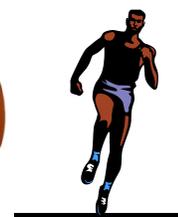
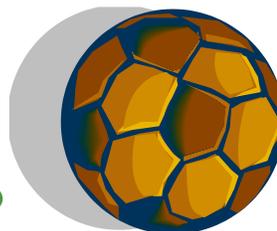


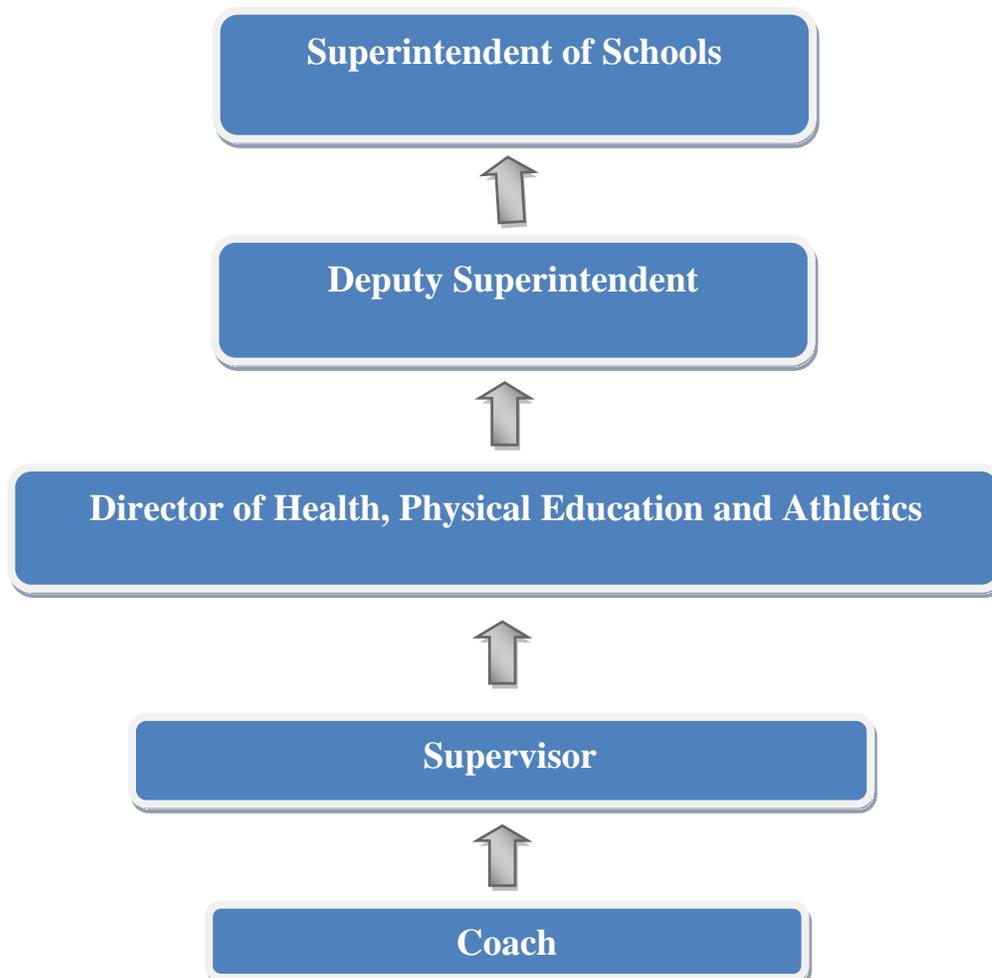
PATERSON PUBLIC SCHOOLS

High School Athletics

Coaches Manual Handbook



The following protocol has been developed to ensure communication at the schools and central office level, regarding any athletic issues or concerns. In emergency situation, and/or unusual circumstances protocol should continue to be followed, unless the individual cannot be reached.



Special note: The athletic secretaries are assigned to the supervisor of athletics and reports directly to him/her, not a coach. If a coach has a concern, he/she should proceed through the proper chain of command.

(see above)

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INTRODUCTION

This coach's handbook was prepared to aid and orient new coaches and to act as a guide for experienced coaches in the Paterson Public School district. Each coach must familiarize him or herself with the information within, and utilize this handbook in performing coaching responsibilities at both Eastside High School and John F. Kennedy High School.

If you have any suggestions during the course of the year for the improvement of this handbook or the improvement of the athletic program, do not hesitate to bring them to the attention of the Supervisor.

Philosophy

We contend that the chief duty and responsibility of the coach and Supervisor is to act as an educator. Our primary task is to instruct and train the youth who come within our jurisdiction. We must help them develop physically and mentally. We must increase their knowledge of the sport while, at the same time, seeing to it that they acquire the skills and physical conditioning necessary for effective participation.

Certainly, this is a responsibility that may not be taken lightly, and at times can be overwhelming. We share a common purpose, and face a deluge of meetings, phone calls, conferences and documentation. Yet, WE MUST, find some way to manage required documentation to remain in compliance.

The athletic program at the Eastside Campus and John F. Kennedy Complex is an integral part of the total educational structure and should not be considered as an end in itself. We strive to provide each participant with an educational experience in which he or she can develop emotionally, intellectually, and socially. Emphasis should be placed on positive learning experiences for each athlete. Development of self discipline and emotional maturity should be gained through respect for rules and regulations and those in authority. Participation in the program should provide the athlete to use his or her ability to think as an individual and to act as a member of a team. The program should develop in the athlete such attributes as loyalty, sportsmanship determination, honesty and dedication, while at the same time developing physical coordination, muscular strength, and increased athletic skill.

While winning is an important goal in athletic competition, it too is not an end in itself. "Win at any cost" is an attitude that should be discouraged, and will not be tolerated. Attempts to beat rules, and take unfair advantage of an opponent, or show unsportsmanlike conduct have no place in athletics. Winning without boasting and losing without bitterness, along with a desire to succeed and excel as an individual and a member of a team, should be considered more important.

Our coaching staff, head and assistants represent the District each time you take the court, field, and attend a clinic and/or meeting on behalf of Eastside Campus and John F. Kennedy High Complex.

ADMINISTRATIVE ORGANIZATION

I. PROTOCOL

A. SUPERINTENDENT, DEPUTY SUPERINTENDENT AND ASSISTANT SUPERINTENDENT OF SCHOOLS

The Superintendent and Assistant Superintendent are responsible to administer the schools according to adopted policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with NJSIAA State school code. The Superintendent and Assistant Superintendent shall represent the school district as its Chief Executive Officer and its foremost professional educator in its dealings with other school systems, social institutions and businesses.

B. HIGH SCHOOL PRINCIPAL OF OPERATIONS

The Principal of Operations is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the Supervisor and the Coach. By delegation and by established precedent, the school Principal of Operations is the official school representative in matters dealing with the New Jersey State Interscholastic Athletic Association and conference affiliations. The Principal of Operations is solely responsible for any official action taken by his/her school.

C. DIRECTOR OF PHYSICAL EDUCATION, HEALTH AND ATHLETICS

The Interim Director is responsible to Administer Athletics according to adopted Athletic policies of the Board of Education rules and regulations of the (NJSIAA) New Jersey State Interscholastic Athletics Association, and in accordance of the State's school codes. It is his/her duty to implement and support the athletic policies, and codes set by the aforementioned statute.

D. SUPERVISOR OF ATHLETICS

The Supervisor is an assistant to the Principal, and works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. He/she is responsible for planning, college readiness development, program evaluation, personnel management, and financial management.

E. HEAD COACHES (including ASSISTANTS)

All head coaches shall be responsible to the Principal of Operations /Supervisor for the total operation of their respective sports programs. Head coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities as per Board policies, NJSIAA and State Codes. Head Coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description and/or any duties delegated by the Supervisor. Knowledge of the manual is mandatory, as ignorance is no excuse. Failure to follow the guidelines will result in a negative evaluation. A serious infraction will result in permanent removal.

II. DEFINITION OF THE ADMINISTRATIVE PROTOCOL

A. SUPERINTENDENT, DEPUTY SUPERINTENDENT AND ASSISTANT SUPERINTENDENT OF SCHOOL

1. Is ultimately responsible for all phases of the public school athletic program.
2. Delegates his/her power of administration of the interscholastic athletic program through the High School Principal of Operations to the Assistant Principal and Supervisor of Athletics.

B. HIGH SCHOOL PRINCIPALS OF OPERATIONS (Eastside Campus and John F. Kennedy Complex)

1. Is responsible for all activities affecting students in his/her building.
2. Is closely involved with the operation of the athletes program.
3. Coordinates the athletic program with other school activities.

C. SUPERVISOR

1. Directs the operation of the athletic program
 - a. Is responsible for all league schedules
 - b. Is responsible for transportation
 - c. Is responsible for obtaining officials for games
 - d. Is responsible for all schedule changes
2. Selects and supervises all coaches.
3. Evaluates the athletic program and the athletic staff
4. Participates in budget preparation for the athletic program

D. HEAD COACHES (including ASSISTANTS)

1. Represents the school and district in interscholastic activities.
2. Conducts their work within the framework of the goals of the school system, the Board of Education policies and procedures of the department of athletics, and the regulations of the BIG North League and New Jersey State Interscholastic Athletic Association (NJSIAA).
3. Strictly enforce eligibility rules.
4. Determine team selections fairly.

III. ATHLETIC PRINCIPLES

1. Clear statements of philosophy and principles of the athletic program exist in written form and are distributed to all concerned personnel.
2. Opportunities are provided for all students that desire to participate.
3. Athletic activities are harmonious with the goals of the entire educational program and are regarded by school administrators and faculty as an integral part of the total program.
4. An effort is made to cultivate the mental, social, ethical, and emotional as well as physical, outcomes of interscholastic athletes.
5. In the determination of athletic policies and practices, the welfare of the participating students is held paramount.
6. The athletic program contributes to a wholesome community social attitude.
7. Athletic practice sessions cause no disruption in the daily academic program.
8. The school board is familiar with the rules and regulations of the NJSIAA, BIG North Conference and Passaic County Coaches Association.
9. The school administration establishes the objective for a sound program of interscholastic athletics.
10. The Supervisor keeps his immediate superior informed about all aspects of the athletic program.

RULES & REGULATIONS

1. The school cooperates with the NJSIAA in establishing and maintaining high standards in the conduct of school athletics.
2. Interpretations regarding NJSIAA rules and regulations are referred directly to the NJSIAA Executive Director's office by the Supervisor of the school or his designated representative.
3. Consent of the Supervisor is obtained before participating in contests with teams that are not scheduled members of the NJSIAA or BIG North Conference.
4. No student is allowed to participate in athletic competition until he/she has returned a completed/approved physical on file with the school nurse.
5. The school emphasizes good character, superior conduct and excellent citizenship as prerequisites for athletic participation.
6. Athletes are kept informed by their coach regarding loss of their eligibility if they violate association rules and regulations as applied to participants.
7. Athletes and coaches are aware that "bi-weekly grade sheets (progress reports)" must meet minimum scholastic requirements.
8. Eligibility of transfer students is thoroughly checked by the Supervisor and receives principal approval before decisions are made.
9. Option II – (Pending Board Approval) will be available to our student athletes through their coach and the athletic office at Eastside Campus and John F. Kennedy Complex.

IV. COACH RESPONSIBILITIES

1. Coaches support the administration in the total educational program, show loyalty to the school, faculty, athletic program, coaching associates, his/her team, and other teams in the school.
2. Coaches should work with one another and not compete against each other.
3. Profanity should not be used by the coach and will not be tolerated by his or her athletes.
4. **Coaches will wear appropriate attire during all games, matches, meets, or competitions. School attire will be worn during all athletic events (i.e. coaches' shirts. Etc.)**
5. **Coaches are exemplary in their behavior and sportsmanship. Even in the most heated competition coaches must demonstrate self-control and fair play.**
6. Recruiting – Coaches should make every effort to recruit athletes for his/her sport. However, there should be no effort to recruit athletes from other sports of the same season to your team.
7. Coaches accept the decisions of the athletic trainer when the question arises concerning whether or not to allow a student who has been ill or injured to compete.
8. Coaches do not permit their coaching assignments to infringe upon their teaching responsibilities.
9. Coaches insist that squad members be good hosts, good guests, and good citizens. The coach teaches respect for property and emphasizes that players represent the school and community.
10. Coaches do not argue and/or harass officials. Disputes should be in a professional and calm manner.
11. Coaches are certified to use first aid procedures and have first aid supplies available as well having completed the concussion awareness training, with proof of certificate on file in the athletic office.
12. Coaches should not engage in a discussion of the game played with spectators/parents. Always use discretion when reprimanding an athlete in front of spectators and peers.
13. All coaches are expected to attend faculty meetings and are actively involved in school functions.
14. Written plans for the coming season are due two (2) weeks prior to the start of your first game, including all plans for senior night.
15. Coaches should know the NJSIAA eligibility rules and regulations, as well as enforce Paterson Public School Board of Education policies for athletic participation. These rules and regulations are available in the athletic office.
16. Eligibility worksheets for grade checks are to be submitted to the Director of Athletics on the day after the first practice.
17. Completely filled out Parental Permission slips and Physical Exam forms are to be collected prior to practice. A valid physical is also required to use the weight room, **NO EXCEPTIONS.**
18. Coaches/parent meetings are to be scheduled no later than one (1) week prior to the first (1st) game. Reservations must be made with the secretary in the athletic office.
19. Official NJSIAA Certificate of Eligibility must be submitted to the Supervisor two (2) weeks prior to the first game played. This list should be updated with the Supervisor when changes occur.
20. Bus pick up time requests are to be submitted no later than one (1) week prior to the 1st game.

(Coach Responsibilities continuation)

21. Accident report forms are to be filled out immediately and submitted to the Supervisor.
22. End of season requirements: **(Due no later than two (2) after the end of the season)**.
 - Athletic inventory
 - Team Record card
 - Athletic requests for next year
 - Recommendations for the following year
 - Return of Uniforms – uniforms should be cleaned, folded and submitted by the coaches, not students with a check off list to submit upon completion.
 - Recommendations for staff, officials, and tournaments for the next season (sport specific).
23. Field trips and fund raiser requests are due two (2) months prior to the event.
24. Approved by Human Resources all coaches, including volunteers are to be approved by the school administration prior to engaging in any phase of the athletic program; including all contact with student-athletes.
25. Completed team rosters (name/ht/wt/grade/position and home & jersey #'s); including all levels (Frosh, JV and Varsity) are to be given to the athletic director five (5) days prior to the first (1st) game.
26. All scrimmage schedules and independent games are to be submitted to the Supervisor four (4) weeks prior to the beginning of the sports season.
27. Any coach wishing to add, cancel or change an athletic contest shall notify the Supervisor in writing three (3) days prior to contest. It shall be the duty of the Supervisor to contact the opponent, whether it's an away or home game.
28. At the end of the season coaches are to complete obligation forms for all students who fail to return equipment items. At the conclusion of the season the list is to be submitted to the Supervisor. A student is not to participate in another sport until the items are returned.
29. Applications for use of school facilities is to be submitted to the Supervisor for all practice dates (Monday – Saturday and school holidays) one week prior to first (1st) practice session.
30. Uniforms, practice gear, any kind of practice or game equipment belong to the school district. It is not intended to be given to students for their daily wardrobe. **(Do not, under any circumstance, allow your students to use athletic equipment for their personal use)**.
31. All announcements and/or flyers of athletic nature must have signature of approval from the principal of operations prior to distribution.
32. Coaches may sign their team up to earn monies for fund raising through the selling of concessions at football and basketball home games. You may select two (2) dates to work, first come, and first serve.

In signing up for the concessions, each coach must ensure that:

 - a. Team reports one-half hour prior to the start of game for assistance.
 - b. A member of the coaching staff is to be responsible for the team at all times.
 - c. Extension cords, pans etc. are the team's responsibility.
 - d. Adult supervision is provided by the team.
 - e. All money-raising activities are to be reported to the school's faculty treasurer.

(Coach Responsibilities continuation)

33. Coaches are to complete and return a game report after each and every game (all levels: fresh/jv/varsity); including vouchers for home games.
34. One (1) week prior to the teams first (1st) game/match, coaches are to submit in writing to the athletic director the following:
 - a. Team Rules & Regulations
 - b. Practice schedule
35. Coaches are to report the results of his/her team's performance to news media as directed (i.e. email or calls).
36. Coaches are to be present at conference, county, or state meetings when his/her presence is required.
37. Coaches are under the direct supervision of the Supervisor and all requests, complaints, and other details shall be taken up first with him/her.
38. Head coaches shall evaluate his/her assistant coaches.
39. A coach shall be in the weight room prior to the scheduled arrival of athletes.
40. Postseason coach/Supervisor conference shall be conducted. The preseason objectives will be reviewed and the Coach's (Head and Assistants) Evaluation form completed. Coaches are to make an appointment to meet with the Supervisor no later than 3 weeks from the conclusion of the season.

OPTION II RESPONSIBILITIES

(Board Approval)

Coaches will be responsible for their student athletes learning, academic progress, liability and submitting the completed independent study packet 2 weeks prior to the end of the marking period. Completed packets must be signed and given to the (AC) athletic counselor for reviewed. Once reviewed, packet will be submitted to the physical education teacher for scoring (**SEE OPTION II MANUAL**)

SPORTS OFFERED

FALL SPORTS

Team Practice Begins: August 15th

Season Ends: December 11th

Cross Country (Co-ed)

Football

Boys Soccer

Girls Soccer

Girls Tennis

Girls Volleyball

Co-Curricular

Band

Cheerleading

JROTC (REDER & DRILL)

WINTER

Team Practice Begins: Approx; November 28th

Season Ends: Approx; March 17th

Boys Basketball

Girls Basketball

Bowling (Co-ed)

Winter Track (Co-ed)

Wrestling

Co-Curricular

Band

Cheerleading

JROTC (REDER & DRILL)

SPRING

Team Practice Begins: Approx; March 4th

Approx; Season Ends: June 11th

Baseball

Golf (Co-ed)

Softball

Boys Tennis

Girls & Boys Track/Field

Boys Volleyball

Co-Curricular

Band

JROTC (REDER & DRILL)

V. ATHLETIC POLICIES AND PROCEDURES

A. Eligibility

1. All coaches should be familiar with the eligibility rules and regulations of the N.J.S.I.A.A. These rules and regulations are available in the Supervisor' office.
2. No athlete shall participate in a scrimmage and/or game until he or she has completed six (6) days of practices in the sport.
3. Head coaches should submit to the Athletic Office a list of candidates for eligibility within one (1) week after the start of practice. Only the forms provided by the athletic office are to be used.
4. Transfer students – Any athlete that has transferred into the Paterson Public Schools from another school must meet with the Athletic Director and/or Principal of Operations for approval.

B. Pre-season Procedures

1. Permission Slips, Head Injury Fact Sheet and Drug/Steroid Testing consent forms
 - a. Each head coach should secure that all above listed forms are returned to the athletic trainer filled out completely. These forms are available in the athletic office, as well as the athletic trainer's office.
 - b. All athletes must have a signed permission form on file with the head coach of his/her sport, prior to any participation in that sport.
 - c. All forms should be on file with the head coach in alphabetical order.
 - d. Absolutely no athlete shall be allowed to participate without a signed parent permission form.
2. Beginning the 20113-2014 school year a list of all student athlete names by sport and grade level in alphabetical order must be submitted to the academic athletic counselor, and the Department Chairperson of Guidance (Lauren Carrubba – John F. Kennedy Complex, Arlene Potash – Eastside Campus, Tanya Norman – High School Academics, Pete Affinito –Rosa Parks High School and Stanley Sumter – Vice Principal, International High School.

Students athletes at all high schools will be tagged so counselor are able to schedule appropriate core courses for NCAA and college placement.

C. Physical Forms

1. Each head coach should secure medical history/physical forms from the Athletic Office prior to the physical examination date and distribute to each athlete. (Friends on line also).
2. Physical forms should be completed, signed and returned to the head coach prior to the date of the physical examination (this pertains to athletes receiving a physical at Eastside/Kennedy High School).
3. The head coach should submit to the athletic trainer or nurse, prior to the date of the physical examination a list of candidates for his or her squad and all signed medical history/physical forms. **This should be in alphabetical order by grade.**
4. The head coach should submit all completed physicals done by a personal physician prior to the first (1st) practice to the athletic office.

(Physical Forms continuation)

5. Students should be encouraged to seek physicals for athletic participation through their family pediatrician or apply for free health care.
6. Students may also be assisted at two (2) sites located in Paterson:
 1. Paterson Community Health Center
227 Broadway, Paterson, New Jersey 973-278-2600
 2. Paterson Community Health Center
32 Clinton Street, Paterson, New Jersey 973-790-6594

D. Physical Examinations

1. All athletes must report to the physical examination at the designated time and date.
2. An athlete **WILL NOT** be allowed to practice, scrimmage or play without a physical examination and a record of the examination **MUST BE** on file in the nurses' office.
3. Any athlete that fails to report to the physical examination on the announced time and date must secure his/her physical examination from a personal physician. **(See above)**

E. Board of Education Eligibility Rules and Regulations

1. Each head coach should secure copies of the Board of Education eligibility rules and regulations policy and distribute to each athlete prior to the first scheduled practice.
2. Each head coach should review this policy with his/her athletes prior to the first scheduled practice.

F. Team Rules and Regulations

All head coaches should develop written team rules and regulations and should present them to all assistant coaches as well as team members prior to the first scheduled practice. All head coaches should submit to the Supervisor their written team rules and regulations prior to the first practice. While team rules and regulations will vary from team to team, the following will exist:

1. Athletes shall attend all practice sessions throughout the season.
2. Athletes will not be excused for family vacations during the season. It is the athletes' responsibility and commitment to his team to be at all practice sessions and games. This should be brought to the attention of each athlete and prior to the first practice.
3. Athletes are expected to be on time to all practices and athletic events.
4. Injured athletes are expected to attend all practices unless physically unable.
5. The use of alcohol, tobacco, or drugs is not permitted. **NO TOLERANCE**
6. Team members should maintain high ideals of sportsmanship. Disrespect, abusive language, insubordination, improper conduct, and any violation of federal, state, local, or school laws will not be permitted.

It is important to remember that team rules and regulations must be fair and consistent with all coaches for all teams. Training rules and regulations and team rules and regulations must be enforced by the entire coaching staff. Athletes who violate team rules and regulations may be suspended from the team by the head coach.

Dismissal from the squad may also result to athletes who violate team rules and regulations. However, the head coach should notify the Supervisor prior to the dismissal of the athlete.

VI. PERSONNEL POLICIES

REQUIREMENTS FOR COACHING EMPLOYMENT

COACHING ASSIGNMENTS

- A. In order to insure that qualified, knowledgeable individuals shall hold the coaching positions for athletics in the District, any certified teaching staff member employed by the Board shall be eligible for a coaching position as per NJSIAA code provided that the teaching staff member:
1. Has experience coaching in the specific sport; or
 2. Has experience playing in the specific sport; or
 3. Has demonstrated an understanding of the fundamentals, rules, and strategies of the sport; and
 4. Has knowledge of appropriate professional conduct and demeanor in interactions with players, opponents, officials, and spectators; and
 5. Has special training, including course work (in-service or accredited) in prevention and care of athletic injuries. Candidates without this background will be expected to attain said knowledge as soon as possible.
- B. In the event that no certified teaching staff member employed by the Board is qualified pursuant to the criteria set forth above, the Board may employ any holder of a State teaching certificate, following advertisement of the position in accordance with established advertisement procedures. Any holder of a New Jersey teaching certificate who is not employed by the Board as a teacher shall be deemed qualified provided the individual;
1. Has experience coaching in a specific sport; or
 2. Has experience playing in the specific sport; and
 3. Has demonstrated an understanding of the fundamentals, rules, and strategies of the sport; and
 4. Has knowledge of current teaching strategies and techniques relative to the sport; and
 5. Has as history of appropriate professional conduct and demeanor in interactions with players, opponents, officials and spectators; and
 6. Has special training, including course work (in-service or accredited) in prevention and care of athletic injuries. Candidates without this background will be expected to attain said knowledge as soon as possible.
- C. In the event that there is no qualified and certified applicant, as set for A and B above, a holder of a County Substitute Certificate is authorized to serve as an athletic coach for the designated sport provided the applicant is qualified pursuant to the six (6) criteria set forth above. In order to appoint an individual holding a County Substitute Certificate, the Superintendent must demonstrate to the county Superintendent that the position was advertised and that no qualified applicant was available. The Superintendent shall attest to the applicant's knowledge and experience in the sport in which he or she shall coach, and the approval of the County Superintendent shall be required prior to the Board's appointment of said applicant.

VII. COACH EXPECTATIONS AND RESPONSIBILITIES

I. COACHES' PROFESSIONAL AND PERSONAL RELATIONSHIPS AND EXPECTATIONS

A. Rapport

A coach must be able to develop a good rapport with various number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Coaches are to be concerned with their personal appearance of professional attire and good taste in personal grooming. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their Supervisor r, Principal and other members of their staff.

C. Leadership

Diligence, enthusiasm, honesty and a passion for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition – all should be exemplary. Dressing appropriately for practice and games, following practice schedules and building positive attitudes are imperative.

D. Discipline

Every facet of discipline is the coaches' responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, and behavior of participants throughout the season – at home and away, and spectator conduct– especially where the student body is concerned. Desire to do well, **to win well, and to lose well**, should be emphasized. Staff, players and spectators should be motivated toward established goals, and adhere to the League and NJSIAA Sportsmanship code of conduct.

E. Improvement

A coach must constantly take advantage of opportunities for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is required. Membership could be maintained in professional organizations, coaches' association, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

II. COACHING TECHNIQUES

- A. Use sound and acceptable teaching practices.**
1. Teach athletes to protect himself/herself
 2. Teach proper fundamentals of skills
- B. Run well-organized practice sessions.**
1. Entrusting authority/activity to someone who is not qualified to carry out that particular authority/activity is negligent
 2. If you are not there, you will be liable a coach/assist coach must be present.
 3. Athletes are expected to be properly supervised by approved staff at all times (senior captain must never supervise any drill).
- C. Complete pre-season planning well in advance of starting date.**
1. The head coach with the athletic office are responsible for the scheduling of scrimmages and independent games
- D. Adhere to highly efficient and technically sound program of injury prevention.**
When injuries do occur, follow a prescribed routine doctor and maintain good communications with student athletes, trainers, and parents and doctors.
- E. Construct a well-organized game plan.**
1. Systematic supervision
 2. Written team rules
 3. Emergency policies
 4. Properly plan an activity
 5. Keep adequate records
- F. Develop a sound system for equipment accountability, including seasonal inventory.**
- G. Keep assistant coaches, student managers, score keepers and statisticians well informed as to what is expected.** Cooperate fully with secretarial staff, maintenance staff, and others similarity involved in the overall program. As well as respecting the time of others. **(COMMUNICATE)**

III. COACHES' RESPONSIBILITIES

A. To the players on the team;

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective athletic capabilities to the full extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the role model and set the example.

The coach should be fair and unprejudiced with player, coaches and considering their individual differences, needs, temperaments, aptitudes and environments.

Players have the right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach; including, but not limited to First Aid/CPR/Concussion Awareness.

The safety and welfare of players should always be uppermost in the coaches' minds, including evaluating student-athletes for injury. Players are to be supervised closely always error on the side of safety guard.

The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored, since consideration must be given to the family and their requests.

B. To the school district;

As a coach, you are a frequent topic of conversation at various community locations – the home, the work place and at the meetings of many civic organizations. Coaches are to be concerned with their personal appearance of professional attire and good taste in personal grooming. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the Paterson Public School District and students. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

C. To the school;

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general student body with the same honor and respect that you desire to be shown to you. Confidentiality, firm, fair and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team. Coaches must know school policy in every situation.

D. To the profession;

A coach in the Paterson School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching association availability to the profession. (i.e. scholastic coach, coach)

E. To fellow coaches;

The head coach must always be in command. Despite this position of authority, the wise coach will encourage independent thought on the part of the staff.

A wise coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other individuals not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do.

It is most difficult to be a good assistant coach. The success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

F. To other coaches in your school;

One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program of the school. It is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

G. To faculty members;

A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academia by allowing an athlete to make up a test on practice time, he/she can be certain the cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra assistance when in need.

Student athletes are not to be taken out of class unless approved by the athletic office. Keep the faculty posted of all scheduled events well in advance. Notify them at once if changes occur.

H. Facilities

Each coach is responsible for the following:

1. Keeping practice areas and locker rooms in order
2. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities is of primary importance to all athletes and coaches
3. Keeping storage areas locked and cleaned
4. Providing safe environments
5. Providing or maintaining proper effective equipment and warning of inherent risks of possible faulty equipment.

I. Public Relations

Good publicity and promotion provide the key to the success and survival of any interscholastic athletic program. The Supervisor is responsible for the overall success. Therefore, he/she must have a keen understanding of who the supporters are and what will encourage them to a supportive response. Total involvement is a must!

Reporting of game results will rest with the head coaches and their assistants. **They are responsible for the promotion of their program by:**

1. Reporting results via telephone/internet immediately following contests to the local news outlets.
2. Following up with additional materials and stats in writing.
3. Making arrangements for player interviews/photographer sessions per parental and administrative approval during college acceptances and milestones.

EVALUATIONS

J. Evaluation of Coaches

There is much more than coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever he/she is evaluated. **“Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game.”**

There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills.

It is the responsibility of each coach to adhere to policy and procedures developed for coaches and athletes. When you deviate from a policy or procedure you will be held accountable.

On a daily basis, we face a deluge of meetings, phone calls, conferences and worst of all documentation. We have reports to file, letters to write, budgets to prepare and guidelines to follow. WE MUST – find some way to manage that. Missing scheduled meetings, workshops and/or not completing the required paperwork by deadlines are also areas of responsibilities that will be reflected in all evaluations.

VIII. SCHEDULING OF EVENTS

A. Responsibility for Scheduling

The Supervisor is responsible for scheduling all interscholastic athletic contests for each team within the athletic program. They shall consult the head coach to discuss teams outside of league commitments to be scheduled at all levels of the respective program. The Supervisor retains final approval.

The head coach is responsible for the scheduling of scrimmages and independent games. The office retains final approval.

B. Contest Limitations

The participation of any team or part of a team in a game, meet or tournament, other than one of the authorized scrimmages, shall be counted as one of that team's scheduled events as per NJSIAA regulations. (See NJSIAA Handbook Quote)

C. League Commitments

Conference schedules drawn up by the Supervisor and approved by the league principals shall be played in their entirety. Any league postponements shall have priority over other scheduled contests.

D. Non-league Contests Considerations

Every effort will be made to schedule teams that are on a competitive skill level with the squads of Eastside Campus and John F. Kennedy Complex. The following considerations will be given in scheduling non-league contests, special events, etc.

- A. Natural rivalries
- B. Income to be derived
- C. Relationship of the schools
- D. Distance to be traveled
- E. Size of school
- F. Expenses to be incurred

E. Invitational Considerations

It will be the policy of the athletic office to host an invitational or tournament event whenever possible.

F. Postponing Contests

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

- A. Coaches confer with the Supervisor. (If the Supervisor office security to contact is unavailable, confer with the Building Principal)
- B. Factors to be considered in the decision are:
 - 1. Playing conditions on the field
 - 2. Factors involving gate receipts
 - 3. Safe travel for the team
 - 4. Safe travel for the officials
 - 5. Safe travel for the game workers
 - 6. Safe travel for the students and fans
 - 7. Damage to equipment (school grounds, gym or field)

After considering factors, it will then be up to the Supervisor or principal to play the game or postpone the game. Supervisor will reschedule the contest.

Proper notification must be given to the transportation conveyer, officials, visiting schools, etc. The decision to postpone an afternoon game or meet must be made in time to give notification to the visiting school(s) **NO LATER THAN 1:00 p.m.**

IX. TRANSPORTATION POLICIES

I. General Transportation Policy

The Paterson Public School District shall provide transportation for all players, coaches, athletic trainers of athletic teams in authorized contracted vehicles when the contest has been scheduled away from the school site.

II. Approved Modes of Transportation

A. All athletic teams will be transported by the following modes in priority order:

1. School Bus (54 passenger) – Large teams
2. School Van (25 passenger) – Smaller teams

III. Transportation Procurement

A. The Supervisor shall be responsible for making transportation arrangements for all athletic teams.

1. The head coach of teams shall submit to the athletic director, three (3) weeks prior to the start of the season, a schedule listing all away contests not on the approved league schedules.
2. Any changes and/or cancelations of the trip are to be made through the office of Athletics.
3. In the event of a cancellation due to weather on a weekend, the coach shall call the transportation company at the phone number provided by the athletic office.
4. All team members should be informed of the estimated time of departure and return one day prior to the trip. This convenience will help ease the mind of parents.

B. Breakdowns, delays and accidents

1. In the event of a breakdown or accident, the driver has been instructed in the proper procedures to follow. Remember, while in transit, the driver is in charge of the vehicle!
2. When an accident or breakdown occurs, it is the coach's responsibility to provide for the supervision and protection of the students
 - a. Students should remain together and on the bus unless instructed otherwise by the driver or other authority, e.g., police.
 - b. Coaches should remain with the students at all times.
 - c. Coaches should call the school and an athletic administrator at the first available opportunity.
 - d. Coaches are to keep a student parental contact list with them at all times. This information should be listed on the students parental permission form submitted prior to participation with any team.
 - e. A phone call should be to the Supervisor in the event of an accident or breakdown.
3. In the event of unusual or unanticipated delays in returning to school, call Supervisor at home if necessary to apprise him of the situation. If possible, instruct students to call home and inform their parents of the delay.

C. Travel releases

Under certain circumstances or exceptional situations where it creates an inconvenience to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is a part of a team in all phases of team activity.

In no cases will an athlete be allowed to ride home with a student.

D. Bus Guidelines

1. A first aid kit must accompany all athletic trips and contain the Emergency Medical Forms for each athlete.
2. The coach will assume all responsibility for conduct and discipline on the bus.
3. All athletes should be instructed to be at the point of departure 15 minutes prior to the designated time.
4. No food or drink is permitted on the bus unless the driver has given prior approval. In the event approval has been granted, the coach is responsible to see that the bus is left in a clean condition.
5. All participants are expected to conduct themselves in an appropriate manner at all times. Foul language or obscene actions will not be tolerated on the bus.
6. When a bus is chaperoned by only one coach, he/she should position himself/herself near the center of the bus for supervision. Whenever two or more coaches are on the bus, one should sit in the rear to eliminate inappropriate behavior.
7. **Only** assigned personnel may ride on vehicles for the purpose of transporting athletic teams. No spectators or coaches' family member are permitted.
8. The emergency door shall only be used in case of emergency or unless authorized by the driver.
9. To eliminate items being left on the bus, the coach and students should check it upon return to school.
10. The Coach shall see to it that the locker room of the host school is left in a clean and orderly condition with no damage. Report any incidents involving team members to the Supervisor as soon as possible.
11. All students shall return home on the same buses/vans or vehicles in which they traveled to the contest.

ATHLETIC EQUIPMENT AND FACILITIES

I. Issuing of Athletic Equipment

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

- A. A control system will be established using Player Equipment Information Sheet for each athlete and a Master Athletic Equipment Check-Out sheet for each coach. Original sheets are to be returned to the athletic office.
 - 1. Both athletic equipment controls shall be kept current by the coaches at all times.
 - 2. The head coach shall retain copies for end-of-season equipment check-in.
- B. The head coach, although he/she may delegate the issuing of equipment to assistant coaches, is ultimately responsible for the issuing of athletic equipment to all team personnel. The coach issuing equipment must have the knowledge to insure properly fitting equipment.
- C. Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for equipment safety.
- D. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal damage, the athlete will be charged accordingly. Obligation forms must be completed and returned to the Supervisor to coach's evaluation.
- E. Coaches shall inspect equipment and facilities during the season periodically.
 - 1. Helmets, bats, nets, supporting poles, etc. may break or deteriorate and become unsafe during the course of the year.
 - 2. Deactivate unsafe or defective equipment.
 - 3. Facility hazards should be reported to the Supervisor immediately.

II. Use of Athletic Equipment and Facilities

It is important to emphasize to all athletes their responsibilities as squad members, and to appreciate care of school equipment and facilities. Replacing equipment and repair to facilities can only result in a loss of money that could be used elsewhere in the athletic program.

- A. Athletic department-issued equipment is to be worn only during practice session and interscholastic contest, or by permission of coaches. At no time are athletes allowed to wear school-issued equipment or uniforms for:
 - 1. Physical Education Class
 - 2. Work or Job
 - 3. Socially
 - 4. School Wear

- B. Varsity level teams may wear uniform tops or game jerseys on certain game days only. Normally, the wearing of school athletic items will be reserved for special occasions (Pep Rally, Spirit Day).
- C. Athletic Equipment belonging to the school district will not be loaned to outside groups except with the approval of the Supervisor.
- D. All athletic facilities will be scheduled by the Supervisor based on a submitted request of the coach.
 - 1. A facilities schedule will be kept by the Supervisor.
 - 2. Head coaches in each sport will meet with the Supervisor (by appointment) prior to the start of the season for the purpose of scheduling facilities, phone calls/text messages and notes are unacceptable.

III. Collection and Storage of Athletic Equipment

Coaches are responsible for collecting all equipment which is dispersed during the year. If equipment is collected immediately after the season, more of it comes back with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day of, and directly after their last contest.

- A. The head coach shall supervise the collection, inventory and storage of all the equipment issued within his/her sports program.
- B. As each athlete turns in his/her equipment, it should be checked off his/her equipment sheet noting the condition of all returned equipment.
- C. If any equipment is lost or has been damaged, the athlete shall be charged replacement costs.
 - 1. The coach shall inform each athlete he/she will not be allowed to sign-up for another sport season, received any athletic awards until all obligations are met.
- D. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated central storage area.
 - 1. No equipment is to be discarded without the approval of the Athletic Director.
 - 2. Equipment to be repaired/reconditioned shall be marked appropriately and stored in the central storage area.
 - 3. Make sure that all clothing equipment (game and practice uniforms) is either laundered or dry cleaned and repaired before storing away.
- E. The head coach shall turn in his/her equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference two weeks after the last contest.
 - 1. In the inventory, the number of items, the description of equipment, cost of the equipment when new, and the condition of the equipment should be listed on the form provided by the athletic office.

X. PRACTICE SESSIONS

I. Coaches Responsibilities

A. Participant requirements prior to first practice:

1. All eligibility requirements have been satisfied
 - a. Completed physical examination forms and signed parental permission slip

B. Practice policies

1. The morning following the first official practice, each coach shall submit a “squad roster” to the Supervisor of all candidates trying out (9th 10th, 11th, 12th graders).
2. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
3. Practice sessions should be well planned, well structured, and should not exceed two hours.
4. Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the Supervisor.
5. Coaches should be the first to arrive and the last to leave the practice session. At no time are athletes to practice unsupervised.
6. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.
7. A student absent from school may not practice on that day unless:
 - a. an acceptable doctor’s excuse is submitted to the Supervisor. (no more than 3 allowed in a season)
 - b. permission is granted by the principal after review of outstanding circumstances.
8. Upon completion of all afternoon classes, athletes are to take all needed items (coats, boots, books, etc.) to their practice facility in order to avoid entering hall areas after 4:00 p.m.
9. Coaches are to be sure to escort their squad members from one designated door to leave the building.

II. Restricted Practice Days

A. Weekend and holiday practices

1. Practices are to be held each school day that there is no contest. Sunday/holiday practices are to be discouraged; unless permitted as follows:
 - a. by varsity level teams upon permission of the Supervisor and Principal of operations
 - b. when a varsity contest has been scheduled for the following day
 - c. when a tournament or play-off contest falls on the following day.
2. If permission to conduct a Sunday or special holiday practice is granted, the total length of the practice session may be no longer than two hours. The entire session on Sundays must be conducted between the hours of 2:00 p.m. and 5:00 p.m.
3. Practice sessions are not to be held on New Year’s Eve, or Easter Day, Thanksgiving or Christmas day, taking into consideration the family commitments of the majority of the team members.

(Restricted Practice Days Continuation)

B. Early dismissal of school or emergency closing

1. In the event there is a scheduled early dismissal of school, practices may be held at that time only provided the coach (es) and facilities are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period; and coaches are not excused.
2. Emergency weather conditions may result in an early dismissal or extended period of school closing. Teams may practice during this period upon permission of the Supervisor and Principal of operations.
3. In the event school is closed prior to the scheduled day, all activities are cancelled: games, practices, meetings, etc.

XI. SQUAD SELECTION

I. Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Eastside Campus or Kennedy Complex, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

II. Cutting Policies

A. Responsibility

1. Choosing the members of athletic squads is the sole responsibility of the head coaches of those squads.
2. Assistant coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters.
3. Prior to trying out, the coach shall provide the following information to all candidates of the team:
 - a. Extent of try out-period
 - b. Criteria used to select the team
 - c. Number to be selected
 - d. Practice commitment if they make the team
 - e. Game commitments

B. Procedure

1. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - a. have competed in a minimum of five practice sessions
 - b. have performed in at least one intra-squad game
 - c. be personally informed of the cut by the coach and the given the reason for the action
2. Cut lists are not to be posted.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Supervisor.
5. In the event an athlete appeals the cut as being unfair, he/she may be granted one day of additional try-out.
6. A student-athlete should not be dismissed from a squad. A suspension from the team is given until a meeting with the athlete, his or her parent, coach and Supervisor is held to determine the action to be taken.

XII. WEIGHT ROOM AND RELATED FACILITIES

I. Responsibilities

A. Security

1. Each coach is responsible for the action of members of his/her squad from the time they report to the weight room, gym or field for practice until practice is over.
2. It is the coach's responsibility to be present at the time that the athletes are to report for practices, games, meets, home or away, and stay until the last athlete has left.
3. The coach shall see that the equipment is locked up and things are left as neat as possible.

B. Controls

1. All keys to the building, locker rooms, equipment rooms, etc. will be issued to coaches by the Supervisor. All coaches will return their keys to the Supervisor on the final day of the school year, unless permission has been granted for an additional season or summer program.
2. Coaches are not to be give athletes their keys at any time.
3. If keys to the athletic area are lost, the coach should report this to the athletic director immediately.
4. Each coach is responsible for making sure that the equipment room is locked at all times except when it is being issued or received.
5. Athletes are not to be in the training room unless they are being examined or receiving treatment by the trainer or coach.
6. The weight room will be controlled by the coach. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the strength coach when he is unavailable. At no time are athletes to use the weight room without authorized supervision.

C. Weight Room Objectives

1. To properly utilize a weight training facility in the best interest of all students.
2. To provide adequate coaching techniques in weight training.
3. To provide program alternatives for achieving specific results.
4. To insure that the proper safety measures are being employed during all training sessions.
5. To provide responsibility in the proper care of equipment.
6. To allow for weight training consultation for all athletic squads and physical education instructors.
7. To make available opportunities for students to enjoy the benefits derived from a sound weight training program on a year-round basis.
8. To attempt to reduce sport-connected injuries through well developed conditioning.
9. To present a program for self improvement that is open to all students, regardless of athletic affiliation.

XIII. ATHLETIC INJURIES

I. Medical Aspects and Safety

A. Responsibilities

1. Injuries to athletes will occur in interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury. Realizing this fact, it is recommended that, whenever possible, the Paterson Public District supervise all varsity football games/practices and most other varsity level contests and practices with a trainer who has N.A.T.A. certification.
2. The trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
3. In the event the trainer is not present, the coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
4. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
5. It is the responsibility of the coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.

B. Emergency Procedures

1. Check for consciousness and the vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured should be kept to a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat related illness.
5. When there is any question as to the extent, seriousness or nature of the injury by the trainer/coach, seek professional medical help immediately.
6. Notify the parents of the injured athlete immediately.
 - a. Parents should assume the responsibility for contacting the physician for any injury.
 - b. Less serious injuries – have parents provide transportation for necessary medical attention.
 - c. In more serious injuries, when professional medical help is not readily available, the emergency squad should be called.
7. The Emergency Squad phone number is: **973-321-1400**. This phone number should also be posted in the weight room and press box.
8. The athletes' parents' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the Emergency Medical form, that is to be carried at all times in the team's medical kit.
9. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the Emergency Medical Authorization card. He/she should continue to try to contact the parents.
10. Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

II. Accident/Injury Report Procedures

A. Reporting procedures

All injuries are to be reported to the coach and athletic trainer when they occur. The athletic Trainer will determine if participation is appropriate. Any athlete that is not able to complete a practice or game must receive clearance from the athletic trainer prior to returning to competition. An injured athlete is still considered part of the team, and expected to be present for treatment daily.

If you have a student that gets injured, please use caution in administering any kind of first aid or in requesting trained medical assistance. If you are not sure of what procedure to follow, ask for assistance of another coach. Should an injury occur during a practice or contest, the coach responsible for the activity should:

1. The trainer/coach will complete the “Athletic Injury Report” form immediately following all athletic injuries or accidents that involve any student under their control during a practice, contest or while traveling to or from a contest.
2. The form shall be turned into the Athletic Office the following morning with the coach/trainer retaining their copy.
3. Copies of the report shall be immediately given to the Principal of Operations and sent to the parents.
4. The trainer/coach shall list the injuries on the log that is kept in the athletic training room.
5. Coaches should follow-up on all injuries by attempting to personally contact the parents.

B. Return to participation

Athletes that have been out of action for a period of time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement on his/her physician’s office letterhead allowing return to competition.

III. Procedures on Prevention and Care of Injury

A. Training room policies and procedures

1. If an athlete is being taped for an injury, they must be on a rehabilitation program.
2. Athletes are encouraged to utilize free periods for treatments and rehabilitation.
3. Athletes must wear socks or shoes into the training room. NO CLEATS.
4. Athletes must leave equipment outside the training room.
5. Athletes will refrain from abusive language or suggestive remarks.
6. No loitering of athletes who are not receiving treatments or have finished treatments.
7. No food or drink is allowed in the training room.
8. No tobacco of any kind will be permitted in the training room.

B. Weight Room

Appropriate policies should be set and opportunities provided for use of the weight room by members of both sexes.

1. The strength & conditioning coach shall set the guidelines for use of the weight room and post a schedule.
2. The head coaches of the in-season sports shall work with the strength & conditioning coach to maintain cleanliness and orderliness in the weight room.
3. Rules and regulations for the use of the weight room should be made available to all athletes through their coach.
4. Supervision shall be provided for athletes utilizing the weight room.
5. Shirt and shoes are required at all times
6. NO ONE is permitted in the weight room alone. Lifters must work with a partner/spotter.
7. All students must be under the supervision of the instructor assigned to the weight room.
8. Replace all weights on rack immediately following use.
9. Know your limits! Work with the instructor in determining your limits.

C. Special Instructions for Head Injuries

Any head, face, or jaw injury has the potential to be dangerous. This danger may not appear immediately. The first 24 hours are vital to determine possible severity. The following is offered to help guide parents after a head, face, or jaw injury has occurred to their son or daughter. These guidelines are not meant as, and should not be used as a substitute for competent medical care.

If any of the following symptoms appear, the athlete should be taken to the hospital or family physician immediately:

1. Severe or increasing headache
 2. Dizziness
 3. Inability to arouse or awaken
 4. Pupils that are unreactive to light or are of unequal size
 5. Nausea or vomiting
 6. Tingling, numbness, or lack of control of arms and/or legs
 7. Blurred or double vision
 8. Clear, thick drainage from ears and/or nose
 9. Mental confusion
 10. Convulsions
- Coaches should never give aspirin or any medication, to an athlete.
 - Never tell athletes what to take such as: Advil, vitamins, or cold medicine.
 - Never leave an injured athlete alone. The athlete is your responsibility until the parents arrive.
 - You are not a doctor or nurse refer them to their family physician.

XIV. FUND RAISING

I. Policy

The athletic department does not encourage fund-raising projects, but from time to time coaches may desire to sponsor a fund raiser for a particular need.

II. Procedures

- A. The coach shall request his/her project on writing at the end of the season.
- B. Prior to the beginning of the project, the coach in charge shall file a "Fund Raiser Request Form" with the Supervisor and Principal of Operations.

III. Use of Athletes

Since team members are being used in the project, they will need to know what they are going to sell, what the money going to be used for, and what benefit they will receive personally. They also need to be aware of their liability should they lose their fund-raising items or money.

IV. Coaches' Responsibility

Coaches involved with the fund raiser are responsible for the overall success of the product. They need to keep accurate records and remain in total account compliance with all monies and purchases pertaining to student activities.

- A. All money collected from the sale of fund-raising items must be turned in to the school faculty treasurer on a daily basis for deposit in the specific sport account. The coach will be issued a receipt for these deposits.
- B. All profits from fund raising shall remain in the account until the coach directs the treasurer to expend the money for its intended purpose.
- C. All items ordered for fund raisers are the responsibility of the coach, not the athletic office.
- D. As per Paterson Public Schools Department of Purchasing rules, *"Any Paterson Public Schools employee who orders and receives goods and/or services without going through the proper purchase order process may be held responsible for payment of the order."*

XV. MISCELLANEOUS ATHLETIC POLICIES

I. Undue Influence for Participation

- A. It shall be the philosophy of the high school athletic department that athletes shall enjoy as many sport seasons as the student-athletes and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.
- B. Although athletes may choose the sport they wish to enjoy, once the season has started, no one shall change sports without the consent of each coach involved.
 - 1. Athletes cut from one sport may, however, try out for another sport providing they were not cut from the first sport for disciplinary reasons.
 - 2. No athlete who is dropped from one squad for disciplinary reasons, or who “quits” shall be eligible to compete in another sport for that particular season.
 - 3. No athlete may start another sport until the previous one has been completed.

II. Release from Class

- A. Head coaches should make arrangements with the Administrative Principal/Supervisor to have students excused from class because of travel requirements only when absolutely necessary.
- B. Forms are available in the Athletic office for approval, listing departure time, name of students, etc. to be given to the Principal for approval.
- C. It is the responsibility of athletes to see their teachers the day before class if they are to miss it because of an athletic contest. All work shall be made up at the convenience of the teacher.
- D. All coaches shall submit a list of all squad members, to be excused, several days in advance.

III. Coach’s Responsibility for Preventive Procedures

It is assumed that the coach of the high school athletic team will be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing proper example of a sportsmanlike attitude toward the opposing team and coaches. Negative motivational techniques are questionable, at best, in professional athletics and college level sports, they certainly are considered inappropriate at the high school level.

The coach’s conduct at an athletic event should provide proper sportsmanship always for and by his/her team as follows:

- A. Athletes should be taught to avoid physical confrontations with members of the other team.
- B. Players should be taught that, should one of their teammates become involved in a physical confrontation, all others are to avoid becoming involved in that physical confrontation.

- C. Players should be taught that if a confrontation does occur on the field or court, the coaches and the officials will separate the involved individuals.

(Coach's Responsibility for Preventive Procedures Continuation)

- D. The head coach should direct the assistant coach to assume immediate responsibility for those athletes on the bench who are not involved in the physical confrontation. For example, the assistant coach to the varsity basketball team would immediately turn to the players on the bench and verbally instruct them to remain in their seats.
- E. Coaches should forewarn all athletes on their teams that involvement in a physical confrontation will result in consideration of not only removing the athletes from the sporting event for the rest of the day, but also the possible suspension from subsequent games.
- F. The behavior of the coach must, at all times, be marked by dignity and self-control. He/she should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He/she must avoid any actions or remarks which would tend to incite the displeasure of the spectators or provoke disorderly behavior. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team.
- G. The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior as per NJSAA code and league guidelines.
- H. Coaches must control their emotions by eliminating any show of outrage or discontent over an official's call.
- I. Coaches will not seek out an official during halftime or at the conclusion of a contest.