



NORTHERN ATHLETIC CONFERENCE

Sportchair

GUIDEBOOK & FORMS

SECTION 10 ATHLETICS
P.O. 231, 40 West Main Street
Canton, NY 13617
www.sectionx@sllboces.org

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SECTION X CHAIRPERSON JOB DESCRIPTION

Role (3 Year Term)

1. To serve Section X Athletics in a dual capacity.
 - a. To represent the coaches organization in his/her sport.
 - b. To represent the Section X Athletic Council in matters pertaining to his/her sport.
 - c. To represent Section X in state level meetings in his/her sport (or designee)
 - d. To act as a liaison for his or her organization and the officials organization in that sport.

Duties

1. Act on the behalf of all groups as a liaison, so that communication channels always remain open.
2. To call meetings of his/her sport coaches group to get the job done. This requires a minimum of two (2) meetings per year.
 - a. Pre-season
 - b. Post season
 - c. Additional as needed, or requested
3. To make an agenda for each meeting and distribute it to the member schools at least two weeks prior to the meeting date. To take and report the attendance of coaches and interpreter at each meeting and forward to the Section X office, either by email or mail. See attached reporting form.
4. To be responsible for the updating of the comprehensive written guidelines for his/her sport, which would include:
 - a. General and specific rules of play
 - b. Section X or league rules and regulation governing the play of his/her sport (time of games) etc.
 - c. Common courtesies that teams should extend to each other in his/her sport (water) etc.
 - d. Sectional, regional, state date and sites
 - e. Awards to be given for that sport which should include:
 1. Number, type and criteria for each award.
 2. The process by which the recipients will be chosen.
 3. Site and time of presentation and by whom
5. To assist in the development of a League Schedule for all leagues in Section X that play in his or her sport. This includes:

- a. Assuming the responsibility to initiate a meeting with the league coaches assigned to their sport.
- b. Double check League and crossover schedules and guidelines so they are ready by the Section X target dates.
- c. Provide/confirm regional and state dates and sites to the Section X office.

Post Season

- a. To present a written post season report to the Section X Athletic Council.
- b. Requests and suggestions for anything to be changed, added or deleted from the present years schedule or guidelines.
- c. Other concerns.

Playoff Duties

1. Serve as Chairperson for Sectional Playoff/Championship Tournament.
 - a. Assist in the development and coordination of playoff games. (Boys/girls chairpersons work together).
 - b. Assist in the coordination of on-site officials on game procedures and provide list of duties for all officials.
 - c. Assist the Section Office in selection of procurement of playoff sites.
 - d. Coordinate with Section Office on team and individual awards (i.e. ALL NAC; All Academic certificates/patches, Sportsmanship; Banners etc.) and presentation sites.
 - e. Check on trophies/plaques for championship presentation.
NOTE: In sports where the Section has a rotating trophy/plaque - make sure the previous school winner bring said trophy/plaque to the championship game.
 - f. Assist in the supervision in the playoff sites and games, or have a representative present. (e.g. AD Rep/Adm. Rep; another coach etc.)
 - g. Assist in making arrangements through the Section Office for clock operators; public address people, ticket sellers/takers.

Intersectionals, Regionals and State Tournament Duties

1. Work with Section Office on plans on sending Section teams to intersectional, regional and State semi-finals/finals.
2. Be responsible in selecting coaches (for individual sports) for the team which will represent our Section in intersectional, regional, or state semi/finals.
3. Be responsible in selecting officials for intersectional, regional and state

championship games (work with official organization, President, assignor; and Section office).

4. Contact State Office for intersectional and regional awards (certificates and/or plaques).
5. Represent Section 10 at regional and/or state tournament games or find a representative if you cannot attend. (Check with Section Office before leaving).
6. Act as site chairperson for intersectional or regional games held in Section 10 (or designee) assign Protest Committee where appropriate.
7. Submit Section voucher for attending/participating in regional/state championship games. (Obtain from the Section Office before leaving).
8. Work with Section Office in directing information in a timely fashion to the media.
9. Report to the State Sport Coordinator the results of all contests held at host site.
10. Provide all necessary information to competing section(s) and schools sending participants to intersectional, regional and state tournament games in Section 10.

SPORT SCHEDULES AND GUIDELINE DEADLINES DATES

NOTE: For the exact date of each month, refer to the present year's Council Meeting Dates. Each item will be due on the date of that months Council Meeting.

| | SCHEDULE | SCHEDULE & GUIDELINES | SCHEDULE & GUIDELINES |
|--|---|---|----------------------------------|
| TO BE PRESENTED TO THE FOLLOWING: | Athletic Directors/NAC for First Draft | NAC For Recommendations, Discussion & Changes | NAC For Vote of Approval |
| FALL SPORTS Cross Country Football Girls Swim Boys & Girls Soccer Volleyball | December | January/February | August |
| WINTER SPORTS Boys & Girls Basketball Bowling Boys Swim Boys & Girls Hockey Indoor Track Rifle Wrestling | May | June | November |
| SPRING SPORTS Baseball Golf Boys & Girls Lacrosse Softball Boys & Girls Track | September | October | February |

Section 10
PRE-SEASON COACHES MEETING

SPORT: _____ GENDER: _____

DATE: _____ TIME: _____ LOCATION: _____

Prior to the meeting, Chair will need to do the following:

- Confirm with the Section 10 Office meeting, date & site
- Reserve/confirm meeting room
- Send notification to coaches

In collaboration with the athletic director update the following items on the conference site after the second week of practice:

- Official team roster – First Name, Last Name and Jersey Number (if applicable)
- Coaching information; names, addresses, phone numbers on all Varsity, JV, and Modified coaches.

Bring the following items to the meeting:

- Any money for awards and apparel for Senior All Star game, if applicable.
- Copy of the sport specific rulebook and guidelines.
- Updated information on the venue or contest site. (if applicable)

PRE-SEASON COACHES MEETING

AGENDA ITEMS

ATTENDANCE: _____ SCHOOL REPRESENTATIVE: _____

Information on Coaches - Update

- Varsity Coach
 - Address
 - Phone Number
 - Cell Phone Number
 - Email Address
- JV & Modified Coach
 - Address
 - Phone Number
 - Email Address

Rules Interpretation – *Schedule* a Representative from Umpire's Association

- Review of any or all rules changed in sport

Review of League & Playoff Schedules, Sport Guidelines, and Policy & Procedures

- Scrimmages
- League schedules
- Playoff schedules
- Seeding criteria for sectionals
 - NOTE: All seeding will be based on each team's record on the night of the seeding meeting. Games scheduled **AFTER** the meeting will **NOT** be factored in the formula.
- Review of criteria for coach's awards & officials sponsored awards etc.

Review Post-Season Coaches Meeting Date and Time

- Agenda items for post-season meeting
- Delegated task for next meeting (i.e. All Star Senior game coordination)
- Others that need to be notified

Forward any proposed Changes/Recommendations for your sport for next year to the Athletic Director Rep. & the Section 10 office.

Send Report to the Section 10 Office ASAP

PRE-SEASON COACHES MEETING- Recording Sheet

MINUTES

SPORT: _____ DATE: _____ TIME: _____

| INTERPRETOR | ABSENT |
|-------------|--------|
| | |
| | |
| | |
| | |

| SPORTCHAIR | RECORDER |
|------------|----------|
| | |

AGENDA ITEMS: _____

AGENDA ITEMS FOR POST-SEASON MEETING: _____

NEXT MEETING WILL BE:

DATE: _____ TIME: _____ LOCATION: _____

DELEGATE TASKS: (attach if needed) _____

OTHERS TO BE NOTIFIED: _____

NOTE: Send a copy to sectionx@sllboces.org

Section 10 Athletics, PO Box 231, 40 West Main Street, Canton, NY 13617

MEDIA REQUEST FOR INFORMATION

To be completed by all Varsity Coaches

SCHOOL: _____ COACH: _____

HOME PHONE CELL PHONE
NUMBER: _____ NUMBER: _____

YEARS FOR COACHING: _____ COACH: _____

Teams Strengths/Weaknesses: _____

Top Letter Earners Lost: _____

Recent Graduates Completing College: _____

All Returning Players with Positions: _____

All New Comers with Positions: _____

Division/League Outlook: _____

Keys to Success This Season: _____

Additional Comments: _____

Please send complete rosters and last season's stats, if available to:

Journal - Fax Number: (315) 393-5108, Email: sports@ogd.com or

North Country Sports - ncsportsnet@aol.com

Malone Telegram - sports@telegram.com

Section 10

POST-SEASON COACHES MEETING

SPORT: _____ GENDER: _____

DATE: _____ TIME: _____ LOCATION: _____

Prior to the meeting, Chair will need to do the following:

- Confirm with the Section 10 office and Athletic Directors —meeting date, time & site
- Reserve/confirm meeting room
- Send notification to coaches

Electronic submissions to the Section 10 office one week prior to the post-season coaches meeting:

- Non-preferred list for officials
- Unofficial coaches ranking sheet of officials (if applicable)
- Academic All Northern sheets (verify with your athletic director to make sure they have been submitted).

Bring the following items to the meeting:

- Completed schedules for double checking your seeding numbers (if applicable).
- Review the seeding procedures prior to your meeting (if applicable).

Items to be electronically submitted to chairperson one week prior to the post-season coaches meeting:

- Sportsmanship Nominee (if applicable)
- ALL NAC nominations (based on your projected league/divisional place of finish). Nominations may need to be adjusted at the meeting based on final league finishes.
- Please review the nomination process prior to sending your nominees to your chairperson.
- Check your sport guidelines.

POST-SEASON COACHES MEETING

AGENDA ITEMS

ATTENDANCE: _____ SCHOOL REPRESENTATIVE: _____

Information on Coaches for Playoffs

- Varsity Coach (double check)
 - Address
 - Phone Number
 - Cell Phone Number
 - Email Address
- JV & Modified Coach
 - Address
 - Phone Number
 - Email Address
- Collect any travel plaques or awards to be presented at sectionals

Rules Interpretation – Representative from Umpire's Association (if applicable)

- Review of any or all rules changed in the sport for post season play

Review Final League & Playoff Schedules and Playoff Policy & Procedures

- League/Divisional Standings
- Playoff schedules
- Seeding criteria for sectionals
 - NOTE: All seeding will be based on each team's record on the night of the seeding meeting. Games scheduled **AFTER** the meeting will **NOT** be factored in the formula.
- Review of criteria for coach's awards & officials sponsored awards etc.
- All Star Senior contest
- JV Champs (when applicable)

Forward any proposed Changes/Recommendations for your sport for next year to the Athletic Director Rep. & the Section 10 office

Send completed All Northern recording sheets/meet results to the Section 10 Office typed onto the appropriate recording form and email to sectionx@sllboces.org ASAP.

FORMAT FOR GUIDELINES OF SPORT

MAIN HEADINGS AND/OR TOPICS TO BE COVERED IN SPORT GUIDELINES:

COVER PAGE

- To be done by Section Office, to include names and addresses of sport committee and official's reps, and participating schools.

PLEASE GIVE INFORMATION RELATED TO THE FOLLOWING OR ADD TOPIC(S) IF NECESSARY.

Pre-Season Meeting Dates: _____

Post-Season Meeting Dates: _____

Playoff Dates: _____

First Practice Date: _____

Try Out Policy – NYSPHSAA: <http://www.nysphsaa.org/> _____

Practice: _____ Promotion Rule: _____

First Scrimmage: _____

Game/Match Starting Time: _____

Schedule: <http://sectionxboces.org/> _____

Statement: _____

Meet/Game Guidelines/Rules: _____

Rulebook to be Followed: _____

Equipment: _____

Team Make Up: _____

NYSPPHSAA INFORMATION

- Classification numbers and current information
- Advanced Placement Process –Mixed competition
- Scrimmage definitions
- General policy & procedures
- Points of emphasis or special rules (e.g. overtime for soccer)
- Procedures for submitting rosters & pictures for championship programs
- Regional & State Championship packets

SECTION INFORMATION

- Coaches directory/listing
- Officials directory/listing if applicable
- League placement
- Section tournament-Seeding formula
- Intersectional/regional/state playoff information
- All NAC selection procedure/nomination formula
- List of awards other than section banners/certificates/plaques
- Senior ALL Star game/match.
- Emergency protocols

END OF SEASON REPORT FORMAT (to Section 10 Office)

SITE COORDINATOR for NYSPHSAA Championships

The Section Sport Chairperson will be the site coordinator for those state tournament contests held within his/her section.

- Plan and prepare the site for the state tournament by conducting meetings of the state tournament committee with the knowledge and assistance of the State Sport Coordinator.
- Report directly to the State Sport Coordinator any and all developments as they occur concerning the site(s) of the state tournament contests.
- Provide all necessary information to competing sections and schools sending participants to the tournament site in advance of the tournament date under the direction of the State Sport Coordinator.
- Provide related information to those officials selected to service the state tournament contests.

REPRESENTATION AT STATE MEETINGS

STATEMENT

- A. We want sport chair people and other designated representatives to represent Section X/NAC at all required state and regional committee meetings. (Two meetings per year – if there are others, call the office.)
- B. The Section will pay **.45** cents per mile to people who do choose to drive their own vehicle. More and more meetings are being moved to the extremities of the state; so if there is a concern, call the Section Office.
- C. The Section representatives or chair people will be reimbursed if the following guidelines are followed.

GUIDELINES AND PROCEDURES FOR REIMBURSEMENT OF EXPENSES

- A. Contact the Section Athletic Office in Canton and clear all meetings through the Athletic Director at least 3 days in advance of meeting.
- B. Make every attempt to “car pool” with other Section X reps and/or Section VII or III reps.
- C. Only the driver will be reimbursed for mileage. The Section will pay **.45** cents per mile if the individual uses his/her own vehicle.
- D. **OBTAIN ITEMIZED RECEIPTS** for all transactions (i.e. meals, tolls, lodging etc.). If a credit or bank card is used please make a photocopy of the card or statement, black out all information except your name the last four numbers and send along with your reimbursement.
- E. **NOTE:** *We can NOT reimburse for any alcohol beverages. We can now reimburse the tax paid on meals. You may include this on your voucher. We can NOT reimburse tax on lodging, so please use the exempt form.*
- F. Representatives will be paid for only those transactions that are verified
 - a. Fill out the Section Athletic Office’s Conference Expense Voucher.
 - b. Sign the voucher
 - c. Attach all **original itemized** receipts and mail to the Section X Athletic Office along with a copy of the card or card statement used for the transactions to: PO Box 231, 40 West Main Street, Canton, NY 13617

If you have any questions, please do not hesitate to call the Section Office at: (315) 386-4504.

NOTE: *In case of AD HOC/Emergency or special sport state meetings the Section guidelines will apply with clearance from the Section Athletic Executive Director.

(Approved - Council Meeting August, 2004)



NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION

SENIOR ALL STAR CONTEST

Letter of Intent

I, _____ will participate in the following contests:

Name of Contest: _____

Sport to be Contested: _____

Site of Contest: _____

I fully understand the rules, regulations, guidelines and laws governing participation in such a contest as printed in the criteria on page 1 of this letter. I also understand that I am permitted to participate in **ONLY ONE** approved "Exceptional Senior Contest" in the above sport.

I confirm I have not played in any non-approved "Exceptional Senior Contest" in the last year.

Athlete's Signature: _____

Witness's Signature: _____

(School personnel responsible for screening and selection of contestants)

Parent/Legal Guardian's Signature: _____

Date: _____

Attach to the roster of game participants and mail with post-game report to the Secretary/Treasurer of the section in which contest takes place.

New York State Public High School Athletic Association, Inc.
NYSPHSAA High School

Sport Record Reporting Form



A records database for all sports conducted by the NYSPHSAA has been compiled and is held in the NYSPHSAA office. It has been updated by input from State and Section sport coordinators. If there is a correction to this database or if there is a new record please complete this form and submit to:

NYSPHSAA Sports Record Database
8 Airport Park Blvd.
Latham NY 12110
518-690-0771 FAX 518-690-0775
www.nysphsaa.org

•Sport _____
(ie: Baseball, Boys Track, Girls Lacrosse)

•Record Category _____
(ie: Career Points / Event-1600m relay / Coaching Wins 200+)

•Athlete or Coach or Team NAME _____

•Athlete or Coach or Team SCHOOL _____

•Record _____
(ie: career, season, game strike outs / career, season, game points / # coaching wins)

•Status (date of record - or for coaching wins: active/retired) _____

•Name of Person Submitting Record (print) _____

•Phone Number of Person Submitting Record _____

•Comments / Additional Information _____

•Date Submitted _____

•Signature of Coach _____
(Signature) (Print name)

•Signature of Athletic Director _____
(Signature) (Print name)