

**Cold Spring Harbor Athletics Department**

**“A Commitment to Excellence”**

**Athletic Roster**

**Sport: Level:**

**Head Coach: Assistant Coach:**

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| --- | --- | --- | --- |
| **Student’s Name** | **Grade** | **Email** | **Position** |
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| **24.** |  |  |  |
| **25.** |  |  |  |

**\*Denotes Captains**

**Athletic Director: Mike Bongino Athletic Trainer: Diego Garcia**

**Sport:**

**School Year:**

**Coach:**

**COLD SPRING HARBOR HIGH SCHOOL**

**DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND ATHLETICS**

**“A Commitment to Excellence”**

**To: All Coaches**

**From: Michael Bongino**

**Re: Athletic Paperwork Varsity/JV**

**Below are some bullet points that are extremely important to follow throughout your season.**

* **DURING THE WORKING DAY ALL BUS CONTACT WILL GO THROUGHT THE ATHLETIC OFFICE-HOWEVER, IF YOU ARE TRAVELING AND NEED THE NUMBER FOR HUNTINGTON COACH, IT IS 631 271-4702.**
* **WEEKEND BUS COMPANY NUMBER 631 379-7520.**
* **CONFIRMING BUSES IN ADVANCE AT LEAST 48 HOURS.**
* **CONFIRMING SCHEDULE IN ADVANCE – CONTACT THE OFFICE EACH MONDAY VIA EMAIL OR PHONE TO CONFIRM THE WEEKS SCHEDULE.**
* **CHANGES MADE THROUGH COACH TO COACH MUST INFORM THE ATHLETIC OFFICE.**
* **GAME CANCELLATIONS- IMPORTANT TO RECONFIRM THE RESCHEDULE DATE AND THE BUS.**
* **STAY CURRENT WITH YOUR CERTIFICATIONS-CPR, FIRST AID, CONCUSSION, DASA.**
* **WHEN TAKING FIRST AID AND CPR MAKE SURE THE COURSE IS ACCEPTED BY THE STATE EDUCATION DEPARTMENT.**
* **COACHES WHO ARE NOT TEACHERS FOLLOW THROUGH WITH APPICATION FOR COACHING LICENSE.**
* **ROSTERS SHOULD BE SUBMITED TO BOCES ONLINE PRIOR TO FIRST SCRIMMAGE OR CONTEST.**
* **ROSTERS SHOULD BE SUBMITTED TO THE ATHLETIC OFFICE VIA EMAIL.**
* **END OF SEASON PACKETS WILL BE EMAILED TO YOU AND SHOULD BE RETURNED VIA EMAIL.**
* **IT IS IMPERATIVE THAT YOU KEEP ACCURATE RECORDS OF THE NUMBER OF YEARS A STUDENT ATHLETE COMPETES AT THE VARSITY LEVEL.**
  + **FORMS ARE IN THE END OF SEASON PACKET FOR YOU TO KEEP THESE RECORDS**
* **EACH VARSITY COACH MUST MAKE AN APPOINTMENT TO MEET WITH MR. BONGINO TO DISCUSS THE SEASON, INVENTORY, AND THE PROGRAM DIRECTION.**
* **EVALUATIONS WILL BE EMAILED AND MUST BE SIGNED AND RETURNED TO THE ATHLETIC OFFICE.**

**Thank you very much for your attention to these details.**

**FINAL ROSTER/PAPERWORK PACKETS WILL BE EMAILED SEPARATELY**

**At the completion of your season, please see to it that all items on this checklist have been completed no later than ONE WEEK after the last game or tournament.**

**1. Arrange for a mandatory meeting with your team either the day of the last game or within a day or two of the last game to be sure all equipment is collected or all responsibilities of all team members have been met. It is strongly suggested you collect the equipment immediately upon returning to the locker room after the last game.**

**2. Inventory all equipment and follow-up on any equipment which has not been returned. Contact student, call home, etc.**

**3. After you have made personal contact with those who are missing equipment, list the missing items on the End of Season Indebted Sheet –see attached. Return all the Coach’s Authorization Cards in Alphabetical order. If you teach in the school, late equipment should be returned to you, NOT to the Athletic Office. If you are out of the district, they may return equipment to the Athletic Office, but it is still your responsibility to follow-up.**

**4. You are responsible for turning in the following items NO LATER THAN ONE WEEK after the completion of the season:**

**A. Final Roster**

**B. Team Record Sheets (with all the information completed, including**

**(All Division, All Conference, etc.)**

**C. List of needs for next year**

**D. Keys**

**E. Coach’s Authorization Cards**

**F. Indebted Form**

**G. Equipment (Balls, Ball Bags, First Aid Kit, Ice Chest, Scrimmage Vests, Air Horns, etc.)**

**Please arrange to meet with Mr. Bongino for a general post season discussion.**

**It is very important that you meet these responsibilities as soon as possible after the completion of your season.**

SportspakOnline—Official’s Ratings

Official’s ratings should be submitted electronically via SportspakOnline by athletic offices and coaches as follows:

1. Navigate to the SportspakOnline homepage and click on the schools (or coaches) tab. In either case, you may choose UPDATE RATINGS from the menu (schools also have the option of choosing BATCH RATINGS ENTRY). Log into SportsPak as you normally would.



2. When the screen refreshes, use the arrow buttons on the calendar to navigate to the month of the game(s) you would like to complete ratings for. Days with scheduled games will be highlighted. Click on the day for the game(s) in question.



3. A list of that days’ games will appear. Click the game number (indicated by a hyperlink in the “game” column).



4. The game ratings entry screen will appear.

Assigned officials will be displayed with a set of ratings criteria. Choose a rating for

each criteria from the drop-down menus,

and enter any comments in the appropriate boxes. The overall rating will calculate based on your entries—this field

is not maintainable. Click SUBMIT to save.

NOTE: a hard copy of ratings with criteria receiving a four or under (which requires a comment) must be submitted to the Section VIII Office. (Coaches should submit these copies to their AD’s office for subsequent forwarding to Sec. VIII.) A copy of the rating card is available online at <http://www.nassauboces.org/page/555>.

**\* Schools and coaches entering rating information of a four or under will receive a reminder that a hard copy needs to be submitted as backup; Section VIII staff will receive an e-mail notification to expect the hard copy for that particular game.**

5. Once your information has been submitted, you will see a dialogue box confirming that the rating was updated.

Click OK, then click CLOSE to return to the initial ratings page to choose a new date.

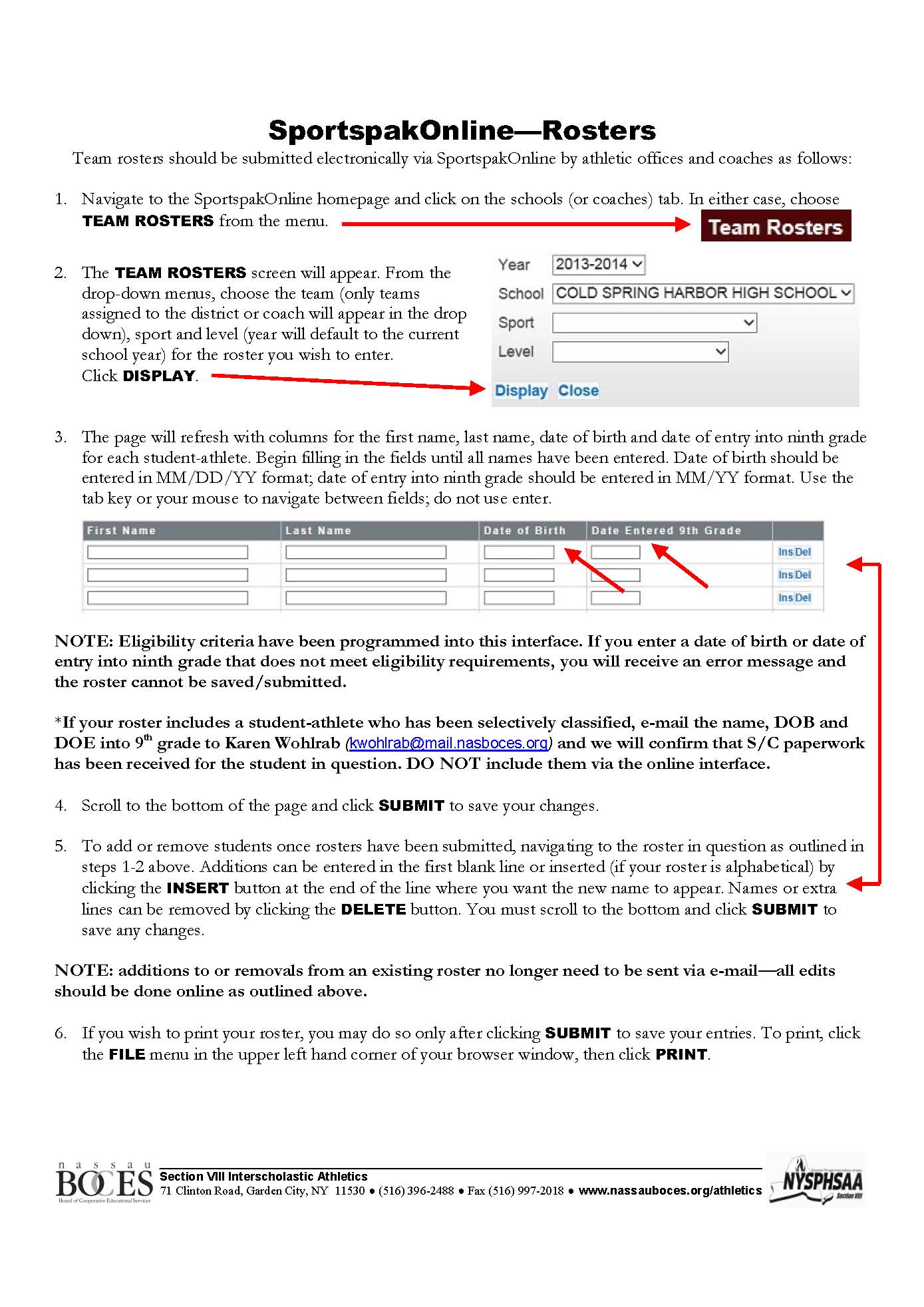
Schools choosing to update their ratings via BATCH RATINGS ENTRY can select that option from the menu instead. At the top of the page, choose the parameters for the games you wish to rate via the drop-down menus for sport, season and level or the date range boxes. A running list of officials on games that meet those parameters will be shown on screen. Rate the officials as outlined in Step 4 above. To save your changes, scroll to the bottom of the page and press SUBMIT. *NOTE: This option is not available on the coaches menu.*

**Section VIII Interscholastic Athletics**



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