

# Peru CSD Athletic Handbook

**WE ARE PERU**



## **Peru Central School District**

### ***Mission Statement for Interscholastic Sports***

Peru Athletics is committed to excellence in athletics while supporting the educational mission of Peru Central School District. We meet student-athletes at their individual skill levels and educational needs and provide a challenging environment for skill development in both team and individual sports. Peru Athletics is connected to the whole student: academically, socially, emotionally and physically through intentional preparation and planning through the school day and season. We focus on creating opportunities for all student-athletes to develop skills through individual and team instruction, peer interaction and competition. While winning is not an end in itself, we believe that our student-athletes' efforts to be their best will lead them to succeed and set the standard for competing in our gymnasiums, courts, tracks, courses, fields, lanes and pools. Our mission is that all individuals associated with Peru Athletics (coaches, staff, student-athletes, alumni and parents) will value character traits developed through athletic participation. We expect all participants to respect themselves and others, demonstrate loyalty, be good teammates and put the team before themselves, handle failure like they handle success, have school pride, have a strong work ethic, be honest, be timely and be prepared.

#### **GOALS AND OBJECTIVES OF INTERSCHOLASTIC ATHLETICS**

##### **PERU CSD ATHLETICS GOAL:**

The experience of participation in athletic contests and activities will reflect and support the overall educational goals of our District.

##### **OUR SPECIFIC OBJECTIVES:**

1. To understand and value the place that interscholastic sports and activities occupy within our culture by developing sound educational attitudes towards them.
2. To educate the student body in the appreciation of sports and activities and the best way to enjoy them from the point of view of good sportsmanship.
3. To serve as a focal point for the morale, spirit, and loyalty of students by providing a common ground, respect for one another, and enthusiasm shared by all.
4. To allow for the development of physical growth, mental alertness, and emotional stability for all those who participate in athletics.
5. To provide the opportunity for students to learn to handle both winning and losing and to make decisions that affect themselves as well as other members of their team.
6. To learn to develop, through hard work and dedication, a feeling of self-confidence and self-esteem in all participants.

## ATHLETIC STEERING COMMITTEE

An Athletic Steering committee will be recruited at the onset of every athletic year of competition. It is the aim to have this group be as diverse as possible, yet representative of the school community. Responsibilities of the members include, but may not be limited to, reviewing the Athletic handbook, hearing appeals and supporting the mission of Peru Athletics. The steering committee will convene and be appointed annually.

The Athletic Coordinator will recruit members for this committee. The committee will be comprised of the Athletic Coordinator, student representatives from each grade level, 2 coaches, 2 teachers and 2 community members. There may be alternates if the number of members enables this to occur. The committee will be assembled before the Fall sports season begins.

## **CODE OF ETHICS NYSPHSAA, Inc. (New York State Public High School Athletic Association)**

It is the duty of all concerned with High School Athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and host.
6. To respect the integrity and judgment of the sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative and good judgment by players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game – not a matter of life or death for player, coach, school, fan or community.

## **PHILOSOPHY BY SPORT LEVEL**

### MODIFIED PROGRAM

At the Modified level of athletics, there is an emphasis placed on basic skill introduction, team building, and proper sportsmanship. The Modified level of competition is used to teach the game and have the student-athletes learn necessary skills of the sport. Athletic participation is justified by a number of factors, as determined by the coaching staff. Characteristics that will affect an individual's playing time include, but are not limited to: a positive character, adequate athletic ability, proficient athletic skill, strong dedication, solid academic standing, punctuality, hustle, exceptional attitude, etc. Student-athletes at the Modified level can assume they will play in every game, provided circumstances that would prohibit play are not present, i.e. injury, poor academic standing, missing practice, etc. The coach will

strive to find equal playing time, but equal playing time is not guaranteed, should the aforementioned circumstances arise. Every attempt will be made to keep as many athletes as possible. This will be determined by budget, (i.e. officials, uniforms, equipment) space and/or coach availability. This is aligned with the NYSPHAA policies concerning modified sports.

JUNIOR VARSITY (JV)

At the Junior Varsity level of athletics, there is still an emphasis placed on winning and being a competitive team, but teaching fundamentals and participation come to the forefront. Athletic participation is justified by a number of factors, as determined by the coaching staff. Characteristics that a student-athlete can exhibit to increase playing time are: a positive character, superior athletic ability, athletic skill, great dedication, solid academic standing, punctuality, hustle, exceptional attitude, etc. An individual’s playing time shall be reflected by one’s ability to maximize his/her attention to the aforementioned criteria. If the circumstances of the game allow the coaching staff to enter a maximum number of athletes into the contest, that practice will be adhered to as opposed to the significance of the contest’s outcome.

VARSITY

At the Varsity level of athletics, there is a greater emphasis placed on winning and being a competitive team. Athletic participation is justified by a number of factors, as determined by the coaching staff. The characteristics shown by a student-athlete that will dictate playing time are: overall character, athletic ability, athletic skill, dedication, a solid academic standing, punctuality, hustle, attitude, etc. An individual’s playing time shall be reflected by one’s ability to maximize his/her attention to the aforementioned criteria.

<b>Modified Level</b>	<b>Junior Varsity</b>	<b>Varsity</b>	
<b>Less Emphasis</b>	<b>Equal Emphasis</b>	<b>More Emphasis</b>	<b>WIN</b>
<b>More Emphasis</b>	<b>Equal Emphasis</b>	<b>Less Emphasis</b>	<b>TEACH</b>

**NYSED ATHLETIC PLACEMENT PROCESS (APP)**

The Athletic Placement Process (APP) is a process for screening student-athletes in 7<sup>th</sup> and 8<sup>th</sup> grade to determine their readiness to compete at a higher level of competition (JV or Varsity) than their current grade level would otherwise indicate. It is based on physical maturity, mental readiness, and overall athleticism rather than grade level. This program has been designed to assess a student-athlete’s physical fitness, physical maturity, and skill. This program is intended for the **exceptional few** in each school who would be better served by playing on a higher level than age and grade might indicate. Information must be collected and evaluated by the Peru Athletic Coordinator before a student may try out for a team. Once permission of the Athletic Coordinator is granted to test a student-athlete, arrangements by the Athletic Coordinator will be coordinated with the representing coach. All APP tests will be administered by the Athletic Coordinator, separate from the coach. Student-athletes will be provided no more than two attempts to meet APP criteria during any one season.

## **PERU SCHOOL DISTRICT INTRODUCTION TO EXPECTATIONS**

It is the expectation of student-athletes, coaches, parents and all involved in interscholastic athletics at Peru Central School District to adhere to the District Code of Conduct and Discipline Policy. Moreover, it is a privilege to play interscholastic athletics at Peru Central School District and the student-athlete understands that expectations are in place. Not fulfilling these expectations will be addressed by the Coach, Athletic Coordinator and/or Building Administration in order to preserve the integrity of our athletic programming at Peru Central School District. It is also the expectation that the student-athlete recognizes that athletics is an extension of the academic programming at Peru Central School District. Student-Athletes are expected to conduct themselves in an appropriate manner at all times. It is the expectation of our student-athletes that they embrace representing our school and community on our fields, courses, courts, gymnasiums, tracks, lanes and pools. On top of this, student-athletes will conduct themselves with dedication, respect and integrity in our classrooms and hallways as well as in our communities and others. Peru student-athletes take on a role of representing our school community at all times.

### **VERY IMPORTANT EXPECTATION**

The student-athlete is a student athlete for the entire academic year and the years to follow. For clarity, if a student-athlete plays only one sport per year, the policies set forth in this document can affect that student's sport in the following year. Moreover, a one sport athlete or a two sport athlete who breaks these expectations can expect to have consequences that may have to fall into the next scholastic year.

### **DUE PROCESS CLAUSE**

Due process is available to all student-athletes whom believe that the Athletic/Academic Eligibility Policy has not been administered impartially. If so, student-athletes retain the right to appeal before the Athletic Steering Committee.

## **EXPECTATIONS OF COACHES, STUDENT-ATHLETES AND PARENTS**

### **STUDENT-ATHLETE CODE OF BEHAVIOR/ETHICS**

It is the responsibility of the student-athlete to:

1. Demonstrate self-control and respect for others at all times, be they officials, spectators or other athletes.
2. Remember that participation in athletics is a privilege.
3. Deal with opponents with respect. Shake hands after the competition and congratulate them on their performance.
4. Respect the integrity and judgment of the officials.
5. Remember that improper behavior while in uniform in school or in our community reflects poorly upon yourself, your family, your team, your school and your community.
6. Understand and abide by the rules and regulations of the game.
7. Accept victory with grace and defeat with dignity and class.
8. Abstain from the use, and/or abuse, or possession of alcohol or drugs, understand if warranted, appropriate action will be taken by the school and or outside agencies with respect to the use and/or abuse of alcohol or drugs.

## COACHES CODE OF BEHAVIOR/ETHICS

It is the responsibility of the coach to:

1. To be a model of the philosophy and mission of the Peru Athletic Department.
2. Respect the integrity and judgment of the sports officials.
3. Approach competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any cost.
4. Recognize that the participants in individual or team sports are young men and women with diverse backgrounds and are capable of making mistakes.
5. Refrain from the use of crude or abusive language with players, opponents, officials or spectators.
6. Instruct the players in the elements of good sportsmanship, and remove players from the competition who demonstrate unsportsmanlike behavior.
7. Avoid behavior that will incite players, opponents or spectators.
8. Avoid and eliminate negative comments to radio, TV and newspaper reporters.
9. Communicate that the use of drugs, alcohol and nicotine have adverse health effects and are prohibited and, if warranted, appropriate action will be taken by the school and or outside agencies.
10. To never be in possession and/or under the influence of drugs and/or alcohol at an athletic event. If warranted, appropriate action will be taken by the school and or outside agencies.

## BREACH OF BEHAVIOR/ETHICS CODE

The Athletic Coordinator, along with the Building Level Administrator, will conduct an investigation into the breach.

1. The Athletic Coordinator and Building Level Administrator will address issues and findings with the coach in question.
2. A course of action will be determined to rectify the situation.
3. In egregious circumstances, termination or suspension of duties could occur.

## PARENT/GUARDIAN/SPECTATOR CODE OF BEHAVIOR/ETHICS

It is the responsibility of the parent/guardian/spectator to:

1. Keep cheering positive. No profanity or degrading language/gestures.
2. Avoid actions which offend teams or individual players.
3. Treat all teams and spectators as guests and show respect.
4. Accept the judgment of coaches and officials.
5. To never be in the possession and/or under the influence of drugs and/or alcohol at an athletic event. If warranted, appropriate action will be taken by the school and or outside agencies.
6. Refrain from creating or attempting to create a disturbance among fans.

## BREACH OF BEHAVIOR/ETHICS CODE

The Athletic Coordinator, along with the Building Level Administrator, will conduct an investigation into any reported breach.

1. The Athletic Coordinator or Building Level Administrator will address issues and findings with the parent/guardian/spectator in question. Note: all rules set forth in the District Code of Conduct under attendance at an event apply to athletic events as well.

2. A course of action will be determined to rectify the situation.
3. In egregious circumstances, a ban from sporting events and/or Peru campus will be enforced.

#### COMMUNICATION PARENTS EXPECT FROM THE COACHES

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e., fees, special equipment, off-season equipment, etc.
5. Procedures should your child be injured during participation.
6. Discipline that result in the denial of your child's participation.
7. Communications should be received within 24-48 hours, depending on the circumstances of the situation. Communications from coaches could be in a number of forms: voice call, email, conference, text message, etc.
8. Numerous items of interest concerning athletic programs can be viewed on the Peru Athletics website.

\*\*\*While it is our intention to keep parents/guardians as well informed as possible, it is the nature of athletics that some changes are made in a moment's notice. We are trying to raise a sense of responsibility and effective communication with our student-athlete so we ask that parents hold them to a high standard when we ask them to relay important information such as dates/times of practice/games. \*\*\*

Please use [www.champlainvalleyathleticconference.org](http://www.champlainvalleyathleticconference.org) in order to see game schedules. These schedules are updated at the moment of change and are the most accurate place to manage schedules. There will also be a link embedded in the Peru Athletics webpage.

#### COMMUNICATION COACHES EXPECT FROM THE PARENTS

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

It is very difficult to accept that your child's not playing as much as you may have hoped. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students-athletes involved. As you have read from the list above, issues such as those that follow must be left to the discretion of the coach.

#### ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes i.e. discipline issues involving teammates, teammates playing time, etc.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the area of concern.

## PROCEDURES TO FOLLOW WHEN DISCUSSING A CONCERN WITH A COACH

1. The student-athlete may address the captain first with their concern. The captain will act as an intermediary, confidant, advisor or assume any other leadership role that would aid the situation. This can be in the presence of the coach or not, depending on what is discussed with the captain. If a student-athlete is not comfortable with approaching the captain the student-athlete can also directly to a coach to address a concern to rectify the situation. If this is the case and all parties are in agreement, the captain may be apprised of the situation.
2. If the conflict is not resolved after the student-athlete meets with the coach and/or captain, then the parent should ask to speak to the coach. Please wait until the following day to contact a coach so the initial stress of the situation has been lessened. At this point, the coach should contact the Athletic Coordinator and brief him/her on the situation and provide any pertinent background on the situation.
3. If the issue is still unresolved, then the Athletic Coordinator should be contacted to mediate a meeting with the student-athlete, parent, coach, and Building Level Administrator.
4. Coaches should not be contacted until 24 to 48 hours after a contest regarding player or contest issues. This allows for both coach and parent to deescalate and go into a conversation with a clear state of mind.
5. It is ultimately at the coach's discretion to meet with a parent after a contest.

Parents/Guardians are encouraged to discuss issues and problems with the Athletic Coordinator. However, if a parent/guardian has specific complaints regarding a coach, then the coach must have the opportunity to be present to meet with the parent.

## **REGULATIONS AND STANDARDS FOR STUDENT-ATHLETES**

### **I. BEHAVIORAL EXPECTATION STANDARDS**

This handbook shall apply to all student-athletes for their entire athletic year, from the date the acknowledgement is signed, both in and out of a particular sports season, and on and off the field of competition. The following are considered MAJOR OFFENSES:

A. Sportsmanship is an integral and vital ingredient of any interscholastic athletic program. The National Federations of High School Athletics, the New York State Public High School Athletic Association, Section VII and the Champlain Valley Athletic Association have targeted the area of sportsmanship for a major emphasis. Section VII and Peru Central School have instituted the following policy to ensure the development and the understanding of the importance of proper sportsmanship and fair play.

Any Peru student-athlete, coach or spectator who is ejected/disqualified from a contest will be automatically suspended for a minimum of one game, in compliance with section VII regulation. The game(s) is to be the next regularly scheduled contest(s) and may be carried over to the next season. Ejections/disqualification incident reports must be submitted to the Athletic Coordinator, the Section VII office and the League Sportsmanship Chairperson. A conference between the player or coach and the Athletic Coordinator will take place before the student-athlete or coach is eligible to return.

B. The Peru Athletic Department interprets hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member which compels another member to participate in any activity which is against school policy or state/federal law will be defined as hazing.

Any report of a hazing violation will go directly to the Athletic Coordinator and Building Level Administration for a review of the incident and to determine the consequences.

#### LEVELS OF HAZING

1. Bystander- was present during the incident but did nothing to encourage or discourage actions.
2. Active Observer-was present during the incident and actively promoted the continuation of the incident, i.e. chanting, filming, taunting, etc.
3. Active Participant- was the initiator/perpetuator of the hazing incident.

Their actions resulted in physical, mental, emotional, or psychological harm.

Depending on the circumstances surrounding the incident, it is plausible to have the consequence supersede the penalty for the 1<sup>st</sup> and 2<sup>nd</sup> violation. Please see section on SUSPENSIONS.

C. A student-athlete shall not use or possess alcoholic beverages, drugs, or nicotine products (except by physician's prescription). There will be no use or possession of nonprescription steroids or mood mind-altering drugs.

D. VIOLATION/ARRESTS OUTSIDE OF SCHOOL/PHOTO/VIDEO. If a student-athlete is arrested for a crime, the Athletic Coordinator and another administrator will review the actions giving rise to the arrest, and determine if the conduct constitutes a violation of the Athletic Handbook. Athletes will serve consequences outlined in the handbook. Any identifiable image, photo, video, etc. which implicates a student athlete to have been in possession or presence of drugs or alcohol; portrays actual use, out-of-character behavior or crime, shall be confirmation of a violation of the handbook. Student-athletes should not place themselves in compromising situations or environments (including, but not limited to, cyber space, camera phones, blogs, cell phones, video cameras, etc.).

Important- Please refer to due process clause on page 5 of this document.

## II. ACADEMIC EXPECTATION STANDARDS AND PROCEDURES

- A. Students must accept responsibility for their academic performance; academics remain the first responsibility of a student-athlete. Within a week following commencement of practices, coaches are responsible for compiling lists of participants and giving that list to the Athletic Coordinator. This list will be continually revised to reflect additional athletes and athletes no longer participating.
- a. At the onset of Each season the student-athlete will give a progress report from the student portal through School Tool to their respective coach.
  - b. Every two weeks the student-athlete will be expected to repeat that process using the School Tool software. If the student-athlete does not submit their grades by the deadline provided by the Athletic Coordinator and/or their respective coach they will not attend any team practice, competition, event or gathering until the grades are submitted.

- c. These reports will be reviewed by the coach and athletic-coordinator. If there is a student in poor academic standing, including but not limited to a failing grade in one or more courses, a plan will be put into place in order to facilitate academic success for that student. These plans may include but are not limited to:
  - i. Mandatory 10<sup>th</sup> period
  - ii. Academic Assistance lab
  - iii. Attendance benchmarks
  - iv. Supplementary academic work
  - v. Peer mentoring

NOTE: being on an academic plan before the 5 week check point does not constitute a suspension, however not adhering to the plan can lead to a suspension before the 5-week point at the discretion of the Athletic Coordinator and/or Building Administration.

- d. At every 5 week point academic ineligibility will be determined by a run of grades through progress reports and/ or quarterly grades. If a student-athlete is failing one or more classes at the five-week point they will be deemed ineligible to participate in their respective sport. If a student-athlete has had exemplary effort and is still failing a class and meeting will be held with the student-athlete, the teacher, athletic-coordinator and/or other school personnel and parents to discuss appropriate actions for academic success. The student-athlete will receive at least a one game suspension, even if the grade is passing before the next contest. The student athlete may become eligible when the documentation is provided to the Athletic Coordinator. The student-athlete is suspended from all team gatherings, practices and games until the academic criteria is met. If a plan is in place for this student they are expected to continue with their academic contract despite not reporting to gatherings, practices or contests. The duration of the suspension is in the hands of the student-athlete in question. Consequences will run through the entirety of that given season and will be applied to following seasons if necessary.
  - e. A student-athlete may not drop a class that he/she is failing to avoid being declared ineligible without the written consent of a parent, guidance counselor, teacher and the Athletic Coordinator.
- B. Athletic ineligibility will be based on the following criterion: disruptive behavior in class (teacher discretion and documentation), a lack of effort/participation in class, missing/late homework, failure of the student-athlete to respond to a teacher's notification of poor grades.
- C. In the event of any academic or behavioral plan put into place the parents of the student athlete in question will be notified by the Athletic Coordinator of the details of the plan or suspension. The plan or suspension will be documented and the student-athlete will meet with the Athletic Coordinator to discuss details and the status of the student athlete's eligibility. Parents may request attendance to any of the meetings that take place.
- D. Upon being declared academically ineligible, the student- athlete is:
- 1. Not allowed to practice with his/her team. They are **not allowed** to: play or dress for any game, or to travel/participate in team activities if this participation interferes with the plan of improvement. This will include post-season events.

### III. STUDENT – ATHLETE EXPECTATION STANDARDS (School & Team)

#### A. ATTENDANCE AND SCHOOL TARDINESS

Repeated tardiness and absence will affect eligibility as determined by the administration in accordance with the district code of conduct and discipline policy. Students must be in school by the completion of 2<sup>nd</sup> period, at the latest, in order to practice or participate in an athletic contest. An exception to this would be if a student-athlete has late arrival to school or a documented medical reason that does not limit their ability to perform athletically, i.e.- routine dental exam. Student-athletes will not be permitted to leave school due to sickness and then return for a contest later in the day. The Athletic Coordinator will approve any extenuating circumstances. The day following a contest, a student-athlete must attend school by the completion of 2<sup>nd</sup> period. If a student-athlete establishes a pattern of unexcused tardiness and/or absences from school the student-athlete will have consequences that may include but are not limited to suspension from team activities, attendance contracts, and other hybrid programs that facilitate the student-athlete being present and on time to school. Parents will be notified of any consequences or plans that are put into place in relation to attendance and tardiness. These plans or consequences will also be documented.

#### B. PRACTICES AND CONTESTS

Each student-athlete is required to attend all practices and contests unless excused by the coach. A student-athlete who is injured but still able to attend school is also required to attend practice even though they will not be actively participating. Any student-athlete failing to abide by this policy will be subject to appropriate disciplinary action. Disciplinary action could range from a warning, to suspension, to dismissal from the team.

#### C. PHYSICAL EDUCATION REQUIREMENT

The NYSPHSAA regulations state that a student must be enrolled in physical education to participate in athletics. The wide range of activities in physical education gives the students an excellent background in physical fitness, lifetime sports and team sports. Athletes who are illegally absent from or do not participate in physical education classes will not be permitted to attend practices or games on the day of the absence. Athletics is an outgrowth of the Physical Education Program.

#### D. DISCIPLINE REFFERALS NOT RESULTING IN ISS OR RESULTING IN PERIOD BY PERIOD ISS

There are instances in which a student-athlete receives a referral and may not result in disciplinary action outside of a warning or up to class periods of ISS by district administration. In this case the student-athlete will also receive a warning from the athletic-coordinator in respect to athletic ineligibility. If another referral of the same nature is received by that student athlete, they will receive a one game suspension. Upon the third referral in a season the student athlete will receive another game suspension. Any infractions after this will result in a long term suspension will be imposed by the Athletic Coordinator and district administration. Parents will be notified of any consequences or plans that are put into place in relation to conduct in school. These plans or consequences will also be documented.

#### E. IN SCHOOL SUSPENSION (ISS)

On the day a student-athlete is placed in ISS, they will not be allowed to attend a practice or game on that day. Student-athletes must notify the coach immediately. Failure to do so will result in additional days of team suspension. Parents will be notified of any consequences or plans that are put

into place in relation to attendance and tardiness. These plans or consequences will also be documented.

#### F. OUT OF SCHOOL SUSPENSION (OSS)

A student-athlete who is suspended from school by school authorities shall incur a suspension from his/her team equal in duration to the period for which the individual is out of school. The Building Level Administrator will notify the Athletic Coordinator, who will notify the coach of the suspension. The student-athlete will also be responsible for notifying the coach of the suspension. Failure to do so will result in additional days of team suspension. Understand that all student-athletes are subject to, but not limited to suspension, team dismissal or behavioral contracts depending on the severity of the offense. Parents will be notified of any consequences or plans that are put into place in relation to suspension from school. These plans or consequences will also be documented.

#### G. CONFLICTS

Any individual student who attempts to participate in too many activities will undoubtedly be in a position of a conflict of obligations. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in school activities and will attempt to schedule events in a manner so as to minimize conflict. The student-athlete and parent/guardian must realize that many times schedules cannot be changed because of league/ section regulations or facility usage. Students have a responsibility to notify the coaches involved immediately when a conflict arises, not the day of the conflict.

A student-athlete may compete in more than one sport per season. This is usually a daunting task for athletes that attempt to accomplish this.

- a. Student-athletes need to get permission from the Athletic Coordinator before attempting to compete in two sports.
- b. Coaches from both sports need to be made aware of and agree upon the student-athletes desire to participate in both sports.
- c. The student-athlete must declare, in writing with the Athletic Coordinator, a primary sport. This is a final decision; there will be no opportunity to change priority of sports. This is needed to resolve conflicts if both sports should have practice, contests, etc. on the same day.
- d. Should a conflict arise the student athlete must take part in the activity they deemed as "the primary sport" or they will not compete in either activity.
- e. The student-athlete must complete all required contests to be eligible for sectionals, end of the year awards, etc.

#### H. DROPPING/CHANGING A SPORT

A student-athlete **may not** drop or change from one sport to another once a team has been selected, without permission from the Athletic Coordinator. If he/she has been cut from one team, the student-athlete may gain permission to try-out for another team, provided there were not cuts on the team they wish to join. If a student-athlete drops from a team without initiating a meeting with the Athletic Coordinator and/or the coach within 48 hours (unless on a holiday break) they will not be able to participate in the next sports season. This penalty can follow the student athlete into the next sports season and the next competitive year. Upon the initiation of this meeting the student athlete must

provide adequate documentation in a letter addressed to the Athletic Coordinator the reasons for dropping the sport. The student can participate in the next sports season by holding this exit interview. If the coach and the student-athlete are in agreement that the team was not a good fit for the advancement of the team, no penalty will be enforced, the coach and the student-athlete will inform the Athletic Coordinator. Remember, once you have been placed on a team roster, you are making a commitment to that team for the full season. Any student-athlete who considers quitting a team must receive permission from the Athletic Coordinator to withdraw or he/she will be ineligible to participate in the next sport season.

#### I. EQUIPMENT

It is the expectation that all athletic equipment will be returned at the conclusion of the current sports season to the coach or Athletic Office. If a student-athlete has joined a sports team at the conclusion of the previous season without returning equipment from that previous season, they will be restricted from participating in contests until that equipment is returned or deemed lost by the Athletic Coordinator. When the equipment is deemed lost, the student-athlete may be financially responsible for any unreturned equipment. If the equipment is deemed lost, the student **will not** be restricted from contests.

#### J. FAMILY VACATIONS

When parents/guardians and student-athletes choose to take their family vacation during sport seasons, it must be understood that the time missed by the student-athlete can affect team chemistry and personal conditioning. Student-athletes who miss practices or competitions for any reason may have their position or playing time adjusted. Coaches shall make every effort to inform parents/guardians and student-athletes of the season's schedule as far in advance as possible.

#### K. OUTSIDE PARTICIPATION

The NYSPHSAA allows outside participation (AAU, Travel, Club, etc.). Peru athletes must understand that commitment to the school team comes first and outside participation should not be detrimental to an individual or to a Peru team. Always check with your coach and Athletic Coordinator prior to committing to an off campus team.

#### L. SQUAD SELECTIONS

In accordance with our philosophy of athletics and our desire to see as many students participate in the athletic program as possible, we encourage coaches to keep as many athletes as they can without unbalancing the integrity of their sport. The final decision on squad size will be left up to the varsity coach.

#### M. TRYOUTS

In the case of tryouts, where a "cut process" occurs, it is essential that the student-athlete attends the tryout. Without the tryout procedure the coach cannot adequately determine the student-athlete's skills compared to the other student-athletes that are trying out. If the student-athlete is unable to

attend the tryout, he or she may still be able to participate on the team in a manager/practice player capacity. If a student-athlete is a returning player; the circumstances surrounding the missed tryout and the athlete's body of work in the sport will be examined and an appropriate course of action will be determined by the Athletic Coordinator. Family vacations are not a valid reason to miss tryouts.

#### N. CUT PROCESS

While it is the goal of our athletic teams to keep as many student-athletes as possible, it is inevitable that cuts will have to be made when the number of athletes is greater than the total capacity of the team roster. Cuts will be done in a fair and objective manner. Each sport will have a sport specific form that the evaluator will use. School Athletic programs will develop sport specific rubrics that the participants will be evaluated by. In some cases, the Athletic Coordinator may be present during tryouts to provide another evaluative perspective. Coaches will meet with individual players to make them aware of their status with the team, inform them of their strengths and weaknesses regarding their tryout, and suggest ways of improvement. If a student-athlete is cut, there may be other capacities they could be used in to maintain their affiliation with the team, i.e. manager, practice player, etc. The coach and Athletic Coordinator will determine if this is a viable option for the student-athlete. Student-athletes who are cut from a team may transfer to another sport that does not hold cuts past the start date of another sport, i.e. a student-athlete is cut from basketball, they may join the indoor track team as there are no cuts for that sport.

### **MAJOR VIOLATIONS OF THE ATHLETIC HANDBOOK**

**Major violations can include, but are not limited to: repeat of minor violations, possession or use of alcohol, tobacco, other illegal substances; attendance at a party where alcohol is served; sale or distribution of nicotine products, alcoholic substances, drug paraphernalia, non-prescription or controlled substances; criminal arrest, or large scale breaches of the Athletic Handbook.**

#### DURATION

The violations outlined under "Violation of the Handbook" will be applied to the student-athletes athletic career at Peru central school. For clarity, if a student-athlete violates the handbook in their freshman year it will hold as a violation through their sporting career.

#### PROCEDURE

1. A school staff member, administrator, parent, or community member who knows or believes that a student-athlete has violated the Peru Athletic Handbook should immediately report the alleged incident to the Athletic Coordinator and/or the Building Level Administrator.
2. Upon notification of alleged incident, the Athletic Coordinator will verbally report the incident to the coach of the sport in which the student-athlete is participating.
3. The student-athlete involved will be requested to explain the particulars of the alleged incident to the coach, the Athletic Coordinator, the Building Level Administrator and in concert with at least one adult member of the Athletic Steering Committee.
4. The student-athlete may request his/her coach and/or parent (s) to be in attendance at the meeting.

5. If an athlete has violated the Athletic Handbook, the Athletic Coordinator and/or the Building Level Administrator will record the violation in writing, including an explanation of the consequences that will occur as a result of the infraction, as a matter of record. The parent or guardian of the student-athlete will receive a copy of the violation and consequences of the report.

### HONOR CODE

*School district personnel agree that to have an honor system for student-athletes is a reasonable expectation.* If a student, when first questioned about an incident, admits to a breach of the Athletic Handbook agreement, and this is their first violation they will be given a one-week suspension. If it is determined that a student is not truthful about an incident, the Athletic Coordinator, Administration, or the Code of Conduct Committee will place additional consequences.

### VOLUNTARY INFORMATION

Student-athletes who voluntarily admit to an Athletic Handbook violation prior to being questioned by the Athletic Coordinator, coach, or Administration will receive a one-week suspension and retain any awards they may receive. It is important to note that this option will be available to each student only ONCE during his/her Peru athletic career.

### FIRST VIOLATION

Following an investigation and confirmation of the first violation while under Athletic Contract:

- The student will lose eligibility for at least the next three (3) consecutive interscholastic events or the next three (3) weeks of the season in which the student is participating, whichever is greater.
- The student must still practice with the team during his/her loss of eligibility.
- If the student is captain of a team, he/she will lose the privilege for the remainder of the season.
- The student will not be eligible for any school athletic award or be nominated by coaches for conference all-star/all-academic team at the end of the sport season.
- If the student violates any part of the consequences of the first violation, the student will automatically receive the consequences for a second violation.
- Students may be required to become a participant in chemical dependency program or treatment program.
- Students may also be required to attend certain trainings, treatments or workshops based on the nature of the infraction.

### SECOND VIOLATION

Following an investigation and confirmation of the second violation while under Athletic Contract:

- The student will immediately receive a five (5) week suspension from all sports activities.
- If the student is captain of a team, he/she will lose this privilege for the remainder of the season.
- The student will not be eligible for any school athletic award or be nominated by coaches for conference all-star/all-academic team at the end of the sport season.

- Students may be required to become a participant in chemical dependency program or treatment program, if warranted.
- Students may also be required to attend certain trainings, treatments or workshops based on the nature of the infraction.

### THIRD VIOLATION

- Upon the third violation the student-athlete will serve a one (1) year suspension from all athletic teams.
- Depending on the severity and/ or nature of the violation the student-athlete may be offered a plan to come back to athletic teams with a reduced sentence and/or restorative justice. The plan may include but is not limited to any of the stipulations outlined in a first and second offense and other courses of actions deemed appropriate by the Athletic Coordinator and the building Administration.

### SUPERCEDING THE FIRST AND SECOND OFFENSE

After confirmation of a severe violation the Athletic Coordinator, Building Level Administration, and/or Superintendent of Schools will convene to determine appropriate consequences for said violation. Circumstances surrounding the loss of eligibility will be taken into consideration, i.e. duration of the season, current point of the season, play-off/ regular season games (this is put into place in respect to the NYSPHAA tournament process and integrity of post season competition beyond section 7), law enforcement involvement, etc.

### SUSPENSIONS

It is plausible to have an individual, individuals, and/or a whole team suspended depending on the infraction that has occurred and the time it takes to complete the investigation. Parents will be notified of any consequences or plans that are put into place in relation to conduct outside of school. These plans or consequences will also be documented.

**\*\*\*Please note – Individual coaches may establish additional rules and regulations for their respective sport. It is the responsibility of the coach to clearly inform team members and parent/guardians of these rules. Penalties for violation of these established team rules will be administered by the coach.\*\*\***

### APPEALS PROCESS

A student-athlete who wishes to appeal a penalty decision should notify the Athletic Coordinator, in writing, within two (2) 7:30 AM - 2:45 PM school days of the disciplinary action. The letter should include the reason(s) why he/she should not be disciplined as outlined, and signatures of both the student-athlete and his/her parent/guardian.

Upon receipt of the written appeal, the following will occur:

1. Athletic Coordinator will notify the Athletic Steering Committee.
2. The entire committee will convene or, if this is not possible, a majority of the Athletic Steering Committee will review the appeal. This meeting will take place no later than two (2) school days following receipt of the formal appeal.

3. The athlete meets with the Athletic Steering Committee for a special hearing. The student-athlete may be represented by witnesses, parents/guardian, etc. All questioning will be done by the Athletic Coordinator and members of the Athletic Steering Committee in attendance.
4. The committee, upon hearing the information, will meet privately to determine their decision.
5. The student-athlete will be informed in writing by the Athletic Coordinator within two (2) school days relative to the Athletic Steering Committee's decision. Until a decision is made by the Athletic Steering Committee, the athlete will not continue to participate.

#### FORMAT OF THE APPEAL MEETING

1. The student-athlete will have 3 minutes to address the Athletic Steering Committee.
2. The student-athlete will verbally answer a set of questions from the Athletic Steering Committee.
3. The student-athlete will have 2 minutes for closing remarks.

The format of the Appeals Meeting could vary depending on the circumstances surrounding the appeal.

#### APPEAL TO THE SUPERINTENDENT OF SCHOOLS

1. A student-athlete who wishes to appeal the process in which the decision made by the Athletic Steering Committee must notify the Superintendent of Schools, in writing, stating specific procedural concerns in the determination process. The intent to appeal to the Superintendent must be made within 2 school days (7:30 AM - 2:45 PM) of the decision made by the Athletic Steering Committee. The Superintendent will confer with the Athletic Steering Committee prior to rendering a decision.
2. Until such time as there has been a decision by the Superintendent, the athlete will not continue to participate.
3. The decision rendered by the Superintendent of Schools will be final.

#### ATHLETIC AWARD SYSTEM

Each coach will establish the criteria for earning a Varsity Letter in his/ her sport. This award is not given for participation and attendance alone. Student-athletes unable to complete a season due to injury, illness or other such circumstances may earn a letter if the coach feels it is justified. Athletes must finish the season and be in good academic standing to be eligible for an award.

- Participation Certificates (all athletes-each season)
- Letters – Varsity (1/athlete for high school career)
- Pins – Varsity only (1/athlete/sport)
- Pins- Captain
- NYSPHSAA Scholar/Athlete Team Award Program (varsity only)
- League and Section Awards (presented each sport season)

In keeping with the NYSPHSAA Chemical Health guidelines, anyone attending athletic functions (i.e.; award banquets, team building activities), will refrain from consuming alcohol.

#### TEAM CAPTAINS

With the introduction of the Peru Leadership Academy, student-athletes will be required to attend and complete this Academy if they desire to be considered to be a captain on their JV and Varsity teams. Each grade level does have a different level of commitment to the Leadership Academy, it is expected to be

eligible for a captainship and retain that designation the courses offered must be completed in full throughout the student-athletes high school career. Each modified team choosing captains for their teams should take into consideration the character, the body of work, the leadership traits, the work ethic, the behavior, the dedication, etc. of the student-athlete that is chose for the role of captain of the team. Included as Appendix A is the captains job description and application form. Please understand coaches may modify this document to meet their particular team needs.

### BOOSTER CLUB PARTICIPANTS

Booster clubs are formed to supply athletic teams with additional funds to that of which the school provides. Teams that desire to have a booster club must follow all Peru District fundraising policies, as outlined in the Fundraising Policy passed by the Board of Education. If a person desires to be part of the booster club, they should speak with the Head Varsity coach to obtain information on how to become a member or an officer. Typically, all levels of a sport are asked to fundraise but the majority of the fundraising should be done by the Varsity and JV level teams.

# CAPTAIN JOB DESCRIPTION, APPLICATION AND NOMINATION FORM



Peru Athletics  
WE ARE PERU

**Job Title:** *TEAM CAPTAIN*

**Start/End Dates:** Start of camp (\_\_\_\_\_) – end of season (\_\_\_\_\_)

**Reports to:** Head Coach (*name here*)

**Position Purpose/Summary:** Be a strong *leader by example* (one of the hardest workers on the team, displaying a high level of commitment, focus, intensity, passion, and effort) and *strong vocal leader* with good communication skills (one who will encourage, support, and positively hold all teammates accountable). The primary purpose of the \_\_\_\_\_ *TEAM CAPTAIN* will be to positively influence teammates on-and-off the court, at all extracurricular school and non-school activities, and in the local community.

**Duties and Responsibilities:** The *TEAM CAPTAIN* will be expected to:

- Be *on time* to all team practices and team functions (at least 5-10 minutes early)
- Promote a *positive attitude* and *positive team interactions* - every day
- Provide a *positive role model* concerning commitment, intensity, confidence, response to mistakes, composure, hustle, and a “team first” focus
- Help settle team conflicts and *be willing to confront* and *hold teammates accountable* for their on-and-off court behaviors
- Work closely with and be the “*point-person*” for the head coach
- Encourage and support *all* teammates
- *Lead* the team throughout the season (in good and bad times)
- Perform other related team duties (as needed or requested) . . . before and/or after practice

**Working Conditions/Environment:** The *TEAM CAPTAIN* will be asked to perform his/her responsibilities at all times. This includes situations when the team is not performing well, in the midst of a bad practice, when teammates are struggling to get along, and when coaches and/or teammates are negative in what they say to and how they interact with one another.

**Essential Job Functions:** The *TEAM CAPTAIN* will be asked to:

- Be the hardest worker on the team (be the most committed)
- Model mental toughness by remaining confident and focused . . . and by responding to individual and team setbacks and mistakes in an appropriate manner
- Develop strong interpersonal and team relations (friendships)
- Provide energy and passion every day
- Compliment and support teammates
- Challenge teammates to get better and work harder
- Confront teammates' negative attitudes, complaining, gossip, and lack of effort
- Refocus teammates when distracted
- Make good decisions (on and off the floor)
- Check in with the head coach

**Abilities and Skills Needed:**

- Passion and Enthusiasm
- Energy and Hard Work
- Commitment to be the BEST
- Good Verbal and Nonverbal Communication Skills
- Strong Character (good decision-making)
- Confidence and Mental Toughness
- Assertiveness (to do what is needed)
- Composure (cool and calm under pressure)

**Qualifications Required:** A willingness to go “outside your comfort zone” and push your teammates (and yourself) to a higher level of play . . . every day.

## Nominations for TEAM CAPTAIN

If you are confident that you can consistently fulfill the duties and responsibilities of **TEAM CAPTAIN** *and* have the desire, skills, and abilities to do so . . . sign your name here:

---

If you are confident that a teammate can consistently fulfill the duties and responsibilities of **TEAM CAPTAIN** and they have the desire, skills, and abilities to do so . . . sign your teammate's name(s) here:

---

---

If you had to pick only one person to be **TEAM CAPTAIN**, who would you pick? Put that person's name here:

---