

Out of Season Workout Procedures and Guidelines

The out-of-season from your sport is a great time for our student-athletes to continue developing their skills, strength, and overall fitness in preparation for the upcoming season.

All adults interested in supervising out of season workouts must send a letter of interest via email to the Director of Athletics. The adult who will be the lead/head of the out of season workouts will submit this packet to the Athletic Office. The packet must list all adults who will need BOE approval to supervise workouts.

As you plan out of season workouts, we'd like to remind you of some important guidelines from the New York State Public High School Athletic Association (NYSPHSAA):

School-Sponsored Activities

These are allowed during the out-of-season as long as participation is completely voluntary (not required by coaches or school staff), and the activity is open to all students, although guidelines can be offered such as out-of-season workouts are open to all students in grades 9-12 or all students in grades 11-12. Examples of school sponsored out-of- season workouts are strength and conditioning programs, weight room supervision, general conditioning and fitness, open gyms, and youth camps. Students participating in these activities must have:

- A valid physical on file from the 2025-2026 school year, and
- A signed permission slip from a parent or legal guardian.
- Are currently a Valley Central student

You should be aware that staff members are present to supervise, but not to coach or instruct school-sponsored activities. All adults present must be Board of Education approved to supervise and are *not* permitted to coach or instruct sport-specific activities during these sessions as per NYSPHSAA policies and guidelines.

Only Valley Central Board of Education approved adults may be present at out-of- season work-outs. This means that no alumni or other non-Board of Education approved adults are permitted to be present at out-of-season workouts. Furthermore, per NYSPHSAA regulations, no adults or alumni are permitted to practice or compete with student-athletes during these sessions. For the safety of the students all out of season workouts will be closed.

The facility use Google form must be filled out and approved to conduct school-sponsored activities at Valley Central fields, buildings, gyms and pool. Please see Samatha in the Athletic office to access this form.

Non-School Sponsored Activities

These are also allowed, provided they are not required by any coach or school staff. School facilities, gear, equipment or district communication tools are not to be used for these activities. Please note that the school district does not oversee or take responsibility for non-school sponsored programs.

The district and student code of conduct will be enforced during these workouts and the district reserves the right to remove the privilege of attending such workouts.

Coaches who organize or participate in activities, events, camps, or competitions that are not officially sponsored or approved by the District do so in their individual capacity and not as representatives of the District. These activities are not supervised, controlled, or endorsed by the District.

The District will not provide indemnification, legal defense, or insurance coverage for any claims, injuries, or damages arising from non-school sponsored activities. District insurance does not apply to these events. **If a coach is alleged of misconduct, the District may investigate.**

**** Games and practice between students and adults (alumni or faculty) are not approved.**

Building and Field Access and Parking Reminder

Please notify all parents and students that they should use the designated entrances and exits and are to **stay on the designated sidewalk at all times if accessing any buildings or fields.**

Parking or dropping off students must be done **outside the fenced area by the High School.** No vehicles are permitted inside the fenced zone by the high school gymnasium/ tennis court parking area.

If entering a building they should use only the designated door and **do not prop doors open or knock/bang on doors.** An adult in charge of the workout sessions or security will need to stand at the door to let others in for the workout session.

Please be mindful of any construction projects taking place at our schools especially over the summer months and follow all safety guidelines in place. Thank you for your cooperation.

All students must return the completed permission linked below/attached to the coach supervising the out of season workout session prior to starting any workout sessions.

[Permission Slip for Out of Season Workouts is linked here or copies can be picked up in the Athletic Office.](#)

If you have any questions or need more information, please reach out.

Yours in Health and Fitness,
Theresa Uhelsky
Director of Health, Physical Education and Athletics
theresa.uhelsky@vcsdny.org
845-457-2400 ext. 17885

School Sponsored Trainings

OUT OF SEASON Checklist

This checklist is organized into three phases to ensure all district requirements for out-of-season workouts are met.

I. PRE-WORKOUT REQUIREMENTS (Approval, Eligibility, and Setup)

- **Approval:**

- All adults interested in supervising out of season work outs need to submit a letter of interest via email to the Director of Athletics.
- The lead/head adult must submit a packet listing all adults who will need BOE approval to supervise, not just their own letter of interest.
- Complete and submit the **Out-of-Season Proposal and Facility Use Form** to confirm field/court/gym availability (see Samantha in the Athletic office to access this form).
- **Crucial Note:** Workouts cannot begin until you have received the approved proposal returned to you.

- **Supervision Role:**

- Adults present are there to supervise, not to coach or instruct sport-specific activities.

- **Eligibility and Waivers:**

- Sessions are open **only** to current Valley Central students

(no alumni or non-BOE approved adults).

- Verify every student has a valid physical on file from the 2025-2026 school year.
- A signed permission slip from a parent/legal guardian **must** be submitted for every participant before they can begin. **No exceptions.**
- Conduct a mandatory pre-season risk awareness meeting for all participants to explain physical risks and safety protocols. Ensure the date and location of this meeting are recorded so students can accurately fill out the "date and place of meeting" section on their permission slips.

- **Facility and Water:**

- Check the field/court/gym/facility to ensure it is free of potential hazards and safe to use.
 - Ensure water is always available for all participants. Water is never to be used as a reward.
 - Verify the weather forecast. Have an Emergency Action Plan in place.
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II. DURING WORKOUT: SAFETY & EMERGENCY PROTOCOL

1. Weather Management:

- Use the **WeatherBug app** for heat index or inclement weather guidance.
- Communicate any cancellations clearly through **ParentSquare**.
- *Extreme Heat Options:*
 - Move workouts to early AM or late PM, if possible.
 - Cut the training time in half and provide water breaks every 10 minutes.
 - Cancel the training for the day.
- *Other Extreme Weather:* Follow **NYSPHSAA** rules.
- *District Right:* The district reserves the right to cancel training at any time.

2. Required Presence and Supervision:

- BOE approved adults must be present and actively supervising participants at all times. Do not leave students unattended.

3. Required Emergency Equipment (No Trainer Available):

- You are required to sign out and bring the following essential items to the facility:
 - An AED unless accessible at the facility
 - A Med Kit.
 - A Water Cooler filled with water (if outdoors). If using a gym, ensure athletes have access to water.
- Have a working and fully charged cell phone to call 9-1-1 in case of an emergency.

4. Incident Reporting:

- Immediately report **any issue** to Theresa Uhelsky, Director of Athletics and Brad Conklin, Assistant Superintendent of Business.

- **Emergency Call:** If 9-1-1 is called, that is the priority. Have another individual call Theresa or Brad. Otherwise, call them immediately after you are off the phone with 9-1-1.
- You are required to fill out an accident/incident form.
- If any Med Kit supplies are used, leave a note on top and email Diane Mainor (cc: the Director of Athletics) to inform them of the supplies that need to be replenished.

5. **Code of Conduct:**

- As a school-sponsored event, the **Code of Conduct must be followed.**
- Report any incident of bullying or harassment to the Director of Athletics.
- Swearing is strictly not permitted by either students or adults
- The district reserves the right to remove an individual from the out of season workouts for behavioral purposes.

III. BUILDING ACCESS AND PARKING

6. Do not prop doors open or knock/bang on doors. An adult in charge or security must be stationed at the door to let participants in.
7. Stay on the designated sidewalk at all times when accessing buildings or fields.
8. Parking or dropping off students must be done outside the fenced area by the High School. No vehicles are permitted inside the fenced zone.
9. Be mindful of and follow all safety guidelines for any ongoing construction projects.

IV. POST-WORKOUT REQUIREMENTS

1. Return the AED and sign the equipment back immediately following the workout session. This ensures others have access to it.
2. If any Med Kit supplies were used, leave a note on top of the kit and email Diane Mainor (cc: Theresa Uhelsky, Director of Athletics) to inform them of the supplies that need to be replenished.

School : Out-of-Season Workout Proposal Form

School Year: _____

Sport: _____

Head/Lead Adult of Workouts: _____

Date Submitted: _____

1. Program Overview

Purpose of Out-of-Season Workouts:

☐ The coach confirms these workouts will remain informal and will not resemble organized team practice (Required for NYSPHSAA compliance).

(Briefly describe the goals and objectives of the workouts.)

2. Proposed Schedule

Start Date: _____ End Date: _____

Days of Week: _____

Start Time: _____ End Time: _____

Location/Facility: _____

3. Workout Description

Provide a brief description of the activities that will take place during out-of-season workouts. (Examples: strength training, conditioning, agility drills, skill development, film study, or open gym.)

4. Adult Supervisors and Personnel Requiring Board of Education Approval

☐ All listed adult supervisors are serving in non-playing/non-participating roles

List **all** adults who will supervise (all adults attending must be approved by the Board of Education before attending any sessions). To be Board approved all adults listed must have updated CPR/AED, First Aid and Concussion Certification and have submitted a letter of interest to the Director of Athletics.

Name: _____

Role/Title: _____

CPR/AED (expires): _____ First Aid (expires): _____ Concussion (expires): _____

Letter of Interest Emailed (Date): _____

Name: _____

Role/Title: _____

CPR/AED (expires): _____ First Aid (expires): _____ Concussion (expires): _____

Letter of Interest Emailed (Date): _____

Name: _____

Role/Title: _____

CPR/AED (expires): _____ First Aid (expires): _____ Concussion (expires): _____

Letter of Interest Emailed (Date): _____

Name: _____

Role/Title: _____

CPR/AED (expires): _____ First Aid (expires): _____ Concussion (expires): _____

Letter of Interest Emailed (Date): _____

Name: _____

Role/Title: _____

CPR/AED (expires): _____ First Aid (expires): _____ Concussion (expires): _____

Letter of Interest Emailed (Date): _____

5. Safety Protocols and Supervision Plan

Describe the safety procedures that will be implemented to ensure student-athlete well-being.

Include: emergency action and safety plan, attendance procedures, hydration breaks, plan for student supervision before and after workouts, weather/heat/wind chill protocols, equipment inspection, supervision ratios, and injury reporting.

Mandatory Safety Requirements:

- The coach must sign out and bring an AED, Med Kit, and Water Cooler to the facility, if not accessible
- The coach must have a working and fully charged cell phone to call 9-1-1.
- The coach must report any issue to the Director of Athletics and Brad Conklin immediately.
- The coach must fill out an incident accident form for any injury.
- The coach must return the AED immediately following the practice.
- The coach must use the WeatherBug app for heat index or inclement weather guidance and follow NYSPHSAA rules for extreme weather conditions.
- The adult-to-student supervision ratio must not exceed 1:25 (1 adult for every 25 students).

6. Equipment Needed (School-Sponsored Workouts ONLY)

7. Building Access Needed (Must be within building hours)

☐ Swipe card access needed

Hours Access is Needed: _____

Days of Access: _____

8. Student Eligibility and Participation

- Participation is voluntary and may not be used to determine team selection.
- Students must have a current physical and all required health documentation on file.
- Students must have a signed out-of-season workout waiver and permission form on file prior to participation.
- Students must comply with all district and athletic department policies, procedures, guidelines.
- The workout is open to all students eligible by grade level (e.g., grades 7-12 or 9-12).
- All students and adults must sign in each session - Adult in charge should keep sign in sheets on file and provide to the Director of Athletics upon request)

9. Coach Certification and Compliance

By signing below, I certify that:

- All adults listed above are or will be Board of Education approved prior to supervising any out-of-season workouts/sessions
- Appropriate supervision will be provided at all times.
- Safety protocols will be followed.
- Participation by students is voluntary.
- All district, state, NYSED, OCIAA, Section IX, NYSPHSAA and athletic department regulations will be followed.
- I have read and understand and will follow the Out-of-Season attached checklist
- The activities conducted are non-compensated by the district.

Coach Submitting Proposal Signature: _____

Date: _____

Athletic Director Review

☐ Approved

☐ Pending Additional Information

☐ Not Approved

Comments: _____

Final District/ BOE Approval

☐ Approved

☐ Denied

Athletic Director Signature: _____

Date: _____

Revision History

Version	Date	Section(s) Changed	Description of Change
1.0	07/01/2025	N/A	Initial release
1.1	01/09/2026	Parent Square Links Table	Added table for sport and parent square links
1.2	06/03/2026	School Sponsored Activities	For the safety of the students all out of season workouts will be <u>closed</u> .
		Non-Sponsored Activities	The district and student code of conduct is enforced during these workouts and the district reserves the right to remove the privilege of attending such workouts.
		School Sponsored/ Out of Season Checklist	
		Student-Athlete Release	
1.3		Out of Season Workout Procedures/Guidelines	A letter of interest via email must be submitted to the Director of Athletics by ALL adults interested in supervising out of season workouts.