



SELECTION/CLASSIFICATION IMPLEMENTATION PROCEDURES

Students, teachers, coaches, or parents/guardians may request the director of physical education/athletics to process a student through the Selection/Classification screening procedure. Students will not be exposed to the screening procedure without a specific request.

If a student in grade 7 or 8 has reached the chronological age of 15 years old prior to September 1, they are eligible to participate on high school athletic teams without being processed through the Selection/Classification screening procedure. Only medical approval by the school district physician is required. The reason that these students are eligible for the high school teams is that they are already at an advanced age and will lose some of their four years of high school eligibility due to being over age if not allowed eligibility.

If a student has been processed through the Selection/Classification screening procedure and participated in the 7th grade, the process would not have to be repeated in the 8th grade as long as they remain at the same level of athletic competition in the same sport category. If the student changes levels or sports, the Selection/Classification screening procedure must be repeated to meet the specific athletic performance and developmental standards.

If a student fails to meet one or more of the athletic performance standards related to the Selection/Classification screening process, he/she may be retested as many times as is appropriate for a specific item or items. If there is a sound basis for a special approval, it can be requested from the State Education Department (see Attachment B).

In conclusion, the director of physical education/athletics ensures compliance with the Selection/Classification regulations. Working in this capacity, the director of physical education/athletics is required to implement the following required procedural phases:

- Phase 1** Confirm that the school district has approved a resolution to allow students to participate in the Selection/Classification model program. If no such resolution exists, proper steps should be taken to ensure that this first requirement is accomplished. (see Attachment A – Sample Resolution).
- Phase 2** Convene a committee, similar to the mixed competition panel, to perform a pre-evaluation assessment of the student to determine if the student has the potential to successfully participate at a higher level of athletic competition.
- Phase 3** Process a student through the Selection/Classification procedures when requested by the student, recommended by a coach or physical education teacher, or suggested by the director of physical education/athletics. All students who are to be screened for the program must first obtain parental permission and then start with the school physician. Athletic performance testing may be done only after the school physician gives Selection/Classification approval.
- Phase 4** Send letters and forms to the individuals involved in the Selection/Classification process as follows:
 - a) **Parents** – The screening procedure must not begin until the director of physical education/athletics has received parental permission (see Attachment C).

- b) **Health and Developmental Rating by the School Physician** – Care must be taken to familiarize the school physician with the Selection/Classification model program and its purpose. It should be emphasized that the screening process to determine the developmental rating of each candidate be as inconspicuous and discreet as possible (see Attachments D and E).
- c) **Sport Skill Evaluation by the Coach** – The coach must understand the intent and purpose of the program and he/she must place the student’s welfare above all else (See Attachment G).
- d) **Performance Testing** – The performance test must be administered by a physical educator who is not the coach of the team for which the student is being evaluated (See Attachment I).
- e) **Special Approval Request** – If a student is unable to achieve all of the athletic performance testing requirements, the director of physical education/athletics may request special approval from the State Education Department by submitting the Attachment B and the Special Approval Request Application to the Associate in Physical Education. In return, a review process to determine approval or nonapproval will be conducted.

Phase 5 When final approval related to all procedural requirements of Selection/Classification has been granted to the student, he/she may now participate in the tryout period associated with the higher level of specific athletic competition. Additionally, all New York State Public High School Athletic Association (NYSPHSAA) TryOut Regulations found on page 97 of the NYSPHSAA 2004 – 2006 Handbook must be followed.

Phase 6 Mail notices to all schools director of physical education/athletics and section officials announcing the students approved to participate in Selection/Classification and listing their athletic performance scores (See Attachment H).

Mail a letter to the parents of the child explaining the outcome of the screening procedure and outlining the eligibility limitations for their child.

Phase 7 The director of physical education/athletics must maintain a permanent Selection/Classification record for each student who qualifies. This record is to remain on file in the director’s office. The following information must be included:

- Individual Athletic Profile (Attachment B)
- Parental Permission (Attachment C)
- Developmental Screening
(Attachment D – Males)
(Attachment E – Females)
- Athletic Performance Testing (Attachment F)
- Coach’s Sport Skill Evaluation (Attachment G)
- Notification of Qualifications (Attachment H)
- Letter to Parent