

## **State Championship Checklist**

We have created a checklist to ensure all student athletes have exactly what they need in order to board the bus on Friday, March 6<sup>th</sup> and compete in the State Championships on Saturday, March 7<sup>th</sup>.

- Permission Slip completed with all signatures
- Section 8 Code of Conduct completed with all signatures
- Homewood Suites Guidelines signed
- Transportation waiver completed with all signatures PRIOR to trip (you will not be able to leave with your parents if this is not completed)
- \$10 cash (for lunch provided by the Section at State meet)
- School uniform (You do not need your Section 8 number)
- Spikes and training shoes

## STATE MEET ITINERARY

### Friday, March 6<sup>th</sup>

- 8:50am: Busses depart Westbury High School
- 12:15pm: Stop at Great Bend, PA for quick lunch
- 1:15pm: Depart for Homewood Suites in Ithaca
- 3:00pm: Approximate arrival at hotel
- 3:00 – 3:15pm: Distribution of keys; get settled in rooms
- 4:00pm: Depart for dinner at the mall
- 5:30pm: Depart for Cornell University for practice at Barton Hall
- 6pm – 8pm: Practice at Barton Hall
- 8:10pm: Depart for hotel
- 8:30pm: Boys mandatory meeting in lodge area
- 9:15pm: Girls mandatory meeting in lodge area
- 10:15pm: Athletes in rooms
- 10:30pm: Lights out

### Saturday, March 6<sup>th</sup>

#### BOYS

- 6:00am: Boys wake up
- 6:30am: Breakfast
- 7:30am: Depart for Cornell University
- 8:00am: Boys arrive at Cornell
- 8:45am: Opening Ceremonies
- 9:00am: Boys meet begins
- 12:45pm: Boys meet ends
- 1:00pm: Depart Barton Hall
- 6:00pm: Approximate arrival at Westbury High School

#### GIRLS

- 8:00am: Girls wake up
- 8:30am: Girls Breakfast
- 12:30pm: Depart for Cornell University
- 1:00pm: Girls arrive at Barton Hall (Cornell will not permit early admittance)
- 1:45pm: Opening Ceremonies
- 2:00pm: Girls meet begins
- 6:00pm: Girls meet ends
- 6:15pm: Depart for Westbury High School
- 11:30pm: Approximate arrival at Westbury High School

**NASSAU COUNTY PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION  
PERMISSION SLIP  
BOYS & GIRLS WINTER TRACK & FIELD STATE CHAMPIONSHIP TRIP  
Friday, March 6<sup>th</sup> – Saturday, March 7<sup>th</sup>**

Dear Parent/Guardian:

Congratulations! Your child has qualified to represent Section VIII as a member of the Winter Track & Field team at the State Championships on Saturday, March 7<sup>th</sup> at Cornell University. He/she is to be highly commended for achieving this honor. We are all proud of him/her.

Please read the following bullets for pertinent information and trip rules that your child must adhere to:

- Section VIII will provide transportation for all athletes. All athletes must travel to the State Meet with the Section. Any parent wishing to drive their athlete home from the State Meet must sign a waiver form and present a drivers license to the bus coordinator at the time they wish to leave. A parent can only take home their own child, regardless of any third party letters received. **This waiver MUST be signed by the coach, athletic director and principal PRIOR to the trip or your child will not be released to you.** (The waiver is online at [www.trackconference.com](http://www.trackconference.com))
- **The bus will leave from Westbury High School on Friday, March 6<sup>th</sup> at 8:50am.** Busses will be in the south parking lot which runs parallel to Jericho Turnpike. Please use the Post Avenue entrance. Please arrive between 8:30 – 8:40 and present the attached forms signed by all requested parties. Also, give the bus coordinator **\$10 cash** to cover the box lunch at the State Meet. Signed forms and cash must be presented in order to board the bus. (Receipts will be provided upon request for cash)
- The bus will return to Westbury High School on Saturday, March 7<sup>th</sup> following the completion of the State Meet. The boys will return at approximately 6pm. The girls will return at approximately midnight. Athletes will call from the road to update parents on arrival time to Westbury.
- Section VIII will provide lodging for all athletes. Arrangements have been made at the Homewood Suites on Cinema Drive in Ithaca (607-266-0000) All athletes MUST SIGN the guidelines form for Homewood Suites.

**TRIP RULES**

- All athletes are under the direct supervision of the Section Coordinators and the Bus Supervisors. This is a Section VIII trip where all athletes are part of the Nassau County team. There are no individual schools or protocols for individual schools on this trip. All athletes follow the guidelines of the trip set forth by Section VIII.
- All athletes/coaches must notify the coordinators as soon as possible if an athlete is unable to attend.
- No drinking of any alcoholic beverages, no smoking, no illegal substances
- No inappropriate behavior, including no girls in boy's rooms and no boys in girl's rooms.
- No large radios on the trip at all. Only personal devices such as I-pods, mp3 players, etc.
- All travel arrangements, including rooming lists, must be adhered to by bus supervisors and athletes.
- All athletes must complete the Code of Conduct form found on [www.trackconference.com](http://www.trackconference.com) in order to board the bus Friday morning. Please make sure all necessary school personnel signatures are included.

**VIOLATION OF ANY OF THESE RULES CAN RESULT IN THE ATHLETE BEING SENT HOME OR WITHHELD FROM COMPETITION. PARENTS AND SCHOOL WILL BE NOTIFIED.**

Signature of Parent/Guardian: \_\_\_\_\_

Phone numbers (Home and Cell) Home \_\_\_\_\_ Cell \_\_\_\_\_

Signature of Coach \_\_\_\_\_

Signature of Athlete \_\_\_\_\_

**PARENT RELEASE FORM  
EMERGENCY MEDICAL CARE**

Your son/daughter has qualified to participate in a NYSPHSAA Championship. In order to ensure he/she receives the proper medical care as needed you must provide the health information below. By signing this form you are authorizing the school's coach or administrator, or tournament official to act on your behalf in authorizing emergency medical, dental, surgical care and hospitalization for your son/daughter in your absence.

Thank you for your cooperation.

\_\_\_\_\_  
(Athlete Name) (Birthdate)

\_\_\_\_\_  
(Address) (Phone)

\_\_\_\_\_  
(Parent/Guardian Name) (Address) (Home&Business phone)

\_\_\_\_\_  
(Athlete's School) (Principal) (School phone)

\_\_\_\_\_  
(Who to contact in case of emergency, other than parent/guardian) (Phone)

\_\_\_\_\_  
(Family Physician ) (Phone number)

\_\_\_\_\_  
(Allergies or special conditions)

*I have read and understand the above parent release form. I do hereby authorize the care referenced above for my child; and I do further release the NYSPHSAA and its agents from any claim whatsoever on account of care authorized pursuant to this emergency medical care release form.*

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

# Code of Conduct

## For Regional & Championship Competitions



**Responsibilities and Guidelines for  
Athletes and Coaches Participating in  
Regional and Championship Contests**

**An athlete will not be allowed to participate  
without this form completed!**

### **Introduction**

Any New York State Championship must achieve a standard of Excellence which places it beyond criticism either from an organizational or educational point of view. In essence, each championship represents all of New York scholastic sports and if, for any reason, something disrupts a championship, then the impact of such disruption will be felt by the NYSPHSAA, Inc. and its member schools. What appears at present to pose the greatest threat is the misbehavior of athletes or the lack of supervision responsibilities by coaches while attending such championships.

### **Code of Conduct for Athletes**

1. Use of alcoholic beverages, tobacco products and other drugs (unless prescribed by a physician) will not be tolerated.
2. All curfews and bed checks will be adhered to as set up by the supervisor or coach in charge.
3. Athletes are responsible for their conduct in regard to public property such as: hotel rooms, transporting vehicles, field and courts, locker rooms, etc. Athletes or the school that they represent will be held financially responsible for any damage that they incur.
4. Hotel rooms will be inspected by the supervisor and the occupants of each room prior to the occupying of each room and again before check-out.
5. Athletes must use transportation authorized by their section and school to and from the event.
6. There will be no gambling of any kind.

### **General Guidelines**

1. Athletes should stay in groups when traveling or sightseeing. DO NOT TRAVEL ALONE or leave the group.
2. Athletes should make sure the supervisor/coach knows where they are, who is with them, and when they will return when leaving the general area of the contest.
3. Dress for all trips should be neat, clean and socially acceptable. Athletes are representing their Section as well as their own school district. All actions reflect on these institutions.

### **Violation - Penalties**

If an athlete violates an established rule, the coach or supervisor in charge has the responsibility of disciplining the athlete using the following guidelines:

1. If the violation is prior to the contest or event, the athlete will not be allowed to compete in the contest or further contests. The Section and home school will be notified and a recommendation from the Section for disciplinary action will be given.
2. If the violation is after the contest or event, the home school will be notified and a recommendation from the Section for disciplinary action will be given.
3. If a situation becomes intolerable, the parents and school will be notified immediately and arrangements will be made to transport the athlete home, at Section/school expense, and in the custody of a Section/school representative. If proper action is not taken by the home school, sanctions may be imposed by the Section and/or State Association against the athlete or school district.

*I have read and understand the Code of Conduct.*

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Coaches/Supervisors Responsibilities**

1. Enforce Code of Conduct for athletes. Discipline violators on the spot. Report problems to supervisors and send written reports to the Section and home school district.
2. Set curfews and bed checks and implement them.
3. Be responsible for athletes from departure point of trip until trip is completed and ensure that all athletes have transportation to their home.
4. Conduct room checks and inspection of hotel room with occupants of each room prior to the night's stay, and check/inspect each hotel room after the night's stay. Report any damage, which will be the responsibility of the occupants of the room.
5. Submit Hotel Report form to hotel.
6. Make sure all parent signature slips are in and emergency information is complete.
7. Notify proper authorities in cases of serious injury to athletes.
8. Know where athletes are at all times.
9. Abstain from the use of alcohol and controlled substances (unless prescribed by a physician). If violated the protocol/possible penalty is: 1) the school and Section will be notified; 2) documentation of the incident will occur; and 3) a recommendation from the Section for disciplinary action will be given.
10. Abstain from gambling of any kind.

*I understand my responsibilities to my athlete(s) and expectations of my behavior.*

Coach/Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

### **CONSENT FOR USE OF PHOTOGRAPHY FOR PUBLICITY OR ADVERTISING PURPOSES**

I do hereby consent to the use of my photographs in association with any production, media, or news events for the New York State Public High School Athletic Association.

I understand that the New York State Public High School Athletic Association may use my photographs or stories in publications, press materials, web sites, and print and television advertisements promoting the New York State Public High School Athletic Association, its philosophies, and programs.

I hereby irrevocably consent to and authorize the use and reproduction by you, or anyone authorized by the New York State Public High School Athletic Association, of any and all photographs which you have taken during this sport season of me, negative or positive, for any purpose whatsoever, without compensation to me. All negatives and positives, together with prints shall constitute the property of the NYSPHSAA, solely and completely.

*I hereby consent to the use of my photograph(s). (sign only if 'yes')*

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Homewood Suites by Hilton

## TEAM/GROUP GUIDELINES

### TO ENSURE THAT YOUR TEAM AND ALL OF OUR GUESTS HAVE A COMFORTABLE STAY, WE ASK THAT YOU PLEASE HONOR THE FOLLOWING HOTEL POLICIES:

1. We ask that you have consideration for other guests in the hotel.
2. Please report any problems or questions to the front desk.
3. Pool and Spa hours are from 6:00am – 10:00pm. No food or beverages allowed in the pool area. Anyone under the age of 18 MUST be accompanied by a parent or chaperone. Any misconduct may cause the pool to close immediately.
4. Anyone under the age of 18 is not allowed in the Hotel's fitness room unless accompanied by a parent or chaperone. Any misconduct may cause the fitness room to close immediately.
5. Athletic equipment that could potentially damage floors, walls, or ceilings, i.e.: cleats, bats, hockey sticks, lax sticks, or any type of ball or puck, are not to be out in the public areas or the parking lot.
6. We request that minor aged group members (under 18) be in their rooms by 11:00pm.
7. All incidental charges are the responsibility of each room. Any charges unsettled at the time of checkout will be charged or billed to the organization.
8. Group is responsible for any damaged or stolen hotel property and will be billed accordingly. Damaged items that require an estimate will be billed to the individual/group once the cost has been determined. Stolen linen will be billed as follows: Bath towels \$25.00, hand towels \$20.00 and washcloths \$10.00 each. Pillows are \$30.00 each.
9. ABSOLUTELY NO ALCOHOLIC BEVERAGES OR SMOKING ARE ALLOWED IN ANY PUBLIC AREAS OF THE HOTEL. I.E. LOBBY, POOL, HALLWAYS, FITNESS CENTER, PUBLIC RESTROOMS, OR STAIRWAYS. PLEASE KEEP ALL SMOKING CONFINED TO SMOKING ROOMS ONLY. IF IT IS DETERMINED THAT SOMEONE IS SMOKING IN A NON-SMOKING ROOM, A \$200.00 CLEANING FEE WILL BE CHARGED TO THE BILL.
10. Horseplay and general misconduct as interpreted by the management and staff will not be tolerated and the hotel will take appropriate actions. This could result in your eviction from the hotel. In the event that you are asked to leave the premises or evicted due to a violation of these rules, NO REFUND WILL BE ISSUED.
11. Excessive requests by staff or management to quiet down, refrain from horseplay, etc is considered acts of misconduct and appropriate actions may be taken.
12. In the event another hotel guest requests a refund as the direct result of actions by your group/team, you will be charged for the amount of their refund.

Please let us know if there is anything that we can do to make your stay a comfortable one. Do not hesitate to contact the front desk for anything that you may need so that it may be taken care of immediately.

Thank you for staying with us and we trust that you will enjoy your stay.

Please sign as acceptance of these terms. X \_\_\_\_\_  
Team Member – Section VIII athlete

## TRANSPORTATION POLICY FOR STATE CHAMPIONSHIPS

1. Section VIII will supply transportation to and from State Championships.
2. Each and every participant representing Section VIII is required to travel by the transportation provided by the Section.
3. No sports coordinator (or his/her designee), coach or supervisor has the authority to release the student/athlete from traveling on the transportation provided by the Section.
4. **Exception:** In the event that a student/athlete requests not to travel by Section sponsored transportation, the following procedure **must be followed:**
  - a) The student/athlete must submit a written request to be released to the custody of their parent/guardian to his/her coach stating the reason for not traveling with the Section and signed by the parent/guardian.
  - b) If the coach **approves** this request, he/she will submit the request to the district director, building director and building principal for their written **approval**.
  - c) Once the request is approved in writing by those administrators listed in b), the coach will submit this written approval to the Section sports coordinator(s) (or his/her designee) with a copy to the Executive Director.
  - d) This then relieves the Section and its sports coordinator(s) or designee of being liable for making a decision he/she cannot control.

**SECTION VIII EMERGENCY WAIVER OF TRANSPORTATION POLICY**

I am the father, mother, guardian of \_\_\_\_\_.

I hereby request that permission be granted to transport my son/daughter \_\_\_\_\_  
to/from an intersectional (state) competition on \_\_\_\_\_  
(date)

I am fully aware that it is the policy of Section VIII of the New York State Public High School Athletic Association that students be transported to and from such activities on the transportation provided by the Section. I hereby agree that I will be fully responsible for and hold the Section harmless for any damages including injuries to \_\_\_\_\_ which may arise as a result of transporting him/her to or from this intersectional or state competition.

Sport \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved by:

Coach \_\_\_\_\_

Building Athletic Director \_\_\_\_\_

District Athletic Director \_\_\_\_\_

Principal \_\_\_\_\_



**NYS PHISAA/ NYS FEDERATION  
WINTER TRACK & FIELD  
STATE CHAMPIONSHIPS  
ORDER OF EVENTS  
GIRLS**

4 X 400M RELAY .....	SEMI'S
4 X 200M RELAY .....	SEMI'S
3000M RUN (UNSEEDED).....	FINAL
55M DASH .....	TRIALS
3000M RUN (SEEDED) .....	FINAL
55M DASH.....	SEMI'S
1000M RUN .....	FINAL
55M DASH.....	SEMI'S
300M RUN.....	FINAL
1500M RACE WALK .....	FINAL
55M HURDLES .....	TRIALS
600M RUN.....	FINAL
1500M RUN .....	FINAL
55M HURDLES .....	SEMI'S
INTERSECTIONAL MEDLEY RELAY (1000, 200, 600, 1600) .....	FINAL
55M HURDLES .....	FINAL
300M DASH .....	FINAL
4 X 800M RELAY .....	FINAL
4 X 400M RELAY .....	FINAL
4 X 200M RELAY .....	FINAL

**FIELD EVENTS (BOTH BOYS AND GIRLS)**

LONG JUMP (BOTH RUNWAYS), FOLLOWED BY TRIPLE JUMP (BOTH RUNWAYS)  
POLE VAULT  
SHOT PUT/WEIGHT THROW  
HIGH JUMP

**BOYS**

4 X 400M RELAY .....	SEMI'S
4 X 200M RELAY .....	SEMI'S
3200M RUN (UNSEEDED) .....	FINAL
55M DASH .....	TRIALS
3200M RUN (SEEDED) .....	FINAL
55M DASH .....	SEMI'S
1000 M RUN .....	FINAL
55M DASH .....	FINAL
300M RUN .....	SEMI'S
55M HURDLES .....	TRIALS
600M DASH .....	FINAL
1600M RUN .....	FINAL
55M HURDLES .....	SEMI'S
INTERSECTIONAL MEDLEY RELAY (1000, 200, 600, 1600) .....	FINAL
55M HURDLES .....	FINAL
300M DASH .....	FINAL
4 X 800M RELAY .....	FINAL
4 X 400M RELAY .....	FINAL
4 X 200M RELAY .....	FINAL