

Athletic Department Guidelines At-A-Glance

1. Expectations for Coaches at Department and Faculty Meetings:

All coaches who teach at R-H must attend faculty and department meetings throughout the school year, including during the season. Coaches will be excused from these meetings for the following reasons:

1. Away game--if the bus leaves prior to the meeting.
2. Home game--4:15/4:30 PM start, when adequate supervision is not available.
3. After school practice when adequate supervision is not available. (Only one coach, no alternative practice time available.)

If the program has more than one coach, the coaches who are not required to attend the meetings will cover the practice until the meeting is over. Where all coaches within a program are R-H teachers--and required to attend after school meetings, a rotation schedule will be worked out with the appropriate administrator (principal, director) in advance of the meetings.

2. Purchase Orders:

All athletic purchases must be done through the athletic office. No orders may be processed with a vendor without an approved purchase order form from the athletic office.

3. Fundraising:

All fundraising requests must be submitted to the athletic office on the district fundraising form (included in this document).

4. Trips:

District Funds will not be available for trips beyond 150 miles. (Exception: Section 5 and/or NYSPHSAA sponsored events.) All overnight trip requests must be submitted to the athletic on the district fundraising form (included in this document). Allow 8 weeks for this approval process.

5. Off-season Workouts:

Off-season practices/clinics/open gyms, etc. must be filed through the continuing education office located in the high school. Contact Bonnie Coddington at 359-7806. Off-season tournaments, alumni games, or other one-time events must be done through the booster club. Contact the athletic office to file a request.