

**ATHLETIC PLACEMENT PROCESS  
FOR  
INTERSCHOOL ATHLETIC PROGRAMS**



The University of the State of New York  
The New York State Education Department  
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**THE UNIVERSITY OF THE STATE OF NEW YORK**



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## PREFACE

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Students do not mature at the same rate, and there can be tremendous developmental differences between students of the same age. **The APP is not to be used to fill positions on teams, provide additional experience, provide an opportunity for middle school or junior high students when no modified program is offered, or to reward a student.** Instead, it is aimed at the few, select students who can benefit from such placement because of their level of readiness.

Effective July 1, 2017, Commissioner's regulation §135.4(c)(7)(ii)(a) was amended to clarify the conditions under which K-8 public school districts may employ the APP protocol to allow the opportunity for exceptional student athletes to participate in interscholastic sports at the high school(s) with which the K-8 school district contracts for the education of its high school students, when such students are bona fide students of the K-8 school district.

Commissioner's regulation §135.4(c)(7)(ii)(a)(4) was amended as follows, effective July 1, 2017:

(ii) Nothing in this subclause shall prohibit a bona fide seventh or eighth grade student, as defined by subdivision (g) of section 135.1, who is regularly enrolled in a public school district organized for pupils in kindergarten through eighth grade that contracts with a neighboring school district or districts on a tuition basis for the education of its high school students pursuant to Education Law sections 2040 and 2045 and section 174.4 of this Title, from seeking to participate in a high school team, in accordance with the standards described in item (i) of this subclause, provided that the boards of education of the sending school district (as such term is defined in section 174.4(a)(1) of this Title) and the receiving school district(s) (as such term is defined in section 174.4(a)(2) of this Title) adopt a resolution to permit such participation. In the case of seventh and eighth grade students attending a public school district organized for pupils in kindergarten through eighth grade that contracts with more than one neighboring school district for the education of its high school students, any such seventh or eighth grade student who participates in high school athletics pursuant to this subclause may select only one high school in which to compete during their seventh and eighth grade participation; if, following participation in a high school team during seventh and/or eighth grade, such student chooses to attend a different high school with which the student's kindergarten through eighth grade school district contracts for the education of its high school students, such student shall be ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one year.

The APP protocol contained within this guidance document in determining a student's eligibility for interscholastic participation in a high school sport is as follows:



## **How to Use This Guide**

The APP is a program that may be implemented at the discretion of local school districts. It is not mandated.

The APP is intended for use by student athletes in grades 7 - 12, and directly relates to specific interschool sport categories and levels of competition as follows:

Intermediate

Grades 7 - 8

Commencement

Grades 9 - 12

Athletic Competition Levels:

Modified

Freshman

Junior Varsity

Varsity

The main body of this document is organized to assist the medical director and



## **GENERAL INFORMATION**

Physical education teachers, coaches, students, or parents/guardians may ask the physical education director and/or athletic director to evaluate a student, using the APP.

# **ATHLETIC PLACEMENT PROCESS**

PHYSICAL EDUCATION DIRECTOR AND/OR ATHLETIC DIRECTOR

## PROCEDURES FOR THE DIRECTOR OF PHYSICAL EDUCATION AND ATHLETICS

The director of physical education/athletics has the responsibility of ensuring that the APP is followed by all parties involved; that the medical director is included at appropriate times; and that the final determinations are sent to the parents, competing school districts, and section executives. Students who pass all parts of the APP are permitted to try out. There are no waivers. A student must meet the appropriate standards of physical and emotional maturity, size, fitness, and skill, in order to qualify.

### IMPLEMENTATION STEPS

ALL STEPS MUST BE FOLLOWED, IN ORDER, FOR EACH APP REQUEST.

**Step 1 District Policy:** Confirm that the school district has approved a resolution to allow students to participate in the APP (and/or revise the language in existing “Selection/Classification” policies to include the new process). If no such resolution exists, proper steps should be taken to ensure that this first requirement is met.(see Appendix A- Sample Resolution).

**Step 2 Parent/Guardian Permission:** All students who are to be evaluated must first obtain written parent/guardian permission before any evaluation may begin (see Appendix B).

**Step 3 Administrative Approval:** The athletic administrator should confirm that the student is suitable for consideration, which includes the likelihood that the student would play in at least 50% of the games. Additionally, because of the increased time demands of participation at the high school level, the student’s academic performance (as determined at the local level) should be at or above grade level. Furthermore, administration should assess the student’s emotional readiness to socialize with high school-

to the other athletes he/she would compete with . *This allows for a medical director to use  
WKHLU SURIHVVLRQDO MXGJPHQW WDNLQJ LQWR DFFRXQW  
development when determining whether or not the*

**Step 8 Try Outs:** The student is allowed to try out for the sport and level requested or the student must return to the modified level of competition. For students trying out for bowling or golf, see instructions for try outs for these sports in Appendix G.

**Step 9 Records:** The physical education director and/or athletic director must maintain all records of students who have successfully completed the APP. Items to be kept in the student's file are: Parent/Guardian Permission and Result letters; Maturity Evaluation and Medical Director Form; Physical Fitness results; Coach's Sport Skill Evaluation.

**Step 10 Notifications:** A Notification List (see Appendix F) of the scores of all athletes who have successfully completed the process and have been approved through the APP **after the try-out period has been completed** must be sent to:

*f* The physical education director and/or athletic director of competitor schools

**DIRECTOR OF PHYSICAL EDUCATION AND/OR ATHLETIC DIRECTOR  
ATHLETIC PLACEMENT PROCESS CHECKLIST**

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

' **PARENTS/GUARDIANS**

- f* Correspondence sent out DATE \_\_\_\_\_
- f* Discussions took place DATE \_\_\_\_\_
- f* Permission slip returned DATE \_\_\_\_\_
- f* Final determination letter sent out DATE \_\_\_\_\_

' **DISTRICT MEDICAL DIRECTOR (SMD)**

- f* Physical Maturity form sent out DATE \_\_\_\_\_
- f* Evaluation returned DATE \_\_\_\_\_

*Process stops if student is not approved by the medical director*

' **& 2 \$ & + ~~S~~PORT SKILL EVALUATION**

- f* Correspondence sent out DATE \_\_\_\_\_
- f* Evaluation returned DATE \_\_\_\_\_

*Process stops if desired sport skill level is not considered appropriate for desired level of competition*

' **PHYSICAL FITNESS TEST**

- f* Correspondence sent out DATE \_\_\_\_\_
- f* Test results returned DATE \_\_\_\_\_

*Process stops if student fails more than one component of the fitness test*

' **TRY-OUT EVALUATION**

- f* Correspondence sent out DATE \_\_\_\_\_
- f* Evaluation returned DATE \_\_\_\_\_

' **NOTIFICATIONS ~~S~~ENT**

- f* TO SCHOOLS (copy) DATE \_\_\_\_\_
- f* TO SECTION (copy) DATE \_\_\_\_\_

# **ATHLETIC PLACEMENT PROCESS**

DISTRICT MEDICAL DIRECTOR

## PROCEDURES FOR THE DISTRICT MEDICAL DIRECTOR

The director of school health services, commonly referred to as the medical director, (also known as the medical officer, or the school or district medical director) must approve a student's participation in interscholastic athletics [8NYCRR 135.1(7)(i)]. The medical director, who is a physician, or a nurse practitioner employed by the district has the responsibility of ensuring that all students who enter into the school's interscholastic sport program are physically able to participate in the sport of their choosing. Special attention must be given to students in grades 7 and 8 who wish to move up to a higher level of competition. Students in grades 9-12 may qualify to move to a lower level of competition. This section will provide guidance for making the decision to allow younger students the opportunity to play at a higher level, or older students to play at a lower level, provided that they have the physical maturity, comparable physical size, fitness levels, and sport skill to do so safely and with success. Prior to being s.0000091290 g 2r3-112(m)-(i)5(t)

Important th



For physical size comparability, the medical director should have access to the current height and weight of the student, and compare that with the size of the average age and sex of the students against whom they wish to compete. Growth charts are the easiest method of accomplishing this. For consistency, it is recommended that the following growth charts from the Centers for Disease Control and Prevention are used. (see the following page)

Centers for Disease Control and Prevention Growth Charts:

Boys: <http://www.cdc.gov/growthcharts/data/set2clinical/cj411071.pdf>

Girls: <http://www.cdc.gov/growthcharts/data/set2clinical/cj411072.pdf>

The medical director will approve the student to continue the APP if:

the student is at an appropriate physical maturity\* level for the desired level and sport;  
and

the student is physically comparable with the average age and sex of the students against whom the student will compete.

The process stops if a student is not at a comparable physical maturity level or physical size in relation to the average age and sex of the students against whom he or she desires to compete, as determined by the medical director. The medical director does not need to do anything more than return that information

## **Resources Used to Develop Guidance for Medical Directors**

Aaltonen, S., Karjalainen, H., Parkkari, J., Kujala, U. (2007). Prevention of Sports Injuries, Systematic Review of Randomized Controlled Trials.

**DISTRICT MEDICAL DIRECTOR**

**ATHLETIC PLACEMENT PROCESS CHECKLIST**

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**MEDICAL DIRECTOR APPROVAL**

Physical Maturity Form sent to Dir. PE/ATH

**DATE** \_\_\_\_\_

**MEDICAL DIRECTOR DENIAL**

Physical Maturity Form sent to Dir. PE/ATH

**DATE** \_\_\_\_\_





(Copy Letter onto District Letterhead)  
**ATHLETIC PLACEMENT PROCESS**  
**PARENT/GUARDIAN PERMISSION**

(Page 1 of 2)

Dear Parent/Guardian:

There is a New York State Education Department (NYSED) program that permits physically and emotionally appropriate students to try out for an athletic team that is outside of their grade placement. It is called the Athletic Placement Process (APP).

Your child (name): \_\_\_\_\_ may be eligible to participate in the sport of \_\_\_\_\_ outside of his or her normal grade level. In order to establish the appropriate eligibility, we must have your permission to begin the APP. /F5 9.96 Tf 1 0 0 1 356.47 535.46 5

(Copy letter unto District Letterhead)  
**ATHLETIC PLACEMENT PROCESS**

**PARENT/GUARDIAN PERMISSION**

**PARENT/GUARDIAN STATEMENT**

I have read the attached letter and I understand the purpose and eligibility implications of the Athletic Placement Process.

My son/daughter (name): \_\_\_\_\_ has my permission to undergo the evaluation process and to participate in this program. I understand that the determination of physical maturity is a private examination involving inspection of breasts and genitals and will be done by a licensed school health professional, and I give my permission for the examination. Upon approval of the district medical director, he/she may proceed to the physical fitness and skill assessments. I understand that passing the evaluation process does not guarantee my child a position on a team, but only permits them to try out.

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

\_\_\_\_\_  
Date

# ATHLETIC PLACEMENT PROCESS

## PHYSICAL MATURITY FORM

**THIS SECTION TO BE COMPLETED BY THE DIRECTOR OF PHYSICAL EDUCATION AND/OR ATHLETIC DIRECTOR:**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_ Gender: %Male %Female

Parental/Guardian Permission Form Received: %Yes Date Received \_\_\_\_\_

Desired Level: %Varsity %Jr. Varsity %Frosh %Modified

Desired Sport: \_\_\_\_\_ **\*Recommended Tanner Rating for this sport and level** \_\_\_\_\_ \* See Appendix H

**SCREENING PROCEDURES- THIS SECTION TO BE COMPLETED BY THE DISTRICT MEDICAL DIRECTOR**









**ATHLETIC PLACEMENT PROCESS**

NOTIFICATION OF QUALIFIED ATHLETES

**TO:**           ‰ Executive Director, Section \_\_\_\_\_                      Date \_\_\_\_\_

                 ‰ Opponent School Districts

**FROM:** \_\_\_\_\_                      SCHOOL \_\_\_\_\_  
  Director of PE/Athletics

**SUBJECT:**   APP Qualified Students:     ‰Fall           ‰Winter           ‰Spring



# ATHLETIC PLACEMENT PROCESS

## PHYSICAL MATURITY CHART



## Testing

Here's what you do:

Mark two parallel lines 30 feet apart and place two blocks of wood or similar objects behind one of the lines.

Student starts behind the opposite line. On the signal "Ready? Go!" the student runs to the blocks, picks one up, runs back to the starting line, places the block behind the line, runs back and picks up the second block, and runs back across the starting line.

## Tips

Be sure the participants understand the importance of running through the finish line. Participants should perform this activity on a gym floor or other appropriate surface.

## Scoring

Blocks should not be thrown across the lines. Scores are recorded to the nearest tenth of a second.

# One Mile Run/Walk

This activity measures heart/lung endurance.

## Testing

Here's what you do:

On a safe, one-mile distance, students begin running on the count "Ready? Go!"

Walking may be interspersed with running. However, the students should be encouraged to cover the distance in as short a time as possible.

## Tips





Pull-ups should be done in a smooth rather than jerky motion. Kicking or bending the legs is not permitted and the body must not swing during the movement.

## Right Angle Push-ups Testing

Here's what you do:

The student starts in push-up position, with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2-4 inches) with the toes supporting the feet.

Keeping the back and knees straight, the student then lowers the body until there is a 90-degree angle formed at the elbows, with upper arms parallel to the floor. A partner holds her/his hands at the point of the 90-degree angle so that the student being tested goes down only until her/his shoulders touch the partner's hand, then back up.

The push-ups are done to a metronome (or audio tape, clapping, drums) with one complete push-up every three seconds, and are continued until the student can do no more at the required pace. The student should remain in motion during the entire three second interval.

### Right Angle Push-ups Tip

As with the pull-up, spend as little time in the starting position beforehand in order to increase the number of

repetitions. Any extra movement may also de-3(e)-3(09 Tm g 0 G [(up)9(12 79)9(12 799cre W\* 79)9(12 799cre W\* 79)9(12 799cre V

This activity measures flexibility of the lower back and hamstrings.

### V-sit Reach Testing

Here's what you do:

A straight line two feet long is marked on the floor as the baseline.

A measuring line four feet long is drawn perpendicular to the midpoint of the baseline, extending two feet on each side and marked off in half-inches. The point where the baseline and measuring line intersect is the "0" point.

Student removes his/her shoes and sits on floor with measuring line between his/her

You'll need a [specially constructed box](#) with a measuring scale marked in centimeters, with 23 centimeters at the level of the feet.

The student removes shoes and sits on floor with knees fully extended, feet shoulder-width apart and soles of the feet held flat against the end of the box.

With hands on top of each other, palms down, and legs held flat, student reaches along the measuring line as far as possible. After three practice reaches, the fourth reach is held while the distance is recorded.

### **Sit and Reach Tip**

Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

### **Sit and Reach Rules**

Legs must remain straight, soles of feet against box, and fingertips of both hands should reach evenly along the measuring line. Scores are recorded to the nearest centimeter.

# ATHLETIC PLACEMENT PROCESS

**Physical Fitness: Scores**  
Required for the Athletic Placement Process

				Choose one <sup>1</sup>		Choose one <sup>2</sup>
SEX	AGE	Curl-Ups # in one				

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**ATHLETIC PLACEMENT PROCESS**  
**Physical Fitness Scores**  
Required for the Athletic Placement Process

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