



Coaches Handbook

TABLE OF CONTENTS

Welcome Letter.....	3
Athletic Philosophy/ Mission & Vision Statement	4
Philosophy by Sport/Level	4
Buffalo Athletic Department Directory	6
High School Directory	6
Buffalo Athletics Policies & Procedures.....	8
Alcohol Tobacco and Other Drug Use Policy	8
Athletic Placement Process	9
Attendance Policy	10
Bullying Policy	10
Championship Apparel Recognition Order Process	10
Coaching Certifications (NYS)	10
Codes Of Conduct and Code of Ethics	12
Communication.....	12
Concussion Management Protocol	13
End of Season Report	13
Game Cancellations	13
Game Management	13
Gender Identity Policy	14
Hazing Policy	14
Injuries	15
Incident And Injury Report	14
League Chair & Athletic Liaison Duties and Responsibilities	16
NCAA Recruitment Process	17
NYSPPHSAA Heat Index Procedures	18
Payroll Procedures and Schedule	18
Physicals & Pool Safety	19
Registration – Middle School	20
Return To Play Procedure	20
Section VI Awards Information	21
Site Supervisor / Administrator Support Duties and Responsibilities.....	21
Spectator Code of Conduct	22
Sporting Contest Admissions Policy	22
Student-Athlete and Coach Media	22
Student/Parent Concerns 24 Hour Policy:	23
Student Manager/Trainer Program	24
Study Table Duties & Responsibilities.....	25
Ticket Accounting, Cash Handling, Deposit Procedures	26
Thunder And Lightning Protocol	27
Transportation Request Procedures	27
Transfer Procedures – NYSPHSAA/Section VI.....	28
Uniform & Equipment Collection	28
Volunteer Coaches.....	28
Buffalo Athletes High School Programs	29
Buffalo Athletes High School Division Breakdown	31-33
District Expenditures	34
Game Management Staffing	35

APPENDICES (HYPERLINKED ((hold ctrl + click)):

[ATHLETIC INCIDENT AND INJURY REPORT](#) [BUFFALO](#)
[ATHLETICS SPORTS PHYSICAL PACKET](#) [CHAMPIONSHIP](#)
[PLAQUE ORDER FORM](#)
[END OF SEASON REPORT](#)
[FACILITY SCHEDULING PROTOCOL](#)
[NON-LEAGUE GAME/SCRIMMAGE REQUEST](#) [OFFICIAL](#)
[ATHLETIC ELIGIBILITY](#)

[OFFICIALS CLAIM FORM](#)
[PARENTAL CONSENT](#) [TICKET](#)
[ACCOUNTING](#)
[TOURNAMENT/INVITE REQUEST](#)
[TRANSPORTATION REQUEST](#)
[TRAVEL REIMBURSEMENT](#)



Dear Coaches,

Welcome back to another exciting year of academic and athletic achievements here in the Buffalo Public Schools. This handbook is designed to serve as a guide for our coaches and administrators. The purpose of this handbook is to provide directions and access to important policies, procedures, and information necessary for leading our Buffalo Athletics programs. The mission statement, philosophy and goals will help provide a vision for our programs toward success.

It is my belief that athletics play a significant role in the total educational process. The world of interscholastic athletics provides many experiences for learning and development. Student-athletes in the Buffalo Public Schools are leaders in the classroom and in the community. Coaches must always strive to exemplify the expectations of the Buffalo Public Schools and the Commissioner of Education. The standard of excellence we demonstrate for our student-athletes is critical for developing young men and women.

The Buffalo Athletics programs are governed by the regulations of the New York State Commissioner of Education. In addition, BPS is a member of the New York State Public High School Athletic Association ([NYSPHSAA](#)) and [Section VI](#). Please make the reading of this handbook the initial phase of building a successful athletic program.

I look forward to working with all stakeholders to support the continued growth and achievements here in Buffalo. Please feel free to contact me with any questions at 716-816-4633.

Best of luck,

Michael J. House
Assistant Superintendent of Athletics

BUFFALO ATHLETICS DEPARTMENT

MISSION

The mission of the Buffalo Public Schools Athletic Department is to provide students of all ability levels the opportunity to participate in interscholastic athletics, prioritizing academics first to reinforce character, lasting principles, faith, and fundamentals while continuously developing highly competitive athletic programs.

VISION

“Play, Innovate, Compete, Excel”

DEPARTMENT GOALS

1. Higher Student-Athlete Achievement and College Readiness
2. State of the Art Athletic Equipment and Facilities
3. Highly Competitive Athletics Program
4. Highly Effective Coaches

PHILOSOPHY OF ATHLETICS

Varsity Sports

The varsity level of athletic competition is the culmination of the high school athletic program. Team plays, sportsmanship, individual physical ability, motivation and mental attitude are very important aspects of competition at the varsity level. The varsity teams are a culmination of the Junior Varsity and Modified programs moving up through the course of grade levels. Normally, seniors and juniors make up the majority of its roster. Occasionally, sophomore student athletes and at times freshman student athletes may be selected on the team providing that evidence of advanced levels of physical development, athletic skill and appropriate social and emotional development is demonstrated.

Team size at the Varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play competitively in the contest. It is vital that each team member has a role and is informed of its individual roles in pursuit of the team’s goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the Varsity level is never guaranteed. Tryouts are what they are, an audition, and a platform to demonstrate the required athletic skills for a position on the team. Tryouts are seasonal, and student athletes should come to tryouts prepared for competition, there is no entitlement for returning players belonging to a team. The team definitely plays to win the contest, but varsity contestants should accept the fact that important lessons are to be learned from losing. There continues to be very strong emphasis on academics, sportsmanship, and chemical-free lifestyle and community service. It is recognized that not all participants may play in every contest.

The varsity coach is the leader of that sport’s program and determines the system of instruction and strategy for that program. Communication among modified, junior varsity and varsity programs is the responsibility of the varsity coach.

Preparing to win, striving for victory in each contest and working to reach the groups or an individual’s maximum potential are worthy goals of a varsity level team. It is encouraged that each program has an athletic awards celebration at the end of the season. This celebration recognizes individual and team athletic and academic accomplishments during that season. Lastly, athletes who complete the season and are in good standings will be considered for awards. The awardees are selected by the coaches, league coaches and committees.

Junior Varsity Sports (JV)

The junior varsity level of competition places an increased emphasis upon team play, physical conditioning and refinement of basic skills. Although team membership varies according to the structure of each program, sophomores and freshmen occupy the majority of roster positions. In certain situations, underclassmen who are expected to make contributions on junior varsity will be considered for varsity participation. In some instances, seventh and eighth graders that have passed the Athletic Placement Process (APP) may be considered for JV teams.

At this level, athletes are expected to have visibly committed themselves to the program, team and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, plus elements and strategies of team play in addition to socio-emotional development. JV programs work towards achieving a balance between continued team and player development and striving for victory. The outcome of the contest becomes a consideration at this level. Winning at the junior varsity level is considered important and participants should be taught how to cope with game situations and how to win and lose properly. An attempt will be made to play all participants. It is recognized, however, that they may not all play equally in each game. All members of the team who complete the season in good standing should be recognized at an end of season banquet. It is encouraged that each program has an athletic awards celebration at the end of the season. This celebration recognizes individual and team athletic and academic achievements during that season. The awardees are selected by the coaches, league coaches and committees.

Middle School Sports (7th & 8th)

The philosophy of the Buffalo Public Schools Athletic program surrounding Middle School sports is opportunity, access, fun, and equity for all student-athletes enrolled in 7th and 8th grade. Middle school athletics are typically the first introduction to organized sports and are curated to provide a positive opportunity and fun experience for all. Middle School athletics focus on an athlete's skill and personal development both on and off the playing field. The goal is to increase participation and maintain academic/athletic balance while providing reasonable opportunity to test learned skills in a competitive situation. The Middle School level is used to emphasize learning and teach all aspects of the designated sport including teamwork, competition, sportsmanship, game rules, athletic skill, communication, respect, and responsibility.

As a department we are looking to:

1. conduct the middle school sports program so that educational objectives shall be achieved; so that the highest ideals of sportsmanship are upheld; so that no single phase of the educational program is promoted at the expense of other equally important programs.
2. To administer the program in such a manner that participants are properly examined, approved, equipped, insured, selected, classified, instructed, and supervised so that as safe a program as possible is conducted.
3. To provide qualified leadership that understands the teaching of sports to the age group, the objectives of this modified sports program, and the emphasis on safety procedures.
4. To promote sportsmanship by competing within the spirit of the rules, to give every opponent due credit and respect, and to win honorably and to lose graciously.

[Buffalo Athletic Department Directory](#)

Athletics Office / 51 Ontario St. / Suite 301 / Buffalo, NY 14207 / 716-816-4633

Michael J. House, Assistant Superintendent of Athletics - mjhouse@buffaloschools.org

Aubrey Lloyd, Director of Athletics – alloyd@buffaloschools.org

Patrick Ricci, Supervisor of Athletics - pjricci@buffaloschools.org

Heather Rogers (Slomba), Modified Athletics Coordinator, TOSA - hslomba@buffaloschools.org

Danielle Russell, Associate Account Clerk - drussell@buffaloschools.org

Michelle Clifton, Administrative Secretary - mclifton@buffaloschools.org

HIGH SCHOOL INFORMATION

High School Name: **Buffalo Academy for Visual & Performing Arts #192**

BEDS CODE: 140600010097

Website address: <https://www.buffaloartsacademy.org/>

Primary Color: Black

Secondary Color: Athletic Gold Mascot: Cavaliers

League: Buffalo-Section VI

High School Name: **The New Buffalo School of Culinary Arts & Hospitality Management #355**

BEDS CODE: 140600010313

Website address: <https://www.buffaloschools.org/PS355>

Primary Color: Red

Secondary Color: Gray

Mascot: Heat

League: Buffalo-Section VI

High School Name: **Burgard High School #301**

BEDS CODE: 140600010101

Website address: <https://www.buffaloschools.org/PS301>

Primary Color: Royal Blue

Secondary Color: White

Mascot: Bulldogs

League: Buffalo-Section VI

High School Name: **City Honors School #195**

BEDS CODE: 140600010102

Website address: <https://www.buffaloschools.org/PS195>

Primary Color: Cardinal

Secondary Color: Pewter

Mascot: Centaurs

League: Buffalo-Section VI

High School Name: **East Community High School #309**

BEDS CODE: 140600010140

Website address: <https://www.buffaloschools.org/PS309>

Primary Color: Black

Secondary Color: Vegas Gold

Mascot: Panthers

League: Buffalo-Section VI

High School Name: **Emerson School of Hospitality #302**

BEDS CODE: 140600010104

Website address: <https://www.buffaloschools.org/PS302>

Primary Color: Red

Secondary Color: White

Mascot: Eagles

League: Buffalo-Section VI

High School Name: **Frederick Law Olmsted #156**

BEDS CODE: 140600010056

Website address: <https://www.buffaloschools.org/PS156>

Primary Color: Red

Secondary Color: Athletic Gold

Mascot: Owls

League: Buffalo-Section VI

High School Name: **Hutchinson Central Technical High School #304**
BEDS CODE: 140600010105 **Website address:** <https://www.buffaloschools.org/PS304>
Primary Color: Maroon **Secondary Color:** White **Mascot:** Engineers
League: Buffalo-Section VI

High School Name: **The International Preparatory School #198**
BEDS CODE: 140600010308 **Website address:** <https://www.buffaloschools.org/PS198>
Primary Color: Navy **Secondary Color:** Vegas Gold **Mascot:** Presidents
League: Buffalo-Section VI

High School Name: **Lafayette International High School #207**
BEDS CODE: 140600010141 **Website address:** <https://www.buffaloschools.org/PS207>
Primary Color: Purple **Secondary Color:** Pewter **Mascot:** Generals
League: Buffalo-Section VI

High School Name: **Leonardo DaVinci High School #212**
BEDS CODE: 140600010128 **Website address:** <https://www.buffaloschools.org/PS212>
Primary Color: Navy **Secondary Color:** Pewter **Mascot:** Dragons
League: Buffalo-Section VI

High School Name: **Lewis J. Bennett School of Innovation Technology #363**
BEDS CODE: 140600010311 **Website address:** <https://www.buffaloschools.org/PS363>
Primary Color: Orange **Secondary Color:** Navy **Mascot:** Tigers
League: Buffalo-Section VI

High School Name: **Math Science Technology Preparatory School #197**
BEDS CODE: 140600010132 **Website address:** <https://www.buffaloschools.org/PS197>
Primary Color: Dark Forest Green **Secondary Color:** Pewter Gray **Mascot:** Wolves
League: Buffalo-Section VI

High School Name: **McKinley High School #305**
BEDS CODE: 140600010098 **Website address:** <https://www.buffaloschools.org/PS305>
Primary Color: Orange **Secondary Color:** Black **Mascot:** Macks
League: Buffalo-Section VI

High School Name: **Middle Early College High School #415**
BEDS CODE: 140600010135 **Website address:** <https://www.buffaloschools.org/PS415>
Primary Color: Black **Secondary Color:** Red **Mascot:** Kats
League: Buffalo-Section VI

High School Name: **Research Laboratory for Bioinformatics & Life Science #366**
BEDS CODE: 140600010317 **Website address:** <https://www.buffaloschools.org/PS366>
Primary Color: Kelly Green **Secondary Color:** Pewter **Mascot:** Raptors
League: Buffalo-Section VI

High School Name: **Riverside Academy #208**
BEDS CODE: 140600010310 **Website address:** <https://www.buffaloschools.org/PS208>
Primary Color: Purple **Secondary Color:** Athletic Gold **Mascot:** Frontiersman
League: Buffalo-Section VI

High School Name: **South Park High School #206**
BEDS CODE: 140600010110 **Website address:** <https://www.buffaloschools.org/PS206>
Primary Color: Red **Secondary Color:** Black **Mascot:** Sparks
League: Buffalo-Section VI

BUFFALO ATHLETICS POLICIES & PROCEDURES

THE ATHLETIC PROGRAM (BOE Policy 7420)

Athletics are an integral part of a well-balanced educational program. Therefore, the Board supports within its resources a broad sports program with equal access for both males and females, with emphasis on maximum participation, through interscholastic and intramural activity. The interscholastic athletic program shall conform to the Regulations of the Commissioner of Education as well as the established rules of the New York State Public High Schools Athletic Association and the State Education Department.

Eligibility for interscholastic athletic competition requires that the students:

- 1. Provide written parental/guardian consent; and*
- 2. Pass satisfactorily the medical examination administered by the school physician; and*
- 3. Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the New York State Public High School Athletic Association.*

ATHLETIC PROGRAM SAFETY

The district will take reasonable steps to ensure that physical risks to athletes participating in the interscholastic athletic program shall be kept at a minimum by:

1. Requiring medical examinations of participants; and
2. Obtaining appropriately certified and/or licensed officials to manage all varsity, junior varsity, and modified games.
3. Ensuring that equipment is both safe and operative within approved guidelines.

ATHLETIC PROGRAM SUPERVISION OF STUDENT-ATHLETES

Students participating in any activity must be supervised closely by the teacher in charge of the activity. This applies to all activities and permission to hold practices or meetings must not be granted unless a teacher is in charge.

1. Physical Education personnel in the School District will be fully responsible for the supervision of all students in either their class or their after-school activities. The coaches will maintain supervision over the dressing rooms by personally being present during the dressing periods.
2. Coaches are responsible for the supervision of their athletes at the end of practice. This may entail bus duty, or making sure students have transportation home. (Coaches must wait until all athletes have left the building.)
3. Teachers and/or assigned school personnel in the elementary grades will be responsible for the playground supervision of all the children under their jurisdiction during the recess periods and before the regular afternoon sessions. The Principal will distribute the responsibility so that the playground situation will be properly controlled.
4. Students are not to be sent on any type of errand away from the building without the consent of the principal.

ALCOHOL TOBACCO & OTHER DRUG USE POLICY

The Buffalo Public Schools Board recognizes that the misuse of alcohol, drugs, tobacco, electronic cigarettes (e-cigarettes), and other illegal substances is a serious problem with legal, physical, emotional, and social implications for

our students, as well as the entire community. Therefore, the consumption, sharing, selling, use, or possession of alcoholic beverages, tobacco products, e-cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of these drugs is prohibited at any school sponsored function, on school grounds, and on school buses at all times. The unauthorized use or misuse of prescription and over-the-counter drugs, vitamins, supplements, herbs, or other similar substances is also prohibited. Students are not permitted to be under the influence of alcohol or other prohibited substances on school grounds or at school-sponsored events. A school-sponsored function includes a school sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place.

Non-Medical Use of Prescription Drugs

Non-medical use of prescription drugs is prohibited. If a student is found to be in possession of these substances, he or she will be disciplined in accordance with the District Code of Conduct.

Disciplinary Measures

Disciplinary measures for students consuming, sharing, selling, using, or possessing alcoholic beverages, tobacco products, e-cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of these drugs are outlined in the District Code of Conduct.

Education Law §§ 409 and 2801(1) Public Health Law § 1399-o

ATHLETIC PLACEMENT PROCESS

The Athletic Placement Process (formerly Selection Classification Program) is a process for screening student-athletes to determine their readiness to compete in interscholastic athletic competition at the JV or Varsity level. The intent of this program is to determine if a seventh or eighth grade student-athlete can safely participate at an appropriate level of competition based upon readiness, rather than age and grade. This program has been designed to assess a student's physical maturation and fitness, so the student may be placed at a level of competition.

In the event we have a potential seventh or eighth grade student-athlete who is mentally, emotionally and physically ready to participate in High School interscholastic Athletics, the following Athletic Placement Process (APP) must occur to determine a student-athletes placement of readiness prior to the Student-Athletes Fall, Winter or Spring sport team tryout.

- 1) Head Coach will petition the Athletic Director via email/phone of the potential seventh or eighth grade Student-Athlete and provide the Student-Athlete and Parent with an APP packet.
- 2) Student-Athlete and parent completely fill out the APP packet and return to the Head Coach. The Head Coach submits the packet to the Athletic Director. Athletic Director, Medical Director and Parent/Guardian sign off on authorization to conduct the APP.
- 3) A NYS certified Physical Education Teacher (not the coach) must administer the APP. The President's Physical Fitness test has been selected as the test. To qualify, the Student-Athlete must meet the 85th percentile level for their age in 4 out of 5 components.
- 4) Upon completion of the APP, the Physical Education Teacher will submit the Student-Athletes APP packet to the Athletic Director. Athletic Director will make the determination of qualification of the sport based off the results of the APP.
- 5) The Athletic Director will file and submit the APP packet to Section VI.

****Critical Information****

****It is recommended that a seventh or eighth grade student-athlete only play for the high school they plan to attend.**

****If a student-athlete plays a JV or Varsity sport in seventh or eighth grade, they are subject to the NYSPHSAA/Section IV transfer rule if they attend a different high school than which they played.**

****If a seventh or eighth grade student-athlete plays at one high school, then transfers to another high school, they may be deemed ineligible. (August 2023)**

ATTENDANCE POLICY

As a reminder, *Student-Athletes must attend a minimum of four periods or a half day of school to be eligible to participate in extracurricular athletic activities.* Please be mindful of excused school absences (i.e., college visit, funeral, legal or medical absence), that may not be held against a student. Student-Athletes are required to communicate their potential situation ahead of time. Please encourage your student-athletes to be the best role models in your buildings and take pride in positive school attendance.

BULLYING POLICY

The District seeks to create an environment free of harassment, bullying, and discrimination; to foster civility in its schools; and to prevent conduct that is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions.

The District further prohibits discrimination against students, including, but not limited to, discriminatory acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school functions that take place at locations off school property.

In addition, other acts of harassment, bullying, or discrimination that can reasonably be expected to disrupt the education process materially and substantially may be subject to discipline or other corrective action.

CHAIN OF COMMAND

The steps to address and issue or concern with a coach are:

1. Athlete to Coach – if an athlete has an issue, they should first communicate with their coach so that a solution can be reached
2. Parent to Coach – if the issue persists and sufficient change has not occurred, the parent should request an in person meeting with the coach where the athlete, coach and parent can discuss the reason for the meeting and create a plan of action
3. Parent to Athletic Administration – if the issue is of great concern AND no resolution has been reached and efforts were made to accomplish the first two steps, a parent should contact the athletic department to address the concern.

It is very important that the parent and coach discuss areas of concern prior to involving an Athletic Administrator or other district employees. (July 2023)

CHAMPIONSHIP APPAREL RECOGNITION ORDER PROCESS

All Buffalo Athletics league championship teams will be honored with championship quarter zips. The Head Coach is responsible for selecting the apparel color, sizes and designing of the artwork and description of the recognition (i.e., League Champs, Back-to-Back Champs, Dr. Bapst League Champs, Harvard Cup Champs). Official school colors and athletic logos should be selected from our Buffalo Athletics/AdPro Sports branding booklet.

COACHING CERTIFICATIONS (NYS)

In 2019, Buffalo Athletics was audited and found to be out of compliance regarding updated NY State coaching certifications. All Buffalo coaching personnel are required to be certified in accordance with NYSPHSAA standards. As per state mandates, all coaches employed in our district are certified in CPR, First Aid and AED. In accordance with state mandates, Buffalo Athletics will always look to find qualified, certified educators to fill coaching assignments.

If such a qualified educator is not available, the district may appoint a non-certified teacher as a coach. Each coach is responsible for guiding his/her student-athletes through practices, scrimmages and games appropriate for their age and level of play.

These activities are conducted so that the physical welfare, health, and safety of the participants are protected and fostered. ***The coach is responsible for teaching each athlete: competition rules, sport specific development skills, moral values, sportsmanship, ethical conduct and fair play, in accordance with school philosophy.*** All activities should always be conducted in an appropriate educational environment.

It is the responsibility of each individual coach to maintain their NY State coaching certification and mandated updates. Failure to do so can lead to loss of a coaching position for that particular season. A **Non-certified teacher**, must complete the following to coach in New York State:

- [Fingerprinting](#) processed through Morph Trust with clearance through NYS Education Department. [Instructions](#)
- Current first aid certification (valid for 2 or 3 years) [NYSED approved courses](#)
- Current CPR/AED (valid for 1 or 2 years) [NYSED approved courses](#)
- Child Abuse Course. Available through [NYS Office of Child & Family Services](#) (no cost on-line course).
- Violence Prevention & Intervention (SAVE) workshop. Available through [NYS workshops](#). (choose "Violence Only" course)
- Concussion Awareness & Management [CDC certification](#) or [NFHS certification](#) (good for 2 years - no cost)
- Dignity for All Students Certification (DASA) - [NYS approved course sites](#); [Alberti Center @ UB](#); [Erie 1 BOCES](#); [Buffalo State College](#); [Daemen](#); [Orleans/Niagara BOCES](#)
- Completed Temporary Coaches license. Done through [NYS TEACH](#). Renewed annually. [Licensing instructions](#)
- [NYS Coaching Certification Classes](#) - have 5 years from 1st appointment to complete courses as outlined below:
 - Completion of Philosophy, *Principles, and Organization of Athletics in Education* course within two (2) years of initial appointment. Available through [BOCES](#) and [Cortland \(on-line courses\)](#).
 - Complete *Health Science Applied to Coaching* and the *Theory and Techniques of Coaching* (sport specific) course within five (5) years of initial appointment. Available through [BOCES](#) and [Cortland \(on-line courses\)](#).

OR complete NFHS approved course track. [Available online through NFHS](#).

Certified Teacher Coaches, School Leaders or Pupil Personnel Service providers- must complete the following to coach in New York State:

- [Fingerprinting](#) processed through Morph Trust with clearance through NYS Education Department.
- Current first aid certification (valid for 2 or 3 years) [NYSED approved courses](#)
- Current CPR/AED (valid for 1 or 2 years) [NYSED approved courses](#)
- Concussion Awareness & Management [CDC certification](#) or [NFHS certification](#). (good for 2 years - no cost)

In addition, Non-Physical Education Teachers must complete:

[NYS Coaching Certification Classes](#) - have 5 years from 1st appointment to complete courses as outlined below:

- Completion of Philosophy, *Principles, and Organization of Athletics in Education* course within two (2) years of initial appointment. Available through [BOCES](#) and [Cortland \(on-line courses\)](#).
- Complete *Health Science Applied to Coaching* and the *Theory and Techniques of Coaching* (sport specific) course within five (5) years of initial appointment. Available through [BOCES](#) and [Cortland \(on-line courses\)](#).

OR complete NFHS approved course track. [Available online through NFHS](#)

CODES OF CONDUCT & CODE OF ETHICS

The purpose of the Code of Conduct is to set clear expectations for behavior that will promote safety and order on school property. This is necessary so that students can have the best learning environment possible. Courtesy, good manners and caring for others, together with self-discipline and a proper respect for authority are needed to make schools caring, learning communities.

Link to BPS Code of Conduct

<https://www.buffaloschools.org/cms/lib/NY01913551/Centricity/Domain/78/Code%20Conduct%20-%20Student%20-%20Final.pdf>

COLLEGE VISITS

Buffalo Athletics encourages our student athletes to take college visits. Here are two websites that can assist you in preparing for your visits.

<https://www.ncsasports.org/ncaa-eligibility-center/recruiting-rules/official-visits>

www.completetrackandfield.com/prep-athletes-for-college-visit/

COMMUNICATION

District Level Communication - All initial communication such as the announcing of season start dates, hired coaches, pre-registration and league structure can be found of the Buffalo Public Schools District webpage under Athletics and the corresponding Middle School sport tab: <https://www.buffaloschools.org/Domain/41>

Coach Communication – Coaches reserve the right to decipher how they will communicate with student-athletes and parents regarding varying information such as practice changes, game cancellations etc. Coaches are encouraged to use email, SportsYou or the Remind App to provide appropriate communication.

Communication Cont. (Parent/Coach Relationship)

Parenting and coaching are both challenging and rewarding. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to our student-athletes. Each interaction should occur with the best interest of the student-athlete in mind. Parents should act as support system for the student-athletes mental, emotional and social well-being.

1. Communication parents should expect from their child's coach:
 - a. Team goals and expectations
 - b. Practice and game schedule
 - c. Team requirements (ie: special equipment/ off-season information)
 - d. Procedures should your child be injured during participation
 - e. Fundraiser and team building exercised
2. Communication coaches should expect from parents:
 - a. Expectations that concerns will be addressed after a 24 hour cool down period directly to the coach

- b. Expect notification of any schedule conflicts of an athlete well in advance
 - c. Specific concerns in regards to a coaches philosophy and or expectations
3. Appropriate concerns for parents to discuss with coaches:
 - a. The treatment of your child, emotionally and physically
 - b. Ways to help your child improve
 - c. Concerns about your child behavior
 4. Issues not appropriate for parents to discuss with coaches:
 - a. Playing time
 - b. Game strategy
 - c. Play calls
 - d. Other student-athletes

These are situations that may require a conference between the coach and parents. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. The request for this conference should be made only after the chain of command has been followed and a 24-hour cool-down period has commenced. When these conferences are necessary, the following procedures should be followed to help promote resolution to the issue of concern. (July 2023)

CONCUSSION MANAGEMENT PROTOCOL

The Concussion Management and Awareness Act went into effect on July 1, 2012, for all public schools and charter schools. Several items are required for school districts to be in compliance with the law. Some of the items are specifically spelled out in the law and others have been recommended by the State Education Department and Department of Health and approved by the State Board of Regents. Buffalo Public Schools believes in the importance of effective concussion prevention and post-concussion management. All coaches, physical education teachers, and school nurses will complete a concussion prevention certification biannually entitled "**Heads Up! Concussion in Youth Sports**", as per State Education Department guidelines. By educating staff, students, and parents, we can all help prevent injuries and minimize risks associated with head traumas.

END OF SEASON REPORT

All Head Coaches are expected to complete an end of season report within two weeks of the final contest. Please include schools in which you are combined with and scores of all games; playoffs, sectionals, and regionals.

GAME CANCELLATIONS

Contest cancellations will only be considered in the event of an emergency or school safety matter. Contest cancellations or postponement will be decided by the Athletic Administration and communicated to all stakeholders. When time permits, cancellations should be communicated 24 hours ahead of the contest date and time. Coaches do not have the authority to cancel or reschedule a contest without prior approval from an Athletic Administrator. (Updated 6/2023)

GAME MANAGEMENT

Buffalo Athletics and our host venues are committed to creating a safe, comfortable, and enjoyable sports and entertainment experience for all.

Spectators have a right to expect an environment where security staff and game management personnel:

- treat all spectators with dignity and respect
- treat spectators in a consistent, professional and courteous manner

- support a sporting experience free of disruptive behavior
- handle venue operations and emergency response procedures

GENDER IDENTITY POLICY #7552

All students need a safe and supportive educational environment to progress academically and developmentally. The District is committed to fostering a safe learning environment for all students, free from any discrimination and/or harassment based on one's sex, gender, gender identity, gender nonconformity, and gender expression. In accordance with applicable law, regulations, and guidelines, the District will ensure that students have equal access to all school programs, facilities, and activities. The District will assess and address the specific needs of each student on a case-by-case basis.

The District will allow a transgender person or GNC student to use the restroom, locker room, and changing facilities that corresponds to the student's expressed gender identity at school. Any student, transgender or not, requesting increased privacy or other accommodations when using bathrooms, locker rooms, and changing facilities will be provided with a safe and adequate alternative, but they will not be required to use that alternative.

At the same time, the District acknowledges that some students, for a variety of reasons, may feel uncomfortable using shared facilities. This may include transgender students and cisgender students (students who are not transgender)

Students will likewise be allowed to participate in intramural activities consistent with their gender identity. Upon written notification that a transgender person or GNC student would like an opportunity to participate in the District's interscholastic athletics program consistent with his or her or their gender identity, the District will determine his or her or their eligibility in accordance with applicable law, regulations, and guidelines. The District will confirm the student's asserted gender identity with documentation it considers appropriate from a parent/guardian, counselor, doctor, psychologist, psychiatrist, or other medical professionals. The student's gender identity should be the same as the identity used for District registration and other school purposes. The District's athletic director will notify opposing team athletic directors or the New York State Public High School Athletic Association if a student needs any accommodations during competitions. Any appeal regarding the District's eligibility decision will be directly to the Commissioner of Education.

[Click here for the link to the full Gender Identity Policy](https://www.buffaloschools.org/cms/lib/NY01913551/Centricity/Domain/7097/SECTION%207000%20STUDENTS.pdf)

<https://www.buffaloschools.org/cms/lib/NY01913551/Centricity/Domain/7097/SECTION%207000%20STUDENTS.pdf>

HAZING POLICY (BOE Policy 7317)

For purposes of this policy, the term "hazing" among students is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Hazing behaviors include, but are not limited to, the following general categories:

- a) Humiliation: socially offensive, isolating, or uncooperative behaviors.
- b) Substance abuse: abuse of tobacco, alcohol, or illegal drugs.
- c) Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.

Incorporated within this definition are various forms of physical, emotional and/or sexual abuse which may range in severity from teasing/embarrassing activities to life threatening actions.

Even if the hazing victim participated "willingly" in the activity, or there was no "intent" by the hazer to harm or injure another individual, hazing is still hazing and against District policy, the District Code of Conduct and may be in

violation of New York State Law. However, hazing of students does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions. Any hazing activity, whether by an individual or a group, shall be presumed a forced activity and in violation of Board policy, regardless of the "willingness" of the student to participate.

[Click here for the link to the full Hazing Policy](https://www.buffaloschools.org/cms/lib/NY01913551/Centricity/Domain/7097/SECTION%207000%20STUDENTS.pdf)

<https://www.buffaloschools.org/cms/lib/NY01913551/Centricity/Domain/7097/SECTION%207000%20STUDENTS.pdf>

INJURIES:

Unfortunately, injuries sometimes occur. Any time a student is injured in school or at school activities an **Incident Form** must be filled out and filed by the schools Head Coach. Medical bills are the responsibility of the student's parent/guardian. All injuries should be reported to the coach immediately. The diagnosis of and prescription of treatment for injuries is strictly a medical matter and should under no circumstances be considered within the province of the coach. Coach's responsibilities are to see that injured athletes are given prompt and competent medical attention; and that all details of doctor's instructions concerning the athlete's rehabilitation program are carried out. No athlete will be cleared to practice or compete if there is a question whether he/she is in adequate physical condition. Athletes and coaches should seek guidance and evaluation from our athletic trainers first. A signed physician's certificate may be required before any athlete is permitted to return to practice and competition.

INJURY/MEDICAL PROCEDURES:

Please be sure to follow the guidance of your Athletic Trainer and/or employ First Aid, CPR, AED or Lifeguarding emergency procedures during a medical emergency.

1. **Coach or Trainer** will call 9-1-1.
2. **Coach** will notify parent or guardian of the injury.
3. **Coach** will obtain the name and address of the hospital to which the injured athlete is being transported to and notify the parent or guardian.
4. **Coach, Parent or Volunteer will** accompany the injured student while being transported to the hospital.
5. **Coach** will inform the Athletic Director and Building Principal of the injury.
6. **Coach** will document the injury on a District incident report form in a timely manner.
7. **Coach** will follow-up with the parent or guardian concerning the injured athlete.
8. **Coach** will receive medical clearance from the students Medical Doctor before the injured athlete can return to play.

INCIDENT AND INJURY REPORT

Anytime you experience a medical emergency, medical injury where a parent needs to be contacted, or a high level code of conduct violation, or a crime occurred with 911 being called the Head Coach, JV Coach, and/or Athletic Trainer is required to fill out an incident report within 24 hours of the time of the incident or injury. Please be sure to fill out all the details on the report and email to your Principal and Athletic Director.

LEAGUE CHAIR DUTIES AND RESPONSIBILITIES

1. Serve as our Buffalo League representative for all Head Coaches in that specific league
2. Serve as a go-between for the Athletic Department and Section VI - communications, organization and support
3. Possess a strong understanding of our NYSPHSAA and Section VI policies and procedures
4. Support league schedule process - District calendar, Section VI calendar, alignment, equity, balance, consistent, cost effective and competitive
5. League Structure recommendations - combining of schools, classifications, BEDS, competitive
6. Attend Section VI meetings - relay pertinent information to the Athletic Director and league Head Coaches
7. Update the Athletic Director on league matters
8. Survey coaches' input and program needs to compile info.
9. Share league info to Section VI
10. Familiarize yourself with the Section VI sport handbook and all deadlines
11. Check in with coaches during preseason and post season
12. Develop a list or roster of our Buffalo all league and area team nominations
13. Disseminate information to our league coaches
14. Report out coaching vacancies or changes
15. Coordinate dates and facilities of practice sites
16. Organize equipment orders and provide a list to the Athletic Director
17. Support athletic transportation procedures
18. Share communications with internal building stakeholders and departments
19. Facilitate Sectional and State playoff events - teams, schedules, and facilities
20. Execute end of season closeout - end of year reports

LIAISON DUTIES AND RESPONSIBILITIES

1. Serve as the Principal's designee at the building level regarding athletic operations
2. Serve as a go-between for the Athletic Department and School building - communications and support
3. Disseminate sports physical information to the student body
4. Update the Athletic Director and building Principal of all Athletic matters
5. Coordinate the collection of seasonal practice schedules to decimate to the Building Principal and Chief Engineer.
6. Schedule and coordinate game management for all home contests
7. Survey student and parent interest for sport offerings
8. Reinforce and execute ticket accounting, cash handling and deposit procedures
9. Guide game management payroll procedures
10. Check in with coaches during preseason and post season
11. Report out coaching vacancies or changes
12. Coordinate dates and facilities of practices and study table
13. Organize equipment closets and storage - secure uniforms and equipment
14. Inventory, secure and distribute athletic deliveries
15. Support athletic transportation procedures
16. Share communications with internal building stakeholders and departments
17. Support Freshman orientation - sports physicals, registration, coaches contact info.
18. Facilitate Sectional and State playoff events - schedules, game management, facilities
19. Execute end of year closeout - return AED's, Summer schedules, work orders

NCAA RECRUITMENT PROCESS - <https://www.ncaa.org/sports/2014/10/8/recruiting.aspx>

HIGH SCHOOL STUDENT-ATHLETE - YEARLY TO DO LIST:

Grade 9

Ask your counselor for a list of your high school's NCAA core courses to make sure you take the right classes.

Grade 10

Register with the NCAA Eligibility Center at eligibilitycenter.org.

Take the PSAT and initial SAT or ACT during Spring or Summer.

Grade 11

Check with your counselor to make sure you will graduate on time with the required number of NCAA core courses. Take the SAT or ACT and submit your scores to the NCAA using code 9999.

At the end of the year, ask your counselor to upload your official transcript to the NCAA Eligibility Center.

Grade 12

Finish your last NCAA core courses. Take the SAT or ACT again and submit your scores to the NCAA using code 9999. Complete all academic and amateurism questions in your NCAA Eligibility Center account at eligibilitycenter.org. After you graduate, ask your counselor to submit your final official transcript with proof of graduation to the NCAA Eligibility Center.

SAT/ACT- TEST SCORES

When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 so your scores are sent directly to the Eligibility Center from the testing agency. Test scores on transcripts will not be used in your academic certification. You may take the SAT or ACT an unlimited number of times before you enroll full-time in college. If you take either test more than once, the best sub score from different tests are used to meet initial eligibility requirements.

Division I and II Recruiting Calendars and Guides

Division I Test Score Requirements

Division I uses a sliding scale to match SAT/ACT scores and core-course grade-point averages to determine eligibility. The sliding scale balances your test score with your GPA. If you have a low test score, you need a higher GPA to be eligible. If you have a low GPA, you need a higher test score to be eligible.

Division I SAT and ACT Sliding scale Chart

Division II Test Score Requirements

If you enroll full-time at a Division II school, you must meet all academic requirements and earn an SAT or ACT score matching your core-course GPA on the Division II sliding scale to be eligible to compete. The sliding scale will balance your test score with your GPA. If you have a low test score, you need a higher GPA to be eligible. If you have a low GPA, you need a higher test score to be eligible.

Division II SAT and ACT Sliding scale Chart

Learn more about Division I AND II academic requirements

- [NYSED SS Handbook](#) - page 15 & 23 illustrates student's ability to improve existing course grades.
- a. [Summer School Handbook 2022 \(nysed.gov\)](http://www.nysed.gov)
- [NCAA Guidelines](#) - credit section - higher grade counts toward core GPA
- b. <https://www.ncaa.org/sports/2014/10/6/core-courses.aspx>

Below is a link to the **Eligibility Center NCAA guide for Student Athletes:**

[Guide for College Bound Student Athletes](#)

NYS PHAA HEAT INDEX PROCEDURES

Administration of Heat Index Procedures:

- Feels Like Temperature (Heat index) or THI using a Wet Bulb indicator on the field will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 80 degrees (Fahrenheit) or higher.
- Download the **WeatherBug app** to your phone or log into www.weatherbug.com. Schools may also use a Wet Bulb indicator on the field that will be used.
- Enter zip code or city and state in the location section of the app or on-line or determine the THI by using a Wet Bulb indicator. If the Feels Like temperature (heat index) or the Wet Bulb Indicator is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the Feels Like temperature (heat index) or Wet Bulb indicator at halftime or midway point of the contest. If the Feels Like temperature (heat index) or Wet Bulb indicator is 96 degrees (Fahrenheit) or more, the contest will be suspended.

	Feels Like Temp (Heat Index) or Wet Bulb indicator under 79 degrees	Full activity. No restrictions
R E C O M M E N D E D	Heat Index Caution: Feels Like Temp (Heat Index) or Wet Bulb indicator 80 degrees to 85 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session.
	Heat Index Watch: Feels Like Temp (Heat Index) or Wet Bulb indicator 86 degrees to 90 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time).
	Heat Index Warning: Feels Like Temp (Heat Index) or Wet Bulb Indicator 91 degrees to 95 degrees	Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when Feels Like temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose-fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn.
REQUIRED	Heat Index Alert: Feels Like Temp (Heat Index) or Wet Bulb indicator 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

PAYROLL PROCEDURES & SCHEDULE

Game Management, Study Table, & Second Set of Eyes

- Please use the Google form link to log hours worked under the correct Google form for the position worked
- You must be logged into your [@buffaloschools.org](http://buffaloschools.org) Google account to record your payroll
- Hours must be logged according to the pay schedule
- Hours are due each week Thursday by midnight. Any hours submitted after, will be paid in the next pay period
- Per BTF contract, you may work a maximum of 3.5 hours on Saturdays, Holidays, & Summer
- Entries are due Thursdays by midnight, anything entered after that will be paid in the next pay period
- Please do not enter duplicate entries
- Please make sure hours are logged in on the corresponding link according to the job that you worked
- Site location for Game Management is the name of the Home Team
- Site location for Study Table/Second Set of Eyes is the physical location you worked (not your home school)

“PLAY, INNOVATE, COMPETE, EXCEL”

PHYSICALS

Coaches should encourage all student-athletes and parents to go to their Primary Care Physician asap to obtain a sports physical for Fall, Winter and Spring sports. Please have families use our [Buffalo Athletics sports physical packet](#) and [NYSED Health History form](#) (hyperlinked and in the forms section). All student-athletes must have a Medical Doctor signature for clearance and participation prior to playing or practicing. The District will offer Sports Physicals in June, July and August for students who are unable to access their Primary Care Physician.

Sports Physical Procedures

1. Head Coach submits roster to School Nurse
2. Head Coach provides student-athlete with the sports physical packet
3. Students pre-register with QR code
4. School Nurse will verify student eligibility and notify student of scheduled appointment
5. Student must bring completed sports physical paperwork (signed by parent) to appointment
6. School Nurse will confirm appointment a few days prior
7. Nurse Practitioner will perform physical examinations

POOL SAFETY

Procedure for Monitoring and Regulating Number of Bathers

1. The maximum capacity of pools for instructional use is thirty-five (35) students, (1) teacher/lifeguard, and (1) Second Set of Eyes
2. Total bathing capacity is posted conspicuously in the pool.
3. A head count is to be performed periodically.
4. No more than the maximum capacity of bathers will be allowed in the pool.

Supervision/Coverage

1. At least one swim teacher/lifeguard and a person serving as a "Second Set of Eyes" must be on duty at all times during use of the pool. The "Second Set of Eyes" must be positioned to be able to observe the entire pool and all swimmers. The swim teacher/lifeguard must be at poolside and can be engaged in activities such as attendance, instructing bathers and monitoring non-swimmers in the pool area.
If a pool, measures more than 2,000 square feet in surface area the "Second Set of Eyes" should be positioned in the elevated lifeguard chair. The chair is to be positioned so that the "Second Set of Eyes" can see the entire pool

Conditions that Require Closing of the Pool

1. Main drain of the pool is not clearly visible, the pool will be closed. Maintenance must notify the Teacher/Lifeguard, Principal, and Senior Chemist immediately.
2. Less than 1.0 ppm chlorine residual in the pool. Pool will remain closed until chlorine residual is 1.0 ppm
3. Absence of all lifesaving equipment
4. Presence of fecal matter and/or broken glass in the pool
5. Emergency phones are not in working order

[Link to complete BPS Pool Safety Plan](#)

<https://www.buffaloschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1111&dataid=5934&FileName=pool%20safety%20plan.pdf>

REGISTRATION PROTOCOLS – MIDDLE SCHOOL SPORTS

There are two current forms of registration required for Middle School sports.

ONLINE pre-season registration

All pre-season registration will be complete by following the provided QR codes on flyers or embedded links on the Buffalo Athletics Webpage under the corresponding Middle School sports tab. Pre-season registration is collected through a google forms document. Student and parent contact information are sent to the appropriate hired coach to begin the process of setting a pre-season student-athlete information meeting. This meeting will contain information such as the coach, when and where practice will occur as well as information regarding coach's team expectation, season expectations, playing time and more.

PAPER COPY – registration packet

Registration packets can be found at your child's school and at the middle school sport tab on the Buffalo Athletics Webpage. The packet must be printed and filled out. The packet must be returned to either your child's school nurse or hired coach. The packet contains a NYSED required pre-health screening as well as a required physical form submission. Without an approved physical and pre-health screening submission, the student-athlete will not be permitted to practice or participate in any form of middle school athletics.
(July 2023)

RETURN TO PLAY PROCEDURE

Return to play following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. These NYSPHAA current returns to play recommendations are based on the most recent international expert opinion. *No student athlete should return to play while symptomatic. Students are prohibited from returning to play the day the concussion is sustained. If there is any doubt as to whether a student has sustained a concussion; it should be treated as a concussion.

Once the student athlete is symptom free at rest for 24 hours and has a signed release by the treating clinician, she/he may begin the return to play progression below (provided there are no other mitigating circumstances).

- Day 1: Light aerobic activity
- Day 2: Sport-specific activity
- Day 3: Non-contact training drills
- Day 4: Full contact practice
- Day 5: Return to play

Each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post-concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

SECTION VI AWARDS INFORMATION

TEAM SCHOLAR-ATHLETE AWARD

In order for a team to be considered a Scholar Athlete Team, they must encompass the following criteria:

1. The team's TOTAL Grade Point Average for 75% of the roster must be 90.00 or above.
 - a. If this GPA is equal to or greater than 90.00, then the team will receive a Scholar-Athlete Team Certificate.
 - b. In addition, ONLY individuals with a 90.00 GPA or above will receive a Scholar-Athlete pin.

ALL-WNY SCHOLAR-ATHLETE PROGRAM

A student athlete may be nominated as either a "WINNER" or as an "HONORABLE MENTION".

General Criteria for Nomination:

- Senior.
- Starter or important reserve.
- For the Fall & Winter student-athletes, the average of the last 6 semesters must be 90 or higher.
- For the Spring student-athletes, the average of the last 7 semesters must be 90 or higher.
- The committee will accept weighted or unweighted grades.
- Please use the conversion chart for grades on a 4.0 scale.
- The online form is the only accepted nomination form.
- Only school personnel may submit the application.

HONORABLE MENTION

Each school is allowed ONE nomination per team, per season.

- In addition, the school is allowed THREE "At-Large" nominations to use on any sport, per season.
- The application must include: Student transcript Acknowledgment of Parental release (if under 18) AND a Letter of recommendation
- If selected by the committee, students will be:
 - Given a congratulatory letter (emailed to the AD)
 - Photographed for The Buffalo News,
 - Sent a gift from our sponsor, AdPro Sports
- Students NOT selected as a WINNER will be:
 - Added to the HONORABLE MENTION list
 - Given a congratulatory letter (emailed to the AD)
- School personnel may nominate as many as meet the criteria
- Names will be listed on Section VI website
- Given a congratulatory letter (sent to AD)

SITE SUPERVISOR / ADMINISTRATOR SUPPORT DUTIES & RESPONSIBILITIES FOR ATHLETIC CONTESTS

While supervising Athletic contests, the Site Supervisor and/or Administrator should be aware of the following supervisory duties and responsibilities to provide a safe, organized, and enjoyable Athletic environment for all. The following list of duties and responsibilities are for support to maintain the integrity of our Athletic contest. (August 2023)

1. Arrive 30 minutes prior to the contest start time.
2. Ensure the space is set up in a safe manner (i.e. field/floor/pool/mat surface, seating, bleachers, entry/exit, gym doors, scorer's table, concessions, fire exits).
3. Ensure the facility is set-up and prepared to host an athletic competition (i.e. gate box, startup cash, tickets, clean, working equipment, bleachers, garbage cans, scoreboard, microphone, walk ways, carpets)

4. Ensure Security has arrived 30 minutes prior to the athletic contest. A perimeter check should be performed prior to contest. Secure all doors. Awareness of gate box.
5. Ensure knowledge of emergency preparedness plan at the site and scope a route to access the AED if necessary.
6. Greet the away team Head Coach upon arrival. Ensure the away teams bus stays in close proximity to the contest entry/exit point. See if there are any special requests.
7. Greet the Officials and escort them to the designated Officials rooms. Officials must receive an office/locker room separate from students that contain a shower with warm water. Male and female Officials should receive separate locations.
8. Check restrooms to ensure they are spectator ready (i.e. stocked with hand soap, tissue paper, paper towels and clean and well lit).
9. Ensure all members of the Game Management staff are present and assigned to a duty. See game management section in this handbook for staffing positions and duties.
10. Ensure locker rooms are open for teams on arrival, locked during game play and locked/clear when the contest finishes.
11. Ensure adequate spacing is allocated between the sideline and seating arrangements.
12. It is recommended to station yourself near the entry point as spectators enter, between home and away spectators or near potential spectators who may become unruly. Remain visible for the entirety of the contest.
13. Ensure teams are seated on separate benches and have separate locker rooms. Best practice is to have proximity to bench and locker room areas. When possible, send teams in the opposite direction after the contest. Sportsmanship must always be reinforced. Familiarize yourself with the spectator code of conduct.
14. Provide adequate space for Cheerleaders and/or Boys/Girls JV/Varsity teams who will perform or wait for their game to start.
15. Ensure the Coaches are always supervising their team.
16. Ensure Home/Away team spectators are separated in seating locations (i.e. home on left bleachers, away on right bleachers).
17. Enforce the indoor or outdoor sport spectator policy is enforced - all spectators should have a valid ID.
18. Monitor the seating capacity of the spectators in comparison to the facility maximum capacity limit.
19. Ensure spectators do not enter the playing area throughout the duration of the contest. If an injury occurs, parents are authorized to check on the wellbeing of their child.
20. Check in with Security personnel throughout the duration of the contest. Alert security of any safety concerns or potential unruly spectators.
21. At the conclusion of the contest, ensure adequate supervision is in place until everyone has exited the facility and left the campus
22. Take note of the contest date, time, location, home/away teams, final score and game management staff who worked the contest. In the event an injury or incident occurred during the contest, please follow reporting protocols. Anytime you experience a medical emergency, medical injury where a parent needs to be contacted, or a high level code of conduct violation, or a crime occurs with 911 being called a Coach, and/or Athletic Trainer is required to fill out an incident report within 24 hours of the time of the incident or injury. Please be sure to fill out all the details on the report and email to your Principal and Athletic Administrator.

SPECTATORS CODE OF CONDUCT

SPECTATORS:

- are an important part of the game and shall, at all times, conform to accepted standards of good sportsmanship and behavior.
- shall respect the integrity and judgment of game officials. Understand that they are doing their best to promote the student-athlete and admire their willingness to participate in full view of the public.
- Shall recognize and show appreciation for an outstanding play by either team. Use only cheers that uplift the team's involvement.
- wholesome cheering is encouraged, taunting, foul and abusive language, inflammatory remarks and disrespectful signs and behavior are not acceptable. Refrain from engaging in all types of disrespectful behaviors.

- Taunting, baiting, trash talking, foul and abusive language, and inflammatory remarks will not be tolerated.
- May not enter the field of play under any circumstances including before, during or after play.
- Praise student-athletes in their attempt to improve themselves as athletes and students. Learn the rules of the game, so that you can understand and appreciate why certain situations take place.
- Be a positive role model through your own actions at all times.
- Collectively as athletes, coaches, parents, teachers, and administrators, we will treat everyone with dignity, respect, and create a positive athletic environment for all.

Spectators from ALL teams shall uphold the spectator code. Spectators who fail to adhere to conduct expectations during a contest should be prepared to accept consequences for their inappropriate behavior. These consequences may include removal from the contest site for the day or for an extended period of time. Spectators shall respect and obey all school officials, supervisors, and security and police at all athletic contests.

Spectators who are removed or suspended from athletic contests may be required to complete the NFHS spectator expectations course and will be asked to prove proof of competition certificate prior to re-entry. The NFHS developed this free course to give you a better understanding of sportsmanship, how it impacts the educational process and identifies your specific role in modeling it at all interscholastic athletic events. Insight is shared throughout the course from fans, players, parents, teacher-coaches and officials. This course will help provide schools a more positive game environment.

[Link to the NFHS Spectator sportsmanship course](https://nfhslearn.com/courses/sportsmanship-2#crsOutline)
<https://nfhslearn.com/courses/sportsmanship-2#crsOutline>

SPORTS CONTEST ADMISSION POLICY

Sporting event admissions applies to any individual from age six and up and applies to all non-sport participating members, students, parents, spectators and community members. We do not charge the same sport participant or same program participant admissions (IE: JV players do not pay to watch varsity events)

STUDENT-ATHLETE AND COACH MEDIA CONSENT

High School Athletics are a public event. It's an expectation that if you participate in a High School sport, you have authorized the media with consent of participation to take a photo or video of your person.

When facilitating the NCAA college recruitment process, we want to encourage access of media outlets to showcase our student-athletes and coaches to promote their successes.

If a coach wants to employ an extra degree of protection, you may have your student-athletes and coaches sign off on the media release form under our Public Relations Website.

STUDENT/PARENT CONCERNS 24 HOUR POLICY:

Before, during, or upon conclusion of a game/practice is not the appropriate time to address any student/parent concerns. Problems brought out in the open, help ensure that all student concerns will be effectively dealt with, and ultimately, promote a synergistic environment for all. Therefore, we ask that no parent or athlete approach a coach regarding an issue until 24 hours after the competition ends, practice ends, or the issue occurs. This allows adequate time for reflection and de-escalation of emotion. Calm minds can help create positive solutions.

As children become involved in programs in the Buffalo Public Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your

child(ren) wish(es). At these times, a 24-hour cool-down period is expected and encourage prior to communication with coaches.

As Coaches we will always strive to create the most competitive and ethical game/practice environment as possible. However, if a student athlete/parent finds he/she has a concern or a problem, he/she is encouraged to wait 24 hours after a game/practice to request a formal meeting with the head coach.

Before, during, or upon conclusion of a game/practice is not the appropriate time to address any student/parent concerns. Problems brought out in the open help ensure that all student concerns will be effectively dealt with, and ultimately, promote a synergistic environment for all.

Step 1: Problem should be presented verbally or through writing to the head coach that you would like to meet.

Step 2: Head coach, student, and parent/guardian shall set up a meeting time & location.

Step 3: Head coach, student, and parent/guardian will meet to discuss & resolve any concerns.

STUDENT MANAGER/TRAINER PROGRAM

Description

The student manager and student trainer are designed for Varsity athletic programs to support the coach and team during practices and competitions while continuing to expand their knowledge of the sport. The student manager/trainer is considered a member of the team who will not physically participate in competitions, but who will be present and helpful from the bench or sidelines during the practices and competitions.

Benefits

The benefits include but are not limited to:

- Being included on the team for the experience
- Building resume and gaining interviewing experience (for future internships, jobs, college scholarships, coaching positions, and/or work in sports management)
- Learning from the coach
- Improving knowledge of the sport
- Being included in team experiences, including the photo in yearbook and team social functions. Student managers/trainers sit on the bench with coaches and teammates who are not actively playing during competitions.
- School specific apparel to wear to competitions and team photos. When the team wears the team's jersey to school on competition days, the student manager/trainers can wear their school specific apparel in solidarity with their team.
- Receive community service hours
- Receive Letter of recommendation
- Being eligible to letter if all requirements are met (for student managers/trainers of Varsity teams only).
- Promptly attending all practices and exhibitions (unless excused in advance by the coach).
- Showing a positive attitude toward the sport, their teammates, and opponents.
- Consistently showing that they are working their hardest and showing outstanding effort.

Duties

Although duties may vary from season-to-season, sport-to-sport, team-to-team, and student manager-to-student manager, the duties for each student manager/trainer position must be agreed to by the student, their parents/guardians, and the coach *before* the student begins in the position. Additionally, the student manager/trainer's team must be informed of the

role of the student manager/trainer for the current season, as the duties might be different from previous seasons' student managers/trainer. The most common duties include:

Student Manager Responsibilities

- Equipment management and sanitation
- Score/Stat/Time Keeping
- Capturing video footage and photos for the team, Athletics Department, and the yearbook
- Commit to 3-4 days per week.
- Other duties as assigned by coaching staff or athletic department staff

Student Trainer Responsibilities

- Equipment management and sanitation
- Help with team hydration
- Med Kit management
- Commit to 3-4 days per week
- Other duties as assigned by coaching staff or athletic department staff

*Student trainers CANNOT medically diagnose or treat student-athletes

Student managers/trainers are always a positive presence to the team, providing encouragement and support from the sidelines during competitions. Student managers/trainers will not determine line-ups, positions, playing times, provide instruction, or coach the team in any capacity. Student managers/trainers will not interact with the officials, the volunteers, or fans during competitions. Student managers/trainers must always represent their team and school to the highest standards, on and off the court/field.

Eligibility

Similar to the other team participants, student managers/trainers must maintain eligibility standards as outlined by NYSPHSAA and Buffalo Public Schools

Requirements

1. **Registration:** Like all team members, student managers/trainers must complete the registration packet
2. **Physical Form:** A valid physical form must be on file with the Health Office by the sport's physical form deadline.
3. **Coach approval:** As this position is designed to be educational for the student and helpful for the coach and team, the coach must approve the request for a student to serve in the student manager/trainer role. This might include an interview with the prospective student manager/trainer, the coach, the Athletics Department, and the student's parents/guardians.

SHARED SERVICES STUDENT-ATHLETE PARTICIPATION

1. Any Buffalo Public Schools student who is a current resident of the City of Buffalo, who attends an alternative school in a surrounding community (i.e. Baker Victory, Gateway Longview, Henrietta G. Lewis, Randolph Academy, Stanley G. Falk) that has their own sports team(s) will play for that Alternative School. If the Alternative School does not offer interscholastic sports or a particular sport, the following criteria should be used to determine student-athlete eligibility.
2. If the student-athlete has attended a BPS High School in the past four years (or played High School sports in 7th or 8th grade), that student would be permitted to attend that same BPS High School they previously attended or played for. If the student-athlete has never attended a BPS High School or played a High School sport, they will be eligible for athletics in the non-criterion High School that is geographically closest to their residence. If the closest geographic High School is a criterion school (City Honors, Frederick Law Olmsted, Leonardo DaVinci), the student would play at the next closest High School. The address that will be used to determine eligibility will be the current address on file with the student-athletes Alternative School. A Buffalo Athletics Shared Services application should be filled out and submitted to the Director of Athletics prior to the sport season for approval.

3. The Alternative School must assign a Liaison for this student-athlete. The Liaison will serve as the contact person between the Alternative School, the Head Coach of the team and the Buffalo Athletics Department. This Liaison must be a current employee at the Alternative School (i.e. Principal, Assistant Principal, Teacher or Counselor). The Liaison will support the student-athletes' sports physical process and eligibility requirements.

Critical Information:

- Student-Athletes in grades 7th-12th only
- Student-Athletes must have a BPS ID # and receive a BPS diploma to qualify
- Student-Athletes will be assigned to a BPS High School by zip code
- Student-Athletes must have a current sports physical on file with the host Schools Nurse
- Student-Athletes must abide by NYSPHSAA/Section VI, Alternative School and BPS eligibility requirements
- Shared Service student-athletes with a BPS ID # will not be authorized to participate in interscholastic sports at a Charter or Private School

STUDY TABLE (July 2023)

In order to provide a positive learning environment for student-athletes who have not met specific academic standards or require a structured study environment from the end of the school day until their practice/contest begins, the Buffalo Athletics Department offers a study table program that is available for student-athletes throughout the academic year. The purpose of the study table is to provide student-athletes with a scholarly, structured, quiet learning environment where we focus on maintaining eligibility and support for high academic achievement. When student-athletes use study time in an effective manner, they will achieve academic goals and prepare for college and career readiness.

Athletic Study Table Job Description

Athletic Study Table Teacher must:

- Support the academic progress of Student-Athletes by providing a structured study environment
- Provide individualized or small group instruction to support High School coursework
- Differentiate instruction for all levels of coursework to meet the needs of Student-Athletes
- Collaborate with building teachers to ensure Student-Athletes complete assigned coursework, readings, and projects
- Available Monday, Tuesday, Wednesday, Thursday and Friday, after school, one hour per day (five hours per week)

Study Table Best Practices and Guidelines

- Study table is held on campus in a designated classroom or computer lab assigned by school administration
- Student-athletes must sign in and out of study table
- Student-athletes must remain in the study table area at all times while you are signed in
- Student-athletes must show up prepared with coursework, supplies and materials needed for each course on the student-athletes schedule
- Study table teachers are required to maintain accurate daily attendance records (i.e. binder)
- Study table week begins each week on Monday and ends on Friday
- Study table will be used for individual studying, research, projects coursework, and remediation
- Student-athletes may request to have study table teachers support them with their coursework or assist with retrieving missing coursework
- With permission from the study table teacher, student-athletes may perform group studying or coursework, if this activity is not disturbing to others
- Small, non-disruptive, snacks are permitted at study table. All snacks must be secured before entering the study table. Students cannot leave during study table to get food or drinks.
- Laptop computers or iPads are permitted and may only be used for academic coursework
- Movies, music, Facebook, Twitter, Instagram, and other social media sites are not permitted during study table hours
- Leave the study table room in better condition than you found it
- The BPS code of conduct governs student-athlete behaviors
- Student-athletes, parents and coaches should all be monitoring student-athlete GPA's and transcripts with a focus in mind to promote academic achievement

TICKET ACCOUNTING, CASH HANDLING AND DEPOSIT PROCEDURES

1. **High School Clerk or Athletics Clerk** - cross references game schedule and organizes seed money, game tickets, ticket accounting form, deposit bags, pens and cash boxes for each home contest. The ticket accounting form is filled out with starting ticket number, seed money totals and signed by Clerk.
2. **Athletic Director/Supervisor of Athletics, Athletic Coordinator (TOSA)/ Athletic Liaison/Site Supervisor** - deliver the cash box to the Ticket Taker or Gate Keeper at each home contest. The Site Supervisor verifies and signs for the tickets, seed money and cash box. Site Supervisor delivers tickets, seed money, ticket accounting form, deposit bag and cash box to the Ticket Taker or Gate Keeper. The Ticket Taker or Gate Keeper verifies and signs for the tickets, seed money and cash box.
3. **Site Supervisor** - at the end of the third quarter of the contest, the Site Supervisor notifies BPS Security or Buffalo Police that it's time to close the gate. BPS Security or Buffalo Police escort the Site Supervisor, Ticket Taker and Gate Keeper to a secure location, count the money, document the last ticket sold, total revenue collected and sign the ticket accounting form.

The remaining tickets, revenue and ticket accounting form is placed in the deposit bag. BPS Security or Buffalo Police escort the Site Supervisor to the main office of that building where the deposit bag is dropped in a door safe. ***I am still waiting for Plant Services to install door safes. You will need to find a secure location where you can lock up gate revenue or you will not be able to collect gate monies. ***

4. **High School Clerk or Athletics Clerk** - verifies the tickets, ticket accounting form and revenue collected match. Once verified, the Clerk will fill out a deposit form and deposit the revenue collected into the home teams bank account.
5. **High School Clerk or Athletics Clerk** - maintains a spreadsheet or Munis report which will record all revenue collected and deposited for each athletic contest.

THUNDER & LIGHTNING (NYSPHSAA)

Applies to regular season through NYSPHSAA Finals:

- 1) Thunder and lightning necessitate that a contest being suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion - thunder is thunder, lightning is lightning.
 - a) With your site administrator, set up a plan for shelter prior to the start of any contest.
- 2) When thunder is heard or when lightning is seen, the following procedures should be adhered to:
 - a) 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 (i.e. bus)
 - b) Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.
 - c) After thunder and/or lightning have left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

TRANSPORTATION & BUS CONDUCT

- The school system will provide transportation to and from all sporting events. This may include a standard daily bus route or a separate athletic bus.
- All students participating in athletics are expected to follow the BPS guidelines for transportation.
- While being transported, students are restricted from standing, extending arms or other things out of windows and extreme behavior.
- Whenever deemed appropriate, coaches may seat students in a manner that would ensure a safe and pleasant atmosphere.

- Coaches should insist that students do not litter on the bus. Immediate and appropriate discipline should follow incidences of littering. All litter should be removed from the bus upon completion of a trip.
- Students must ride the bus to and from games unless other transportation is approved by the Athletic Director or Principal. A student riding with their parent is acceptable when the Head Coach is notified by the parent.
- Parents are discouraged from transporting any child other than their own to a school sponsored activity.
- At the completion of all practice or game events, parents should promptly pick their child up in a timely manner, according to the practice/game schedule.

TRANSPORTATION REQUEST PROCEDURES (AWAY CONTESTS ONLY)

- Completely and accurately fill out one request form for each away contest (specify number of buses, no buses before 4pm)
- Bundle, scan and email all transportation requests for your season and email to: pjricci@buffaloschools.org and mjhouse@buffaloschools.org by the deadline provided
- Cross reference the BPS Transportation spreadsheet to verify your trip is scheduled

****Please do not send transportation requests via pony or US Mail.****

TRANSFER PROCEDURES - NYSPHSAA/SECTION VI

Anytime we have a transfer student-athlete, we must follow the NYSPHSAA guidelines on page 46, Section 31 regarding transfer students. Please communicate with your student-athletes and parents. Any high school student who did not attend your high school last year, must be documented on our enclosed NYSPHSAA/Section VI transfer form. Student-athletes are not permitted to practice before the form has been submitted and are not permitted to compete without approval.

Procedures:

- Print a copy of the form.
- Meet with your student-athlete and parent.
- Review the questions on the form with the parent.
- Document and fill out all information on the form including parent phone number and signature.
- Scan and email the form over to Patrick Ricci at pjricci@buffaloschools.org

UNIFORM & EQUIPMENT COLLECTION

It is the coach's responsibility to ensure accurate and timely collection of all BPS issued equipment and uniforms at the conclusion of each athletic season. All coaches must fill out and submit a complete [end of season report](#).

Every student-athlete is expected to turn in their game and practice uniforms and program equipment regardless of if they are a senior or if new uniforms are being ordered the following season. Any student-athlete who does not turn in their school issued uniforms and equipment may jeopardize graduation and the authorization of their official High School transcript. Please contact the athletic liaison, school principal, and then the athletic department if a student athlete has returned BPS issued items.

VOLUNTEER COACHES

The Buffalo School District recognizes the importance of volunteers and the contributions they can make to the interscholastic athletic program. The District also recognizes that having parents involved as coaches in their child's program can be difficult and has the potential for many conflicts of interest.

Any volunteer, who is in direct contact with the interscholastic athletic program must be recommended by the Superintendent of Schools and approved by the Board of Education prior to the beginning of each interscholastic season. Volunteer coaches must be fully certified as a New York State coach. Also, the volunteer coaches can only work under

the direct supervision of the regularly appointed coach. These volunteers may never hold a practice or work with a student athlete without the certified, appointed coach.

In addition, a volunteer coach can never be a parent or other relative of a student athlete in the program. Program is defined as the gender specific sport (modified, JV, or Varsity) in which a student athlete is participating.

If a parent is a New York State certified coach, building principals may consider recommending them to coach a team on which they have a child participating or a team in their child's program. The regular appointment of certified parents as coaches of their child's team or a team in their child's program will be highly scrutinized and handled with deliberate care. As in all coaching appointments, the Superintendent must recommend the appointment and the Board of Education must concur. The District Athletic Director will notify the Superintendent in advance of any certified coach who is a parent being recommended for an appointed coaching position by a high school principal. Discussion between the Superintendent, District Athletic Director and Building Principal will occur before a certified parent coaching recommendation is made to the Board of Education.

Buffalo Athletes High School Programs

FALL SPORTS

BOYS	GIRLS
Cross Country (Varsity)	Cheerleading (Varsity)
Football (JV, Varsity)	Cross Country (Varsity)
Flag Football (6/7/8)	Flag Football (6/7/8)
Golf (Varsity)	Golf (Varsity)
Soccer (JV, Varsity)	Soccer (JV, Varsity)
Volleyball (JV, Varsity)	Swimming (Varsity)
	Tennis (Varsity)
	Volleyball (JV, Varsity)

WINTER SPORTS

BOYS	GIRLS
Basketball (MS, JV, Varsity)	Basketball (MS, JV, Varsity)
Bowling/Unified (Varsity)	Bowling/Unified (Varsity)
Indoor track (Varsity)	Cheerleading (Varsity)
Swimming (MS, Varsity)	Indoor Track (Varsity)
Wrestling (JV, Varsity)	Swimming (MS)
	Wrestling (JV, Varsity)

SPRING SPORTS

BOYS	GIRLS
Baseball (JV, Varsity)	Lacrosse (JV)
Lacrosse (JV, Varsity)	Softball (Varsity)
Soccer (MS)	Soccer (MS)
Tennis (Varsity)	Track (MS, Varsity)
Track (MS, Varsity)	Unified Basketball (Varsity)
Unified Basketball (Varsity)	

FALL 2023/24

Football – 5 V, 5 JV

Gameday Cheer – 5V

- 1) LBJ Bennett –
MEC/Alt/RL/East/ Pathways/
MST/Riverside/Olmsted
- 2) Hutch Tech – CH/Em/Buff
Cul/IPrep/DaVinci/Laf
- 3) Burgard – Performing Arts
- 4) South Park
- 5) McKinley

Boys Volleyball – 4 V

- 1) City Honors
- 2) Hutch Tech
- 3) McKinley
- 4) Olmsted

JV – 3

1. City Honors
2. Hutch Tech
3. I-Prep

Boys Golf – 5 V

- 1) City Honors
- 2) Hutch Tech
- 3) McKinley
- 4) Performing Arts
- 5) Olmsted

Girls Golf – 4 V

- 1) City Honors
- 2) Hutch Tech
- 3) Performing Arts
- 4) Olmsted

Girls Swim – 7 V

- 1) City Honors
- 2) Olmsted
- 3) BAVPA/ DaVinci/
I-Prep/Lafayette
- 4) Hutch Tech - Em/Buff Cul
- 5) Lewis J. Bennett/MEC/RL
- 6) McKinley - Burgard/Riverside
- 7) South Park -
MST/East/Path

Girls Volleyball – 18 V

Division 1 –

- 1) Hutch Tech
- 2) I – Prep
- 3) Lafayette
- 4) McKinley
- 5) South Park
- 6) Performing Arts
- 7) Olmsted
- 8) Buffalo Culinary/Emerson

Division 2 –

- 1) Burgard
- 2) DaVinci
- 3) East/Pathways
- 4) LBJ Bennett/Alt
- 5) MEC
- 6) Riverside
- 7) MST
- 8) Research Lab
- 9) Health Science

Independent

- 1) City Honors

JV – 13

- 1) Research Lab
- 2) City Honors
- 3) MEC
- 4) McKinley
- 5) Olmsted
- 6) Buffalo Culinary/Emerson
- 7) Hutch Tech
- 8) DaVinci
- 9) South Park
- 10) Lafayette
- 11) Performing Arts
- 12) MST
- 13) I-Prep

B/G Cross Country -17 V

Division 1

- 1) City Honors
- 2) East/Pathways
- 3) Hutch Tech
- 4) I-Prep
- 5) McKinley
- 6) MEC
- 7) Olmsted
- 8) South Park

Division 2

- 1) Buffalo Culinary/Emerson
- 2) Burgard
- 3) DaVinci
- 4) Lafayette
- 5) LBJ Bennett/Alternative
- 6) MST
- 7) Research Lab
- 8) Riverside
- 9) Performing Arts

Boys Soccer – 10 V

- 1) Lafayette
- 2) I Prep
- 3) City Honors
- 4) Hutch Tech/Em/BuffCul
- 5) Olmsted
- 6) Riverside/DaVinci
- 7) MEC-RL/SP/BuffCul/Em/East/Path
- 8) Burgard/MST/Performing Arts
- 9) LJ Bennett/Alternative
- 10) McKinley

JV - 6

- 1) Hutch Tech
- 2) I – Prep
- 3) Lafayette
- 4) McKinley
- 5) Lewis J Bennett
- 6) City Honors

Girls Soccer - 7 V

- 1) Hutch Tech/Em/BufCul
- 2) City Honors
- 3) I-Prep/Em/BuffCul
- 4) Olmsted
- 5) McKinley/MEC/LJB/RL
- 6) DaVinci/Riv/East/SP/MST/Bur
- 7) Lafayette/Performing Arts

JV - 1

- 1) City Honors

Girls Tennis – 9 V

- 1) City Honors
- 2) Davinci/SP
- 3) I – Prep/Laf/Riv
- 4) Hutch Tech/BuffCul/Em
- 5) Olmsted
- 6) MST/East
- 7) LBJ Bennett/MEC
- 8) Burgard/McKinley
- 9) Performing Arts

Winter 2023/24

Boys Basketball – 15 V – 15 JV

Division 1 –

- 1) Hutch Tech
- 2) I prep/DaVinci/Pathways
- 3) McKinley
- 4) Middle Early/R. Lab
- 5) East
- 6) South Park
- 7) Bennett/Alternative
- 8) Health Science

Division 2 -

- 1) Buffalo Culinary/Emerson
- 2) Burgard
- 3) City Honors
- 4) MST
- 5) Olmsted
- 6) Riverside/Lafayette
- 7) Performing Arts

Winter Cheerleading – 14 V

- 1) Hutch Tech
- 2) I- Prep
- 3) McKinley
- 4) MEC
- 5) East
- 6) South Park
- 7) Bennett
- 8) Buffalo Culinary
- 9) Burgard
- 10) City Honors
- 11) MST
- 12) Olmsted
- 13) Riverside
- 14) Performing Arts

Indoor Track COED -4 V

1. McKinley-LJB/MEC/RL
2. Hutch Tech-SP/Em/BufCul
3. Olmsted-
CHS/Bur/MST/East/Arts
4. Riverside-
Iprep/Laf/Dav/Path

Unified Bowling COED- 5 V

- 1) City Honors
- 2) Hutch Tech
- 3) Occupational Training Center (OTC)
- 4) Frederick Law Olmsted
- 5) Research Lab

Bowling COED – 17 V

- 1) City Honors
- 2) East/Pathways
- 3) Hutch Tech
- 4) I-Prep
- 5) McKinley
- 6) MEC
- 7) Olmsted
- 8) Performing Arts
- 9) South Park
- 10) Emerson/BufCul
- 11) Burgard
- 12) DaVinci
- 13) Lafayette
- 14) LBJ Bennett/Alternative
- 15) MST
- 16) Research Lab
- 17) Riverside

Girls Basketball – 16 V

Division 1 –

- 1) Hutch Tech
- 2) Middle Early/R. Lab
- 3) City Honors
- 4) South Park
- 5) Buffalo Culinary/Emerson
- 6) McKinley
- 7) Olmsted
- 8) Performing Arts

Division 2 –

- 1) DaVinci
- 2) Burgard
- 3) East
- 4) MST
- 5) Riverside/Lafayette
- 6) I – Prep/Pathways
- 7) Lewis J. Bennett/Alt
- 8) Health Science

JV-9

1. LJ Bennett/Alt
2. City Honors
3. Performing Arts
4. Hutch Tech
5. MEC
6. Emerson
7. Olmsted
8. McKinley
9. Health Science

Wrestling – 1 JV/V

1. Lafayette – All BPS HS's

Boys Swim – 9 V

1. City Honors
2. McKinley
3. Hutch Tech/Em/BufCul
4. Bennett/MEC/R.Lab/Alt/Laf
5. East/Bur/MST/Pathways/Riv
6. I – Prep
7. South Park
8. Olmsted
9. Performing Arts/ DaVinci

Spring 2023/2024

Boys Baseball – 12 V

Division 1

- 1) Hutch Tech
- 2) City Honors
- 3) Lafayette
- 4) McKinley
- 5) South Park
- 6) Olmsted

Division 2

- 1) Burgard/Performing Arts
- 2) Emerson/Buffalo Culinary
- 3) I-prep/DaVinci
- 4) MEC/LJB/R.Lab/Alt
- 5) MST/East/Pathways
- 6) Riverside

JV-1

- 1) City Honors

Boys Lacrosse – 1 V

- 1) City Honors – All 20 HS

JV-1

- 1) City Honors – All 20 HS

Girls Lacrosse – 1 V

- 1) City Honors – All 20 HS

JV-1

- 1) City Honors – All 20 HS

Girls Softball – 11 V

Division 1

- 1) Hutch Tech
- 2) DaVinci/I Prep/Laf
- 3) McKinley
- 4) Emerson/BufCul
- 5) Olmsted

Division 2

- 1) MST/Burgard/East/Pathways
- 2) MEC/LJB/RL/Alternative
- 3) Riverside
- 4) South Park
- 5) Performing Arts

Independent

- 1) City Honors

Boys & Girls Track -17 V

- 1) City Honors
- 2) East/Pathways
- 3) Hutch Tech
- 4) I-Prep
- 5) McKinley
- 6) MEC
- 7) Olmsted
- 8) Performing Arts
- 9) South Park
- 10) Buffalo Culinary/Emerson
- 11) Burgard
- 12) DaVinci
- 13) Lafayette
- 14) LBJ Bennett/Alternative
- 15) MST
- 16) Research Lab
- 17) Riverside

Boys Tennis -17 V

Division 1

- 1) Burgard
- 2) McKinley
- 3) Hutch Tech
- 4) Olmsted
- 5) IPREP
- 6) City Honors
- 7) MST

Division 2

- 8) Lafayette
- 9) Buffalo Culinary
- 10) LBJ Bennett/Alt
- 11) DaVinci
- 12) Performing Arts
- 13) East/Pathways
- 14) Riverside

Unified Basketball COED- 5 V

- 1) City Honors
- 2) Hutch Tech
- 3) Occupational Training Center (OTC)
- 4) Frederick Law Olmsted
- 5) Middle Early College

Middle School Sports by Host School (Future)

#	SCHOOL	FALL	WINTER	SPRING
#3	D'Youville Porter Campus	Cross Country		
#6	Buffalo Elementary School of Technology			Track
#18	Dr. Antonia Pantoja School of Excellence	Cross Country		
#19	Native American Magnet School	Cross Country		
#27	Hillery Park Elementary		Basketball Cheer	Soccer
#30	Frank A. Sedita Academy		Basketball Cheer	Track
#31	Harriet Ross Tubman School	Cross Country		Track
#32	Bennett Park Montessori		Basketball Cheer	Soccer
#33	Bilingual Center	Cross Country		
#37	Marva J. Daniel Futures Preparatory School	Cross Country		Track
#43	Lovejoy Discovery School		Basketball Cheer	Track
#45	International School		Basketball Cheer	Soccer
#53	Community School	Cross Country		
#59	Dr. Charles R. Drew Science		Basketball Cheer	Track
#67	Discovery School	Cross Country		Track
#69	Houghton Academy	Flag Football		
#72	Lorraine Elementary	Cross Country		
#74	Hamlin Park Claude & Ouida Clapp Academy	Cross Country		
#76	Herman Badillo Bilingual Academy	Cross Country		Track
#79	Pfc. William J. Grabiarz School of Excellence	Flag Football	Swim	Soccer
#80	Highgate Heights		Basketball Cheer	
#81	PS 81 School	Cross Country		Track
#89	Dr. Lydia T. Wright School of Excellence	Flag Football	Basketball Cheer	Track
#92	New BUILD Community School		Basketball Cheer	Track
#93	Southside Elementary		Basketball Cheer Swim	Track
#94	West Hertel Academy		Basketball Cheer	Track
#95	Waterfront Elementary School	Flag Football	Basketball Cheer Swim	Track
#97	Harvey Austin School	Flag Football		
#156	Frederick Law Olmsted	Cross Country	Swim	Track Soccer
#192	Performing Arts	Cross Country	Swim	Track
#195	City Honors School	Cross Country	Swim	Soccer

DISTRICT EXPENDITURES

<u>Sport</u>	<u>Equipment Provided</u>
Baseball	Uniforms, socks, belts, hats, baseballs (indoor & outdoor), bases, bats, scorebook, batting t's, catcher equipment/glove, L screen, batting helmets, equipment bags
Basketball	Uniforms, practice gear, basketballs, scorebooks, whistles, blocking pads, ball bag, laundry bag, nets, court clean, D-men, ball carts
Bowling	Uniforms (Kenmore Lanes Facility Rental)
Cheerleading	Uniforms, pom-poms, hair bows, break away banners
Cross Country	Uniforms, stop watches, clipboards, measuring wheels, air horns, whistles
Football	Uniforms, practice gear, socks, belts, wrist bands, mouth guards, pads, girdles, helmets, helmet pinnies, chin straps, footballs, blocking sleds/shields, equipment bags, tool kits, hydration systems, kicking tees, kicking net
Golf	Uniforms, hats, clubs, bags
Indoor Track	Uniforms, indoor shotputs, weight throw & gloves, hurdles, pole vault poles, stopwatches, batons, tape measures, measuring wheels
Lacrosse	Uniforms, lacrosse sticks, goalie sticks, mouthguards, helmets, pads, goggles, balls, scorebooks
Outdoor Track	Uniforms, shotputs (6lb, 4-kilo, 10lb, 12lb, 14lb.), discus (1kilo, 1.25k, 1.61k), hurdles, pole vault pads/poles, starting blocks, stopwatches, air horns, tape measures, measuring wheels
Soccer	Uniforms, shin guards, socks, soccer balls, goals, goalie gloves, goalie shirts, ball bags, corner flags, benches, scorebooks
Softball	Uniforms, socks, belts, visors, softballs (indoor & outdoor), bases, bats, scorebooks, batting t's, catcher equipment/glove, batting helmets, pitcher/fielding mask, equipment bags
Swimming	Uniforms/suits, swim caps, goggles, flippers, flotation devices, back stroke flags, lane lines, stopwatches
Tennis	Uniforms, tennis balls, racquets, hooperns, squeegees
Volleyball	Uniforms, spandex, knee pads, volleyballs, ball carts, nets, plyo boxes, netting systems, netting cart
<p><i>All other expenditures must be funded and purchased by each individual program. These items are designated as program expenditures. Examples may include sneakers, cleats, apparel such as warm-ups, shooting tops, shorts, under armor, quarter zips, bags etc. etc.</i></p>	





BUFFALO PUBLIC SCHOOLS ATHLETICS

APPENDICES

ATHLETIC INCIDENT AND INJURY REPORT

BUFFALO ATHLETICS SPORTS PHYSICAL PACKET

✓ NYSED HEALTH HISTORY FORM

CHAMPIONSHIP PLAQUE ORDER FORM

END OF SEASON REPORT

✓ FINAL ROSTER

✓ SEASON PLAY DATES AND RESULTS

✓ SEASON SUMMARY

FACILITY SCHEDULING PROTOCOL

NON-LEAGUE GAME/SCRIMMAGE REQUEST

OFFICIAL ATHLETIC ELIGIBILITY

OFFICIALS CLAIM FORM

PARENTAL CONSENT

TICKET ACCOUNTING

TOURNAMENT/INVITE REQUEST

TRANSPORTATION REQUEST

TRAVEL REIMBURSEMENT



Buffalo Athletics Team Registration - 20__



Registration For Sports Participation Is Required.

STUDENT - ATHLETE INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Birthdate: ____/____/____ Age as of July 1: _____ Grade: _____

Assigned School: _____

Sport: _____ Level (circle one): Modified Junior Varsity Varsity

T-shirt Size (circle ones: Youth - S M L XL Adult- S M L XL XXL)

PARENT/GUARDIAN INFORMATION

Parent/ Guardian's Name _____

Phone #'s Daytime _____ Evening: _____ Cell. _____

Email Address: _____

Home Address: _____ City: _____ Zip: _____

The undersigned, hereby grant permission for my child to participate under an assigned coach in the BPS Athletics program.
(Parent)

We (parent and student) understand that a physical is required to participate on this team.

We (parent and student) understand and accept the risks inherent to participation in competitive sports. Because of the dangers of participating in sports, we recognize the importance of listening to and following all of the coach's instructions and warnings regarding playing techniques, training, equipment and other team rules, etc. both in competition and in practice and agree to obey such instructions. We also recognize the importance of reading and adhering to written Instructions and written warnings regarding playing techniques, training methods rules of the sport and other team rules etc., both in competition and in practice and agree to obey such instructions

- ***We (parent and student) have read the Parent & Athlete Concussion Information Sheet***
- ***We (parent and student) have read and agree to the above conditions (Both)***

Signature of Parent/Guardian _____ Date _____

Signature of Student-Athlete _____ Date _____



Buffalo Public Schools
Department of Athletics
51 Ontario St.
Buffalo, NY 14207

Dear Parents and Student Athletes:

Buffalo Public Schools will offer sports physicals to each school provided by School Health Services. Yearly physicals are mandatory for any student to participate in the interscholastic athletics. All student-athletes must have a current sports physical on file with the School Nurse before they are allowed to participate in tryouts, practices, or competitions for any Middle or High School athletic program.

BPS will offer free sports physicals. Please be sure to take a Buffalo Athletics Registration packet home and complete the entire packet with your parents/guardians. It is important that all blank spaces are filled in and your parent/guardian signs the *Sports Physical Consent Form (below)*.

In order to receive a physical, students will need to bring these items back to school:

1. A signed physical consent form. (Bottom of this page)
2. The Buffalo Athletics Registration form signed by **BOTH** parent/guardian and student.
3. A completed and signed pre-participation Athletic Health History. (Signed by parent/guardian)

All student-athletes considering playing a sport must report to:

(Location)

On _____ to complete their sports physical. Physicals are good for one calendar year.

(Date)

Thank you,

Michael J. House

Assistant Superintendent of Athletics

SPORTS PHYSICAL CONSENT FORM

I, _____ give consent for my child _____
(Parent/Guardian) (Student)

to have a sports physical performed by School Health Services.

Parent/Guardian Signature: _____ **Date:** _____



PRE-PARTICIPATION ATHLETIC HEALTH HISTORY - Two Page Form

PART A

School Name: _____

Student Name: _____ **DOB:** ___/___/___

Grade (check): 7 8 9 10 11 12

Sport: _____ Level (check): Modified JV Varsity

Date of last exam: ___/___/___ **Limitations:** Yes No **Date form Completed:** ___/___/___

PARTS B

Health History to be completed by Parent/Guardian

Answer questions below to indicate if your child has or has ever had any of the following and provide details to any yes answer on back

Question	YES	NO
Has a doctor or nurse practitioner (a health care provider) ever restricted his/her participation in sports for any reason?		
Does s/he have an ongoing medical condition? Please circle below: Asthma Diabetes Seizures Sickle Cell Trait Sickle Cell Disease Other		
Has s/he ever had surgery?		
Has s/he ever spent the night in a hospital?		
Does s/he have a life-threatening allergy? Please circle below: Medication Food Insect bites Pollen Latex Other		
Does s/he carry an Epi-pen (epinephrine)?		
Has s/he ever passed out during or after exercise?		
Has s/he ever complained of light headedness or dizziness during or after exercise?		
Has s/he ever complained of chest pain, tightness or pressure during or after exercise?		
Has s/he ever complained of fluttering in their chest, skipped beats, or their heart racing, or does s/he have a pacemaker?		
Has any health care provider ever ordered a test for his/her heart? (ex. EKG, echocardiogram, stress test)		
Has s/he been told s/he has a heart condition or problem?		
Has s/he ever had high or low blood pressure?		
Does s/he wheeze or cough frequently during exercise?		

Has a health care provider ever said s/he has asthma?		
Does s/he use or carry an inhaler or nebulizer?		
Question	YES	NO
Has s/he ever become ill while exercising in hot weather?		
Is s/he on a special diet or have to avoid certain foods?		
Does s/he worry about their weight?		
Does s/he have stomach problems?		
Has s/he ever had a hit to the head that caused a headache, dizziness, nausea, or confusion, or been told s/he had a concussion?		
Does s/he ever have headaches with exercise?		
Has s/he ever had a seizure?		
Is s/he currently being treated for a seizure disorder or epilepsy?		
Has s/he ever been unable to move his/her arms and legs, or had tingling, numbness, or weakness after being hit or falling?		
Has s/he ever an injury, pain, or swelling of joints that caused him/her to miss practice or a game?		
Does s/he use a brace, orthotic, or other device?		
Does s/he have any problems with his/her hearing or wear hearing aides?		
Does s/he have any problems with his/her vision or have vision in one eye?		
Does s/he wear glasses or contacts?		
Has s/he ever had a hernia?		
Does s/he have only one functioning kidney		
Does s/he have a bleeding disorder?		
Females Only: Has she had her period? At what age did it begin? How often does she get her period? Date of last menstrual period?		
Males Only: Does he have only one testicle		
Family History: Has any relative been diagnosed with a heart condition or developed hypertrophic cardiomyopathy, Marfan Syndrome, right ventricular cardiomyopathy, long QT short QT. wave syndrome, Brugada Syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
Has any relative died suddenly Before the age of 50 from unknown or heart related causes?		

PART C: TO BE COMPLETED BY PARENT OR GUARDIAN

Describe the condition or situation that caused any questions in PART B to be answered "YES"

PART D: PARENTAL PERMISSION

I the undersigned, clearly understand these questions are asked in order to decide if my child can safely participate on the athletic team named in PART A of this form. The answers are correct as of this date and he/she has my permission to participate

SIGNED _____ DATE: ____/____/____

PART E: TO BE COMPLETED BY THE SCHOOL NURSE

Sports Participation: Approved Referred to Primary Physician

Signed: _____ School Nurse Date: ____/____/____

If referred to Primary Physician Re-qualified Disqualified

See the Athletics page

For NYSED INTERVAL HEALTH HISTORY FOR ATHLETES DOCUMENT

<https://www.buffaloschools.org/Page/544>



Buffalo Athletics

Championship Plaque order form



Please fill in the parenthesis with your individual school information and send back to alloyd@buffaloschools.org

(SCHOOL NAME & NUMBER)

(GENDER & DIVISION)

(SPORT CHAMPIONSHIP TITLE RECEIVED (ie: Bowling Champions))

(YEAR)

In addition, please list your student-athletes from your school approved roster first name, last name and listed alphabetically by last name below. If your roster exceeds this page, please continue on a second sheet.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

(Head Coach:)

(Principal:)

Athletic Director: Aubrey Lloyd



End of Season Report



Head Coaches, as your season concludes, please complete your coaching responsibilities by taking care of the following items for the Athletic Department:

- Final Roster
- Season Playdates and Results
- Season Summary
- Equipment Inventory
- Missing Equipment
- Uniform Inventory
- Awards, Varsity Letters, etc.
- Potential Hall of Fame Nomination

Head Coaches, as your season concludes, please complete your coaching responsibilities by taking care of the following items for your Building:

- Uniforms Washed, Counted, Boxed, Labeled and Secured
- First Aid Kit and AED Cleaned and Returned to Athletic Liaison
- Return and Secure All Equipment
- Key(s) Returned to Principal or Assistant Principal

Thank you for your cooperation. Please return this as one packet, as you received it. Forward to: pjricci@buffaloschools.org

Name: _____ **School & Sport:** _____

TEAM Roster Total # : _____

SEASON SUMMARY

School Year 20__ - 20__

- 1) List your players who received any individual accolades: All-League, Federation, Sectional, WNY, State, All Tournament recognition (attach page if necessary)

Player

Recognition

- 1)
- 2)
- 3)
- 4)
- 5)

- 2) List divisional or overall league championships, sectional or state playoff, state championship results:

- 3) List any individual or school records matched or set by Athletes or Coaches.

- 4) I received a Coaching Service Award_____

UNIFORM INVENTORY

Once you have inspected, cleaned and counted your uniform, please document on the below table.

<u>#</u>	<u>UNIFORM DESCRIPTION</u>	<u>QUANTITY</u>	<u>LOCATION</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

AWARD ORDER

Once you've completed your season, please submit this order form based off your final Varsity roster.

Number of Varsity Letters _____ Tournament Trophies _____

Medals Special Awards _____ Ribbons _____

Special Awards _____

Varsity Letter Criteria: The varsity letter criteria cover all sports.

- Must be academically eligible, in good academic and athletic standing and complete the season.
- Injured players may receive a letter if in the opinion of the head coach he/she would have participated enough if they had not been injured, and also served the team in some capacity while injured.
- Show marked improvement during the season and from the previous season.
- Be of good character, a teammate and team player.
- Attend all practices, games, meets or matches unless excused by the coach, parent, or doctor.
- Regular member of the varsity team that has contributed to the team's success.

Sport Specific Varsity Letter Criteria: In addition to the general letter criteria.

- **Baseball & Softball** - Play in at least one-third of the total number of games.
- **Basketball** - Play in one-third of the total number of seasons games.
- **Cross Country** - Placing within the top seven (7) in over one-half of all scheduled meets.
- **Football** - Complete in one-half of total seasons quarters of varsity football.
- **Golf** - Participate in one-half of the varsity matches.
- **Swimming** - Swim one event at every meet and accumulate at least 40 points.
- **Tennis** - Participation in one-third or more of the varsity matches.
- **Track & Field** - Accumulate a minimum of twenty points during the season in regularly scheduled meets including the tournament series. Points will be awarded on the following basis:

One-half point per event participation in each meet. Must be an event in which you regularly compete or train for. Actual points scored in varsity competition.
- **Volleyball** - Play one-half of total seasons games.



Buffalo Public Schools



Athletic Facility Scheduling Protocol

Scheduling of Athletic facilities for the second largest District in New York State, for over 371 Athletic teams, camps, internal programs and external community organizations is not an easy task. The purpose of this scheduling protocol is to prioritize scheduled access use of gymnasiums, swimming pools, fields, fitness/weight rooms, and stadiums owned and operated by Buffalo Public Schools.

The following scheduling protocols will be executed for the scheduling of Buffalo Public Schools Athletic facilities.

1. Buffalo Public Schools main priority is to provide facilities for Varsity, Junior Varsity and Middle School Sports programs for team practices and contests. Attention is given to the higher level sport which is “in season.”
2. The next priority will be given to building based intramurals, fitness/wellness programming, team clinics/camps and other organized educational or recreational programs for the student population facilitated by a Board approved staff member.
3. The next priority will be given to after school programs under contract with the Buffalo Public Schools.
4. The next priority will be given to student activities, and Varsity, Junior Varsity or Middle School Sports out of season.
5. The next priority will be given to external community groups, individuals that wish to reserve Buffalo Public Schools facilities. Programs that benefit the entire Buffalo Community will be given priority over programs that benefit only one team or department.

Other criteria that are considered when scheduling Buffalo Public School facilities:

- **First come; first serve:** Scheduling is on a first come first serve basis. If there are two in season athletic teams that reserve facilities at the same time and cannot come to a scheduling agreement, the scheduling issue will be decided upon by the Assistant Superintendent of Athletics or an Athletic Department Administrator.
- **An Athletic team practice:** Will be considered a practice when a Board approved coach is present. Student-athletes must always be supervised.
- **No-show policy:** Teams or organizations requesting facilities that do not show up for times requested will not be given as much priority as teams that show up when facilities are scheduled.
- **Scheduling of events:** Districtwide events will take precedent over other requests.
- **Hours of use:** It is understood by all requesting to use our Buffalo Public Schools Athletic facilities that all usage and events must be scheduled to allow for everyone to clear the facilities by 9pm.

All athletic facilities are managed by the Department of Athletics. Please contact Michael House, Assistant Superintendent of Athletics at mjhouse@buffaloschools.org or call 716.816.4633 for more information.



Non-League Game/Scrimmage Request Form

(For Home Athletic Contests Only)

Instructions: Please fill out this form and submit to the Department of Athletics. This form must be submitted one month prior to your season start date. All requests submitted inside one month of your season start date, will not be accepted.

Please highlight the type of contest: **Non-League Game** **Scrimmage**

Host Team	
Opposing Team	
Date of Game/Scrimmage	
*Time of Game/Scrimmage	*Home contest game times should be consistent with league format
Location	
Level of Play	
Sport	
Coach Name	
Coach Email	
Coach Phone Number	



Official Athletic Eligibility Form



SCHOOL: _____

DATE: _____

SPORT: _____

Name	Address	DOB	Date of Entry of Into 9 th Grade	Health Examination Pass/Fail	Physical Education Pass/Fail	Taking four subjects Yes/No

I, _____, Coach, certify that the pupils whose names appear above are bonafide pupils in regular attendance at _____ High School. They have complied in all respects with the requirements of the rules governing athletics in the Buffalo Public Secondary Schools and are eligible to participate under said rules.

Coach's Signature

Principal's Signature



BUFFALO ATHLETICS

OFFICIAL'S CLAIM FORM



Department of Athletics
51 Ontario St. Suite 301
Buffalo, NY 14207
716-816-4633

Please print clearly

Game Date _____/_____/_____

Official's name _____

Official's ID # _____

Please Circle:

Boys Girls

Varsity JV Modified Scrimmage

Sport _____ DBL Header _____

Teams _____ @ _____

Bill To School _____

Fee: \$ _____

Extra: \$ _____
(extra heats, shells, misc.)

Total: \$ _____

Official's Signature _____

Coach's Signature _____

Failure to fully complete this form will delay processing



PARENTAL CONSENT FORM - SHORT TERM TRAVEL



<i>This section is to be completed by the Teacher in Charge:</i>
SCHOOL:
TRAVEL DESTINATION:
DATE(S) OF TRAVEL:
TRANSPORTATION:
TEACHER IN CHARGE:
<i>This section is to be completed by the parent/guardian:</i>
STUDENT NAME:
PARENT/GUARDIAN(S) NAME:
HOME TELEPHONE:
PARENT(S) WORK TELEPHONE:
PARENT(S) CELLPHONE:
EMERGENCY CONTACT/RELATIONSHIP:
EMERGENCY CONTACT TELEPHONE:
PARENTAL AGREEMENT
<p>I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from school grounds and that my child will be under the supervision of the designated school District employee on the above stated date. Consenting to my child's participation, I acknowledge my understanding that the school cannot be held responsible in the absence of its own negligence for events over which it has no control, such as, natural disasters, war, including terrorist activity, or the acts or omissions of persons or agencies including companies which it does not control directly.</p> <p>Name of Parent/Guardian _____</p> <p>Signature _____ Date _____</p> <p>Special Medical Needs (if applicable): _____</p> <p>_____</p>

STUDENT BEHAVIOR AGREEMENT

I agree to follow the rules and regulations as established in the *Buffalo Public School's Code of Conduct*. I also realize that this trip represents a regular school day, and therefore, is subject to the Buffalo Board of Education rules and responsibilities.

I understand that the teacher/administrator in charge is the final authority in all matters pertaining to this trip.

Student Signature _____ Date _____



Buffalo Athletics
Ticket Accounting Form



Cash Box # _____ Date: _____ Time: _____

Event: _____

Site: _____

Before Contest:

Ticket Beginning # _____ Seed Money Total \$ _____

Clerk Signature _____

During Contest:

Ticket Beginning # _____ Seed Money Total \$ _____

Site Supervisor/Ticket Taker Signature _____

Ticket Ending # _____

Total Cash in Box at end of the event \$ _____

Seed Money Total \$ _____

Gate Revenue from the contest \$ _____ (< seed money)

Over/Under \$ _____

Ticket Seller Print

Ticket Seller Signature

Ticket Taker Print

Ticket Seller Signature

Site Supervisor Print

Site Supervisor Signature

Athletic Administrator Print

Athletic Administrator Signature



Tournament / Invitational Request Form



Instructions:

- Please fill out this form in its entirety & submit to Michelle Clifton (mclifton@buffaloschools.org)
- A Flyer/Quote for the Tournament/Invitational **MUST** be provided along with this form.
- Form must be submitted **30** days prior to the Tournament/Invitational.
- Buffalo Athletics will only pay for one Tournament or Invitational per season.
- Buffalo Athletics will process payment and send a check to the District.

Please check the type of contest: **Tournament** **Invitational**

SCHOOL DISTRICT/BOOSTER CLUB HOSTING EVENT:	
NAME OF EVENT:	
PARTICIPATION FEE:	
DATE OF GAME:	
TIME OF GAME:	
LOCATION:	
SPORT:	
COACH NAME: (Your Info.)	
COACH EMAIL: (Your Info.)	
COACH PHONE #: (Your Info.)	



TRANSPORTATION REQUEST



***** Coaches to complete the following two sections only*****

Date of application:	
School Name/Number:	Which team/level/sport is this trip for?
Coaches Name & Cell Phone #	Destination name:
Pick up date/trip date:	Destination address:
Pick up time: <i>(earliest: Gruner 2PM / Charter 3:45PM)</i>	Round trip or one way?
Pick up location/address:	Leave destination time if round trip:
Total number of riders: (adults/students) <i>(please be accurate)</i>	Preferred door/area for Pick up?

For Transportation Department use only

Date order sent to First Student /Gruner Terminal:	Application number:
Number of busses needed: (1)	Date confirmation emailed/faxed to Athletic Dept.:

For First Student use

Arrival time to start trip:	Arrival mileage to start trip:
Drop off time to end trip:	Drop off mileage to end trip:

Travel Reimbursement Form

BUFFALO PUBLIC SCHOOLS - TRAVEL CLAIM FORM										
								Revised: 11/2012		
<p>Instructions: This form is designed to be completed using Microsoft Excel. Please fill in all the red lettered sections, print and obtain appropriate signatures. The completed form should be submitted to the Audit Department, Room 818 City Hall, within 20 calendar days of returning. Each employee claiming reimbursement for travel expense must complete a separate form. Do NOT include reimbursable items or items that have been paid by the District--Audit will have final say on what is reimbursable. All charges must be itemized by type and by day, with original, itemized receipts attached, taped to a blank sheet of paper. A copy of the Travel Request Form and conference itinerary must be included. Input mileage rate based on applicable union contract. Please refer to the District Travel Process document for detailed travel reimbursement guidelines. Incomplete forms will be returned to the preparer. Please use an additional form if travel exceeded seven days.</p>										
Name:	(traveler's name)			Employee #	(employee number)		Bargaining Unit:	(bargaining unit)		
Department / School:	(traveler's department)			Contact information for preparer:	(preparer's name)		(phone number)			
Name of Conference:	(name and location of conference)						Dates of Travel:	(start date)	(end date)	
Date of Travel	Fund Number	(date1)	(date 2)	(date3)	(date4)	(date5)	(date6)	(date7)	Grand Total	
Registration	(org-obj-proj)	-	-	-	-	-	-	-	-	
Transportation	(org-obj-proj)	-	-	-	-	-	-	-	-	
Hotel	(org-obj-proj)	-	-	-	-	-	-	-	-	
Breakfast	(org-obj-proj)	-	-	-	-	-	-	-	-	
Lunch	(org-obj-proj)	-	-	-	-	-	-	-	-	
Dinner	(org-obj-proj)	-	-	-	-	-	-	-	-	
Parking	(org-obj-proj)	-	-	-	-	-	-	-	-	
Tolls	(org-obj-proj)	-	-	-	-	-	-	-	-	
Taxi	(org-obj-proj)	-	-	-	-	-	-	-	-	
(Other)	(org-obj-proj)	-	-	-	-	-	-	-	-	
Mileage:										
input miles:	(org-obj-proj)	-	-	-	-	-	-	-	-	
input rate here:	0.00	-	-	-	-	-	-	-	-	
Calc - reimb		-	-	-	-	-	-	-	-	
Total per day		-	-	-	-	-	-	-	-	
Claimant, please complete checklist before signing:										
Is approved Travel Request Form attached?						Y / N				
Is conference flyer attached, if applicable?						Y / N				

Are receipts attached for all claimed amounts?					Y / N			
I certify that the expenses listed above were incurred by the claimant and were necessary in the conduct of official District business								
Signature of Claimant:				Date Submitted:				
Signature of Division Head:				Date Approved:				
Please forward completed form and support to the Audit Department, 818 City Hall, Buffalo, NY 14202								



TRANSFER NOTIFICATION

This form must be completed for all transfer students and submitted to:
Mark DiFilippo, Executive Director Section VI,

Scan and email form to: mdifilippo@e1b.org Office Phone: (716) 821-7092

UPON RECEIPT OF PART ONE IN THE SECTION OFFICE, THE STUDENT IS ELIGIBLE TO PRACTICE; BUT CANNOT PARTICIPATE IN A CONTEST UNTIL APPROVED BY THE SECTION.

Please check one: **(The required supporting documentation must be attached.)**

- Waiver Request** *Financial: Requires documented proof of a significant loss of income or a significant increase in expenses. OR Health & Safety: Written documentation from the Superintendent of Schools or HS Principal of the sending school indicating the specific circumstances which necessitated the transfer and must be accompanied by a DASA report,*
- Return to School District of Residence (RSDR)** (No change of residence. School registration change only.) Student is returning to a school within the district boundaries of his/her residence.
- Divorced/Legally Separated Parents** *A student from divorced or legally separated parents who moves into a new school district with one of the aforementioned parents is exempt provided it occurs once every six months. The legal separation agreement must address custody, child support, spouses support and distribution of assets and be filed with the County Clerk or issued by a Judge.*
- Homeless** Student declared homeless by the Superintendent under McKinney-Vento Legislation [NYSED 100.2].
- Residency Change** *NYS PHSAA transfer/residency policy states: Refer to By-Law & Eligibility Standards #30. (A residency is changed when one is abandoned and another one established through action and intent. Residency requires one's physical presence as an inhabitant and the intent to remain indefinitely. The mere renting of property within the District does not confer residency. The Superintendent determines residency for enrollment, but this more restrictive requirement is needed for athletic eligibility per NYS PHSAA regulations.*

Other Transfer Exemption: _____

By signing this document I attest that our previous residence has been abandoned by the immediate family and our current residence has been established through action and intent. I attest that the immediate family will be physically residing at our current address as inhabitants and intent to main indefinitely. I attest that the student has transferred without inducement, recruitment or having sought an athletic advantage or to avoid discipline at the sending school.

Parent Signature: _____

Date: _____

Parent's Name (Please type): _____

PART ONE
TO BE COMPLETED BY STUDENT'S RECEIVING SCHOOL

Receiving School:			
Students Name:			
Transfer Date:	Birthdate:	Grade Level:	Date Entered 9 th Grade:
Receiving School		Students Name:	
Student/Family Previous Address:			
Student/Family Current Address:			
Parent I name & address:			
Parent II name & address:			
Name of Sending School:			
Did student participate in athletics at sending school: <input type="checkbox"/> Yes or <input type="checkbox"/> No			
The undersigned hereby certify that the student named herein has transferred to his/her present school without <u>inducement, recruitment</u> or having sought an <u>athletic advantage</u> or to avoid discipline at the sending school. <u>The receiving school's administration is responsible for verification for these and other eligibility requirements.</u>			
Superintendent's Signature:			
Date:			
Principal Signature:			
Date:			
Athletic Director Signature:			
Date:			

**PART TWO TO BE COMPLETED BY SCHOOL STUDENT PREVIOUSLY ATTENDED
AND RETURNED TO STUDENT'S PRESENT SCHOOL**

Students Name:	Date Entered 9 th Grade:
Did student repeat any grades? <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, which ones?	
Name of School(s) Attended Prior to Transfer:	
Date of entrance to this school	Date of withdrawal from this school:
Student's address while attending the above school:	
With whom did student reside at this address (name?)	
Relationship of this (these) person(s)?	

PART THREE - TRANSFER STUDENT SPORT HISTORY (Please include all sports student participated in.)

Year	Sport	Level	APP'd (Sel.Class)	School
7 th Grade		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8 th Grade		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9 th Grade		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
10 th Grade		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
11 th Grade		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
12 th Grade		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		
		<input type="checkbox"/> Mod. <input type="checkbox"/> JV <input type="checkbox"/> Var.		

The undersigned have no knowledge that the student named herein has transferred to his/her present school without inducement, recruitment or having sought an athletic advantage or to avoid discipline at the sending school.

Superintendent's Signature:	Date:
Principal Signature:	Date:
Athletic Director Signature:	Date:

Section VI Executive Director Signature:	Date:
--	-------

revised: 4/2016 S6 12/8/16 5/2/17 12/3/2020

e-mail digital form to Mark Difilippo: mdifilippo@e1b.org

cc: section6@e1b.org