive a plaque from the Pembroke Athletic Department.

#### Awards Received Outside the Pembroke Central School District

**League All-Star:** Being selected as a league all-star (1<sup>st</sup> team, 2<sup>nd</sup> team, or Honorable Mention) is an honor bestowed on outstanding athletes in the Genesee Region Athletic League. The selection process is written in the by-laws of the GRAA Constitution. All-League Honors are presented following the season. League All-Star recipients receive an All-Star certificate.

**GRAA/ Section V Sportsmanship Award:** Depending on the sport, each season, the GRAA coaches/ Official Organizations vote for the team and/or an individual representative from the winning team that models the best sportsmanship practices.

**N.Y.S.P.H.S.A.A. Scholar-Athlete:** This award is given to the team with a specific percentage of student athletes that maintain a 90% Grade Point Average or better during their respective season. Each recipient will receive a NYSPHSAA Scholar Athlete pin.

**GRAA League Championship:** The GRAA League presents a plaque to the team that wins the League Championship. The league will purchase each team a trophy for this accomplishment.

**Sectional Championship:** Section V presents a plaque to the team that wins the Sectional Championship. The league will purchase each team a trophy for this accomplishment.



## **Part 2: Athletic Code of Conduct**

We are excited to have you join a program that exemplifies a tradition of excellence. This goes beyond winning and losing. Continued success can only be the result of collaboration between athletes, parents, coaches and the district. We look forward to partnering with you to provide your athletes with a rewarding and fruitful experience that encourages their growth both as an athlete and person.

### **Preamble:**

Interscholastic sports play a crucial role in promoting physical, emotional and social development of children. Therefore, it is essential for parents, coaches, and staff to encourage student athletes to embrace the values of citizenship and sportsmanship, which starts by being good role models.

As a participant in the Pembroke Athletic Program, the conduct of all players, coaches and parents is closely observed at all times and that conduct is a reflection of our School District and Community. Inappropriate conduct will be referred to the Athletic Director and/or Building Administration for appropriate follow-up and consequences. For students, in addition to normal consequences outlined in the District's general Code of Conduct, consequences may also include suspension of athletic privileges.

All Athletes and Coaches are expected to:

- Model appropriate behavior at all times, which includes but is not limited to, bus behavior, behavior at home and away events, behavior in public, and behavior in school/on school grounds
- Refrain from using profanity and making inappropriate gestures
- Refrain from instigating conflict, taunting, and trash talking
- Understand and abide by the rules and regulations of the game (no illegal tactics)
- Respect the decisions of the officials
- Respect the decisions of the coaching staff/ athletic director
- Properly care for all equipment and facilities
- Stay positively engaged in the game and encourage the team/teammates
- Avoid all negative interactions with all spectators
- Dress in clean, school-issued/ approved uniforms/ professional manner for pre-game and road trips
- Win and lose graciously
- Congratulate and shake hands with the opponent on a well- played game, win or lose

### **Article I - Purpose**

Significant findings in health research have pointed out the undesirability of using tobacco, alcohol, marijuana, vaporizers and other controlled substances, which affect the physical or mental performance of the student athlete at the teenage level. Furthermore, it is a privilege to participate in athletics, and we expect all athletes to uphold the highest degree of conduct at all times in all areas of school and life.

Unfortunately, education and reasoning alone are not always sufficient to promote proper behavior or to deter the use of tobacco, alcohol, marijuana, vaporizers and other controlled substances. Therefore, Pembroke athletes that violate the District Code of Conduct will be subject to additional consequences within this Athletic Code of Conduct. As parents, you can insure a positive athletic experience for your child by helping him/her understand and comply with the Athletic Code.

## **Article II – Clearance to Participate**

In order to participate in the Pembroke Athletic Program, athletes must meet all of the eligibility criteria found on pages 5 and 6 of this handbook, including but not limited to: Parent/guardian consent; submission of a completed EMERGENCY INFORMATION FORM, DOCUMENTED PROOF OF A COMPLETE HEALTH EXAM and HEALTH HISTORY REVIEW FORM when required, and PARENT/ATHLETE/COACH signature sheet. All documents must be completely filled out and on file with the District.

Approval of the school Medical Officer is required before participation in interscholastic athletics is allowed. Further examinations shall be performed throughout the season as necessary, and the student's participation shall be dependent upon approval of the school Medical Officer. It shall be the obligation of the student participant to report all injuries and illness to coach without delay. **ANY STUDENT SUSTAINING AN INJURY REQUIRING MEDICAL ATTENTION OR PROLONGED ABSENCE MUST BE REQUALIFIED BY A LICENSED PHYSICIAN IN WRITING PRIOR TO PARTICIPATION.**

## **Article III - Attendance**

As mentioned on page 9 of this handbook, to be eligible to participate in interscholastic athletics, athletes must be in regular attendance as per the school attendance policy, and **athletes must be in school for at least fifty percent of the scheduled school day in order to participate in interscholastic activities that day**; including practices and contests. **Leaving school early due to illness may also deem a student athlete ineligible**, per administrative discretion, with input from the school nurse. If a student athlete receives a note from a medical professional for an appointment they attended, they may be able to maintain eligibility for that day. Extenuating circumstances will be reviewed on a case-by-case basis. Coaches are expected to review attendance every day to implement this portion of the Athletic Code.

## **Article IV – Sportsmanship**

Pembroke Central Schools promotes and upholds Good Sportsmanship as an essential component of participation in athletics. We want the ideals of good sportsmanship, ethical behavior, and integrity to permeate our school culture. In perception and practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity, genuine concern, love and respect for others.

Participation in athletics is a privilege. All athletes, parents, and coaches are expected to maintain a high standard of conduct at all times. For athletes, participation is directly tied to being good school citizens and the level to which they choose to adhere to the District Code of Conduct. Disciplinary referrals for Code of Conduct violations at Levels 4, 5, and/or 6 will result in appropriate school consequences and may also result in suspension from athletics and/or loss of athletic eligibility, as described in Article VI of this Athletic Code.

## **Article V – Enforcement**

**Enforcement by Coaches:** All head coaches have the autonomy to lead and manage all aspects of the teams they coach, within the expectations established by the District. It is within the rights of each head coach to hold student-athletes accountable throughout the course of a season for inappropriate behaviors, including but not limited to: display of negative attitude, use of profanity, defiance, disrespect, major disruptive behavior, insubordination, failure to abide by a reasonable requests, lying, harassment, threats toward others, etc. All coaches must foster a safe and friendly learning environment for all student-athletes, and sometimes removing a student-athlete who is displaying inappropriate behaviors is beneficial for the overall success of the team. All coaches will recognize the importance of working with student-athletes and partnering with parents to help student-athletes succeed on the team, including meeting all expectations regarding the aforementioned behaviors. When inappropriate behaviors have a negative effect on the team, and when the coach is considering a possible removal of a student athlete from the team, the coach will follow these guidelines:

1. The coach will host a meeting with the student-athlete to discuss the inappropriate behaviors, to reinforce expectations, and to assist the student-athlete to develop a plan to eliminate the inappropriate behavior from continuing.
2. If the inappropriate behaviors persist, the coach will set up a meeting with the parents to discuss the inappropriate behaviors, to reinforce expectations, and to collaboratively assist the student-athlete to develop a plan to eliminate the inappropriate behavior from continuing.

If the inappropriate behavior persists after these steps are taken, it is within the coach's right to impose more significant team-specific consequences, including removing the student-athlete from the team.

**NYSPHSAA Rules Regarding Removal from Contests:** Any athlete ejected from a contest for unsportsmanlike conduct, including taunting, or for a flagrant foul shall not participate in that sport in the next previously scheduled contest with a member school or in NYSPHSAA tournament play. In individual sports a multi-day contest is considered to be a contest. Disqualifications from one season carry over to the next season of participation. Additional consequences can come from PCSD, Genesee Region Athletic League, Section V and/or the state.

Any member of the squad who strikes, shoves, kicks or makes other physical contact with the intent to annoy, harass or intimidate an official shall be expelled from the game immediately and banned from further participation in all sports for a period of time to be determined by the section not to exceed one year from the date of the offense.

**In Pembroke:** All athletes, parents, spectators and coaches are required to follow NYSPHSAA guidelines as stated above. Anyone ejected from a contest for any reason will be removed from the rest of that contest and the next scheduled contest, and may face additional consequences depending on the circumstances. Parents and/or spectators will be required to leave school premises. *Anyone ejected will be required to meet in person with the Athletic Director prior to attending/participating in another contest.*

If a student-athlete is suspended from school (in-school or out-of-school suspension), he/she is ineligible to participate in practices or contests for the duration of the suspension.

**Enforcement by Administration:** Violations of the District Code of Conduct will be handled by Pembroke administrators. In addition to normal consequences in the District Code, athletes may also be subject to additional consequences as outlined in this Athletic Code. Administrators and the Athletic Director will cooperate to enforce the Athletic Code.

## **Article VI – Athletic Code Consequences for Violations**

Aside from coach's discretion to hold student-athletes accountable as outlined in the previous section, Pembroke athletes that violate the District Code of Conduct as outlined below will be subject to additional Athletic Code consequences as outlined below.

### **LEVEL 4 OFFENSES:**

In the District Code of Conduct, Level 4 offenses include:

- Harassment and Sexual Harassment (without physical contact, including \*Hazing)
- Minor Physical Altercations
- Being Disruptive in In-School Suspension
- Possession or Use of Tobacco Products
- Possession or Use of Lighters, Matches, or E-Cigarettes (See Level 5 offense for vaporizer)
- Multiple Offences including at least one Level 3 Offence
- Multiple Offences within given monthly time frames

**\*Hazing** in any form, including initiation, which is degrading, is strictly forbidden by NYS law. No students shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace, resulting in physical or mental harm to any fellow student or other person. It is understood that hazing of any kind is not allowed in our school or in athletics. It is further understood that student-athletes have a duty to report any acts of hazing he/she sees or knows of to a coach or administrator and participation in or failure to report any hazing will result in disciplinary review and possible suspension and dismissal from the athletic program. Furthermore, per the Dignity for All Students Act, words and actions displayed over **Social Media and the Internet** can result in District Code of Conduct consequences, including in-school consequences despite the possibility that the words and actions did not occur at school or on school grounds.

Any student-athlete determined by a Pembroke staff member or coach to be engaged in the above **LEVEL 4 OFFENSES** on or off school grounds, regardless of the consequences received or not received by the District Code of Conduct, **will be subject to the following Athletic Code consequences:**

**FIRST VIOLATION:** The athlete will be suspended from participating in practice for five (5) school days or seven (7) calendar days and ineligible to participate in at least one (1) contest.

- a) Except while serving an out-of-school suspension, the athlete may attend practice and contest(s) without participating to observe and learn, but not be in uniform and should not actively participate.
- b) At least one parent and the student-athlete must meet in-person with the Coach and/or an administrator (Athletic Director, Assistant Principal, Principal, or Superintendent) before he/she can participate in an athletic contest following the suspension.

Athletes engaged in **Level 4 Offenses that result in Out-of-School Suspensions** may be subject to additional Athletic Code consequences, per administrative discretion.

## **LEVEL 5 and LEVEL 6 OFFENSES:**

In the District Code of Conduct, **Level 5** offenses include:

- Threats Toward Staff
- Physical Sexual Harassment
- Possession or Sale of Drug Paraphernalia, including Vaporizers
- Bullying (as defined in District Code of Conduct, including Hazing)
- Dangerous Behavior (as defined in District Code of Conduct)
- Multiple Offences including at least one Level 4 Offence
- Multiple Offences within given monthly time frames

In the District Code of Conduct, **Level 6** offenses include:

- Preventing a Person's Liberation/Kidnapping
- Theft, Robbery, Burglary, Larceny, Vandalism, Graffiti, Tampering with Safety Equipment with Intent to Alarm or Do Harm
- Possession or Use of Fireworks/Arson
- Possession or Distribution of Child Pornography
- Possession, Use, or Sale of Alcohol, Drugs, or Synthetic drugs
- Sexual Misconduct (as defined in District Code of Conduct)
- Assault (as defined in District Code of Conduct)
- Gang Activity (as defined in District Code of Conduct)
- Possession of a Weapon in School
- Multiple Offences including at least one Level Offence
- Multiple Offences within given monthly time frames

Any student-athlete determined by a Pembroke staff member or coach to be engaged in the above **LEVEL 5 OR 6 OFFENSES** on or off school grounds, regardless of the consequences received or not received by the District Code of Conduct, **will be subject to the following Athletic Code consequences:**

**FIRST VIOLATION:** The athlete will be suspended from participating in practice for ten (10) school days or fourteen (14) calendar days and ineligible to participate in at least two (2) contests.

- a) Except while serving an out-of-school suspension, the athlete may attend practice and contests without participating to observe and learn, but not be in uniform and should not actively participate.
- b) If deemed necessary by administration, the athlete may be required to meet with a designated school official or public health professional for the purpose of scheduling and completing a drug/alcohol abuse evaluation.
- c) At least one parent and the athlete must meet in-person with the Coach and/or an administrator (Athletic Director, Assistant Principal, Principal, or Superintendent) before he or she can participate in an athletic contest following the suspension.

Athletes engaged in **other Level 5 or 6 Offences that result in Out-of-School Suspensions** may be subject to additional Athletic Code consequences, per administrative discretion.

## MUTLIPLI VIOLATIONS

**Violations will accumulate during the season and/or off season** over student-athletes' participation in Modified Sports, then JV Sports, and then Varsity Sports, **starting fresh at each Level.**

After an athlete violates the Athletic Code at any Level (4, 5, or 6), **additional violations at any level will result in the following consequences:**

- 2<sup>nd</sup> Violation:** Removal from the current team for the remainder of the season.
- 3<sup>rd</sup> Violation:** Removal from the current team for remainder of the season and from all sports teams for the next season.
- 4<sup>th</sup> Violation:** Removal from the current team for the remainder of the season and from all sports teams until eligible to play at the next level (JV or Varsity).

**PLEASE NOTE:** The implications of this means an athlete can jeopardize his/her future participation by violating the Athletic Code in the off-season and/or when they are not on a current sports team. *For example:* A player violates the Code for the first time during a fall sport and is suspended from play for the given period of time based on the Level of the Offense. During the winter season, the player chooses not to play a sport, but violates the Athletic Code again. There is no immediate Athletic Code consequence for the second violation, but the second violation counts toward the accumulation of violations. When the player chooses to play a sport during the spring or the following fall season, he or she is going in with two violations and a violation during that season will be the 3<sup>rd</sup> Violation, resulting in the corresponding consequences as listed above.

ALL CONSEQUENCES WILL BE IMPOSED IMMEDIATELY  
FOLLOWING THE DETERMINATION OF THE VIOLATION.

### **Article VIII – Opportunity for Restoration**

It is not the District's intent to be solely punitive. We are very concerned about the well-being of all our students, and if athletes become involved in harmful behaviors, activities, habits, or addictions, we want to partner with parents to help their children get back on track and on the road to success. When athletes violate the Athletic Code and accept the consequences, they may have the opportunity to be restored to play prior to serving the full term of the consequence, on a conditional basis, as follows:

- a) The athlete and/or parent must make a written request for a Restoration Plan to be developed. The request should clearly state that the athlete accepts responsibility for his/her actions, desires to be restored to play prior to serving the full term of the consequence, and is willing to meet conditions set by a Restoration Plan committee.
- b) When appropriate, athletes may be provided the opportunity to participate in drug testing **within a timeframe approved by the District (preferably immediately)**, coordinated by the District in collaboration with the District's Medical Officer, with a parent's written consent. The drug test results will be considered in developing a restoration plan for the athlete. No over-the-counter drug tests or drug tests done by personal family doctors will be accepted.

- c) Depending on the nature of the violation, a restoration plan may include the condition of participating in a Substance Abuse Awareness program, a Rehabilitation Program, Counseling, or other restorative programs as appropriate.
- d) The Restoration Plan Committee will consist of the following participants and will collaborate to develop and agree upon a written Restoration Plan, signed by all participants): the athlete, at least one parent/guardian, the Athletic Director, a building administrator, a school counselor, and a coach selected by the AD/administration.

## **Article IX – Appeals Procedure**

There may be situations wherein the athlete and/or the parent(s) believe that the Athletic Code was not properly implemented in the assigning of consequences. In such cases, an appeal of the decision can be made following the process steps below:

- Step 1 A face-to-face meeting between the Parent and Athletic Director, with the athlete and/or a building administrator as appropriate. The purpose of this meeting will be to discuss the situation and to determine if a Restoration Plan might be a better option.
- Step 2 If the parent and/or athlete still wants to formally appeal the Athletic Code decision after the Step 1 meeting, the parent and/or athlete must submit the appeal in writing to the Athletic Director and provide supporting evidence that the Athletic Code was not properly implemented.
- Step 3 Upon receipt of the written appeal and supporting evidence, a committee will be formed and will meet to review the information provided by the parent and/or athlete, as well as the information provided by the Athletic Director and/or administrator that assigned the Athletic Code consequence. The committee will consist of the Athletic Director or building administrator that was not involved in assigning the Athletic Code consequence (who will serve as the Chairman), one coach, and one teacher as selected by the Chairman.

The Athletic Director or administrator that assigned the Athletic Code Consequence may not serve on the committee if he/she was involved in assigning the initial Athletic Code consequence. The Committee may choose to meet with the Athletic Director or administrator that assigned the consequence and/or the parent and/or the athlete.

- Step 4 After the committee reviews all information and supporting evidence and makes a determination, the Chairman will send that determination in writing to the parent and athlete, and to the athletic director and/or administrator initially assigned the Athletic Code consequence.

## Statement of Recognition and Understanding of the Pembroke Athletic Program Handbook Guidelines, Athletic Code of Conduct, and Assumption of Risk (For Parents and Athletes)

By signing below, my child and I recognize and understand the following:

1. The goals of the Pembroke Athletic Program are:
  - a. To develop character and life skills
  - b. To develop athletic skills, physical abilities, and knowledge of the game
  - c. To develop a competitive and winning mindset
2. Implementation and emphasis of those goals shift from the Modified level to the JV level to the Varsity level, which influence playing time, and playing time occurs at the coaches' sole discretion.
3. All participants must meet NYSPHSAA eligibility rules to be involved, including parental permission, medical clearance, and additional requirements through APP for 7<sup>th</sup>/8<sup>th</sup> Graders.
4. Athletes must attend and be on time to all practices unless they are absent for legal and legitimate reasons, and that their attendance and participation in practice effects their good standing on the team, playing time, etc.
5. School attendance is important and academic performance in school is the first priority.
6. Athletes must take proper care of uniforms and equipment, and if those items are not returned, athletes will be responsible to pay for their replacement.
7. Athletes are held to a higher level of dress on competition days to represent the Dragons well.
8. Cancellations will occur and every effort will be made to communicate changes in good time.
9. Parents must attend parent meetings each season.
10. As spectators, parents are role models and must behave appropriately, without making negative comments toward the referees, the coaches, individual players, either team, or any other spectators. Spectators must not possess or be under the influence of drugs or alcohol while at school events, must refrain from using tobacco products, and must not engage in the use of profanity.
11. When concerns arise, athletes should be encouraged to talk to the coach first. When parents talk to the coach, the 24-hour rule (waiting until the next day after a contest) is required.
12. Concerns must be directed first to the coach; if unresolved, then to the Athletic Director, if unresolved, then to the Junior-Senior High School Principal; if unresolved, then to the Superintendent; and in no other order.
13. Adhering to all rules in school and on buses, upholding good sportsmanship and ethical conduct on and off the field/court, and fair play during games are all essential to ensure a good experience for all participants.
14. Hard work and dedication achieve better results, but may or may not result in individual recognition. "Team first, me second" is the proper attitude to possess. Coaches will recognize and present awards for both athletic performance and good character.
15. Violations of established expectations may result in being banned from future competitions (parents and family members) and/or removal from the team (student-athletes).
16. Violations of the District Code of Conduct at Levels 4, 5, and/or 6 as identified will result in varied consequences including suspension from participation and possible removal from the team and/or the entire athletic program.
17. If an athlete violates the Athletic Code and is subject to consequences, the athlete and/or parent has the right to request a Restoration Plan or to appeal the decision.

Furthermore, by signing below, I understand there is inherent risk for injury to my child, even severe injury, to occur during participation in athletics. I grant permission to appropriately trained Pembroke school personnel and contracted athletic trainers to act in the best interest of my child should such injuries occur, including treatment and, if necessary, emergency room referral. If my child is injured, I will submit all claims to my personal health insurance, and thereafter, I may request the District's insurance to cover costs not covered by my insurance with the understanding there is no guarantee that the District's insurance will cover any costs.

I have read the Board approved Pembroke Athletic Program Handbook and Athletic Code of Conduct, and I understand the responsibilities, rules, and conduct expectations. By choosing to participate in the Pembroke Athletic program, we agree to abide by all rules and responsibilities therein.

\_\_\_\_\_  
Student-Athlete Name (Please Print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student-Athlete Birthday

June \_\_\_\_\_  
Graduation Date

\_\_\_\_\_  
Student-Athlete Signature

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



## Statement of Recognition and Understanding of the Pembroke Athletic Program Handbook Guidelines, Athletic Code of Conduct, and Assumption of Risk (For Coaches)

By signing below as a coach, I recognize and understand the following:

1. The goals of the Pembroke Athletic Program are:
  - a. To develop character and life skills
  - b. To develop athletic skills, physical abilities, and knowledge of the game
  - c. To develop a competitive and winning mindset
2. Implementation and emphasis of those goals shift from the Modified level to the JV level to the Varsity level, which influence playing time, and coaches will manage playing time accordingly as identified.
3. Given the identified goals of the Pembroke Athletic Program, coaches should not use “earning an athletic scholarship” as a means of motivation for athletes. When approached by athletes and/or parents about playing at the college level, coaches should give an honest evaluation and assist the recruitment process as appropriate.
4. All participants must meet NYSPHSAA eligibility rules to be involved, including parental permission, medical clearance, and additional requirements through APP for 7<sup>th</sup>/8<sup>th</sup> Graders.
5. Coaches must expect athletes to attend and be on time to all practices unless they are absent for legal and legitimate reasons, and must clearly communicate to their athletes that attendance and participation in practice effects their good standing on the team, playing time, etc.
6. School attendance is important and academic performance in school is the first priority.
7. Coaches must hold athletes accountable to take proper care of uniforms and equipment; Coaches must follow identified inventory procedures as established by the Athletic Director; and if items are not returned, coaches will assist the Athletic Director to ensure athletes are held responsible to pay for their replacement.
8. Athletes are held to a higher level of dress on competition days to represent the Dragons well.
9. Cancellations will occur and coaches must make every effort to communicate changes in good time.
10. Coaches must attend coaches’ meetings as scheduled by the Athletic Director.
11. Coaches must model and promote good sportsmanship at all times; behaving appropriately, without making disrespectful comments toward referees, visiting coaches, individual players, either team, or spectators.
12. When concerns arise, coaches will listen to “Seek First to Understand, then to be Understood.”
13. Concerns must be directed first to the coach; if unresolved, then to the Athletic Director, if unresolved, then to the Junior-Senior High School Principal; if unresolved, then to the Superintendent; and in no other order.
14. Adhering to all rules in school and on buses, upholding good sportsmanship and ethical conduct on and off the field/court, and fair play during games are all essential to ensure a good experience for all participants.
15. Hard work and dedication achieve better results, but may or may not result in individual recognition. “Team first, me second” is the proper attitude to possess. Coaches will recognize and present awards for both athletic performance and good character.
16. Violations of the District Code of Conduct at Levels 4, 5, and/or 6 as identified will result in varied consequences including suspension from participation and possible removal from the team and/or the entire athletic program.
17. Before removing a student-athlete from a team, coaches will meet with both the student-athlete and then the parent/guardian to discuss concerns, to reinforce expectations, and to assist the student-athlete as appropriate.
18. If an athlete violates the Athletic Code and is subject to consequences, the athlete and/or parent has the right to request a Restoration Plan or to appeal the decision.
19. In the event of injury to an athlete, coaches must act in the best interest of the athlete, including treatment, and if necessary, emergency room referral. If an athlete is injured, coaches must complete and submit an Accident Report as soon as possible, and no later than within 48 hours of the injury. Parents should submit all claims to their personal health insurance, and thereafter, they may request the District’s insurance to cover costs not covered by their insurance - with the understanding there is no guarantee that the District’s insurance will cover any costs.

I have read the Board approved Pembroke Athletic Program Handbook and Athletic Code of Conduct, and I understand the responsibilities, rules, and conduct expectations for me as a coach. By choosing to participate in the Pembroke Athletic program as a coach, I agree to abide by all rules and responsibilities therein.

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Coach’s Name (Please Print)

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Coach’s Signature

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Date