



# Public School District

## Athletic Handbook for Coaches



# Athletic Handbook for Coaches

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## COACH'S CODE OF ETHICS

A code of ethics is a listing of ethical principles and standards designed to guide a group of people in taking acceptable and approved action.

A coach should:

1. Understand that the purpose of interscholastic athletics is to promote the physical, mental, and social well-being of students.
2. Set an example of good conduct for his/her team members, students, and general public by:
  - a. Acting in a sportsmanlike manner at all times.
  - b. Maintaining high personal standards in dealing with students and the public.
  - c. Maintaining control of team members at practices and games.
3. Respect the decisions of officials.
4. Strive for good working relationships with the opposing coaches and schools.
5. Achieve a thorough knowledge and understanding of the rules of the game.
6. Consider the health of his/her players.
7. Not play anyone who is sick or injured regardless of the immediate need or consequence.
8. Be supportive of the entire athletic program and coaching staff.
  - a. Encourage our students to participate in whatever sport they choose.
  - b. Adhere to the regulations regarding starting and closing dates of the season so not to infringe upon another coach's season.
9. Integrate his/her philosophy of athletics with the school's philosophy of education.
10. Treat visiting teams, coaches, and officials as guests.
11. Be responsible for his/her players' conduct at away contests.
  - a. Do not remove a team from the field or court during a contest (consult with the school Director/official before taking action). Keep the athletes on the sidelines to insure their safety.
12. Conduct himself/herself so as to be a credit to the educational profession.
  - a. Profanity is unacceptable.
  - b. Positive reinforcement and correction should be given. Do not reprimand a student-athlete in a manner that might be harmful.
13. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
14. Recognize that the purpose of athletics is to promote the physical, mental, social and emotional well-being of the individual athletes.

## **SPECIAL NOTES**

There should be harmony among the entire coaching staff regardless of the sports that are being coached. Coaches of all sports should be working together for similar goals and not competing against each other.

## **OVERALL COACHING RESPONSIBILITIES**

The overall operation and coordination of the total athletic program is the direct responsibility of the Director. It is consequently, mandatory that all arrangements concerning the athletic program be discussed with and cleared by the Director. The Director has the final say with all scheduling of contests.

The Director will attempt to coordinate the following in cooperation with the Head Coach:

1. practice areas and schedules
2. travel arrangements
3. preparation of a budget request for the next school year
4. fundraising
5. scheduling of contests
6. facility preparation requests
7. post season awards

## **HEAD COACH**

### **Reports to the Director in Charge of Athletics**

The Head Coach advises, coordinates and supports a staff of assistant coaches in conjunction with the District Director. It is the intention of the Board of Education that this job description generally guides the Head Coach regarding his/her functions and responsibilities. In performing all functions contained herein, and any other attendant to his/her duties as Head Coach, it is understood that a coach shall exercise common sense, good judgment, and shall perform his/her job responsibilities consistent with the total educational philosophy of the Lakewood School District.

The Head Coach shall not engage in unsportsmanlike conduct. Examples include, but are not limited to:

- A. obscene language or gestures
- B. berating officials
- C. using physical force
- D. throwing objects in anger
- E. encouraging intentional violations of the rules

## **JOB GOAL**

The Head Coach's job goal is to instruct athletes in the fundamental skills, strategies, and physical training necessary to realize a degree of individual and team success. At the same time, the student will receive instruction that will lead to good sportsmanship, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

## **EVALUATION PROCEDURE**

The Director of Athletics will complete a written evaluation form for each coach at the conclusion of each season. A conference between the coach and Director will be conducted before. This evaluation will be used to determine the status of the coach for the following season.

### **Primary duties of the Head Coach are as follows:**

1. The coach organizes the staff and practices.
2. The coach communicates with other coaches and Director.
3. The coach adheres to district and school policies and regulations.
4. The coach maintains a rapport with parents and community (holds meetings).
5. The coach supervises student-athletes during practices / games, buses, and locker rooms.
6. The coach instructs student-athletes in proper care and use of equipment.
7. The coach demonstrates knowledge of the sport.
8. The coach presents fundamentals.
9. The coach prepares student-athletes through appropriate conditioning activities.
10. The coach demonstrates enthusiasm towards student-athletes and towards his/her sport.
11. The coach is fair, firm and consistent with the student-athletes.
12. The coach interacts positively with the staff, administrators, parents and community.
13. The coach strives to maintain proper skills of the sport.
14. The coach will maintain proper conduct during the game on and off the field (during the year).
15. The coach teaches and demonstrates positive sportsmanship.
16. The coach attends in- and out- of district meetings and clinics, as time and resources permit.
17. The coach prepares and distributes guidelines and rules for assistant coaches, student-athletes and managers to follow regarding their program/sport.
18. Oversee the safety conditions of the facility or area in which their assigned sport is conducted. Fill out work orders accordingly for each job to be done.

## **TERMS OF EMPLOYMENT**

A Head Coach is employed for one season as dictated by the current agreement between the Lakewood Teachers Association and the Lakewood Board of Education. Each coach must reapply on a yearly basis and be re-appointed prior to each season.

**ATHLETIC COACHES/CONTEST DAY DRESS CODE AFTER SCHOOL HOURS: PROPER ATTIRE IS REQUIRED.**

**Fall/Winter (excluding Basketball & Wrestling)/Spring Suggestions:**

1. It is recommended that school colors be worn by coaching staff.
2. Warm-up suits, coaches' shirts and shorts, i.e. t-shirts, sweaters, shorts and sweatpants that have the Lakewood logo are permissible (in practice).
3. It is permissible for coaches to wear specific uniforms (Baseball & Softball).
4. Coaching jackets and universal warm-ups are permissible.

**Winter (Basketball & Wrestling) Suggestions:**

1. Males are to wear dress shirts, ties, jacket or sweater with dress shoes.
2. Females are to wear business suits, dresses, pant suits, slacks or skirts with professional shirts.

**ATHLETIC TRAINING EQUIPMENT PROCEDURES:**

- A. Each coach will receive a first aid kit, a cooler, and an ice chest. Water bottles are available to use instead of coolers. On a daily basis the coach is responsible to pick up equipment and return it. All equipment shall be returned at the conclusion of the season. **DO NOT** leave the equipment outside of the training room (lock it up in another office area).
- B. All equipment will be labeled and you will be assigned a number. If any equipment is damaged or lost it will be your responsibility to report it to the Athletic Trainer and the Director.
- C. Contact the Director immediately with any problems or concerns.

**BUDGET**

Each sport has a budget, which must be closely followed. For all sports, the Head Coach at the varsity level should direct all requests for both varsity and sub varsity to the Director. Although administered with the help of the head coach, the budget is the responsibility of the Director. Head coaches should submit a budget each season, which will be reviewed by the Director. Once approved, purchases will be made. Every effort will be made to provide necessary equipment, uniforms and gear for all teams. However, requests for items which are nonessential, or deemed inappropriate for competition or inconsistent with the Athletic Department's philosophy will receive immediate denial.

## **COACHES' CHECKLIST**

Head coaches should use these checklists to insure that important items are completed in the proper manner as described in this manual.

### **PRE-SEASON:**

#### **A. Eligibility**

Prior to the first practice session the coach must insure that the following has been accomplished:

1. Medical release for all squad members
2. Academic eligibility release for all squad members
3. Student-Extracurricular Code of Conduct form must be reviewed and signed.
4. Emergency information cards have been completed for each athlete and submitted to the athletic trainer during the first week of practice.
5. Handbooks, Parent Communication Pamphlet.

#### **B. Equipment/Facilities**

1. Confirm inventory: add any new equipment and submit written confirmation of uniforms/equipment.
2. Requests for next year's budget are submitted to the Director when requested.
3. Facility requests are submitted at least 3 weeks prior to practice (update accordingly).
4. Submit work requests if something is damaged or interferes with the field of play.

#### **C. Administrative**

1. Review the schedule and request necessary changes. It is important to do this as soon as possible.
2. Submit a pre-season practice schedule to the Director.
3. Final rosters shall be submitted to the Director when requested, or when team is finalized.
4. Head coach and/or assistant coaches must attend the pre-season coaches meeting. When a meeting is scheduled during the year for a specific season it is the responsibility of the coach to have someone represent the program at the meeting. Each coach must hold a parent meeting regarding their respective teams to go over handbooks, team rules/procedures, parent communications, schedules, directions to school (travel logs) and concerns.

### **IN-SEASON:**

#### **A. Practices**

1. Saturday and off-day practice times must be submitted to the Director as early as possible prior to practice.
2. Custodial and/or maintenance requests must be submitted to the Director with sufficient time for implementation.
3. Practice on school days must be until 4:30 pm.

#### **B. Administrative Requirements**

1. The Head Coach shall report any unusual incident on any level to the Director immediately after the event following the offense.
2. The Head Coach shall submit dismissals or suspensions to the Director immediately, with a written report.
3. All disciplinary actions concerning team players must be reported to the Director.
4. State playoff and entry forms must be returned to the Director when requested.
5. The head or level coach should complete a Removal From Roster form within five days of an athlete's departure from the team. This must be handed into A.D.

## C. Miscellaneous

1. Requests for in-season or post-season special events (banquets, Parent's Day, Senior Recognition Day, etc.) must be planned with the Director.
2. Award recipients' names shall be submitted to the Director upon request.

## POST-SEASON:

### A. Collection of Equipment

1. The Head Coach is responsible for the collection of equipment and uniforms. The Director will distribute the inventory form for the coach to complete. The coach may use his/her own form.
2. The Head Coach and staff will attempt to collect all equipment, keeping the Director abreast of any concerns or problems.
3. The Head Coach will submit a list of student-athletes' names and items they have not returned to the Director with the cost of the item to be replaced.
4. The coach must submit in writing the number of uniforms and equipment to be cleaned or reconditioned.

### B. Administrative

1. The Head Coach shall attend the Shore Conference All-Star selection meeting (where applicable).
2. The Head Coach shall complete the end of season report and submit it to the Director, within five days of completion of the season.
3. The Head Coach and assistant coaches will return all keys to the Director at the conclusion of the season.

## CUTTING

Coaches must complete any squad reductions (Cutting) before the first regularly scheduled game. A candidate cut from a team may try out for another sport that season.

Cutting should be done in a courteous manner. No general announcement should be made; no lists should be hung.

## DISTRIBUTION OF UNIFORMS AND EQUIPMENT:

- A. High school and middle school coaches will inform the Office of Athletics regarding the distribution of uniforms. All coaches must make an appointment with the Director 10 business days in advance of the equipment distribution date.
- B. The **Head Coach**, or designee, must be present at the site of distribution to assist in this process.
- C. Only those students who are eligible will receive a uniform and equipment.
- D. If a student-athlete is not present on the day of distribution the coach may:
  1. Sign a uniform out for the student-athlete and record it.
- E. Coaches are required to keep a record of any extra uniforms and equipment.
- F. It is the coaches' responsibility to make sure that all team members are issued correct uniforms and equipment. No student-athlete shall be issued a second uniform prior to returning the first one to the coach. Special situations (including lost uniforms) will be arranged through the coach.
- G. When a student-athlete leaves the team prior to the end of the season each coach will be responsible for completing a report. This report is to be completed within five days for any student-athlete who has left. Coaches are to attempt to collect all uniforms and equipment.
- H. The Head Coach will be responsible for collecting all uniforms and equipment after their season has ended utilizing the form provided by the Director. The Head Coach will arrange a date and time with the Director prior to returning all uniforms. If there are any problems with collecting a uniform and equipment, the coach is to report it immediately to the Director.



- I. Coaches who wish to keep any equipment after the season must get approval from the Director.
- J. Student-athletes who miss the designated collection date, will be ineligible for any extra-curricular activity for the remainder of the year or until his/her obligation is fulfilled. The Director will deal with special situations.

## **FUNDRAISING**

The Board of Education attempts to provide an adequate budget for necessary equipment and uniforms. From time to time coaches see the need for items that are not budgeted. Fundraising is a possible way of procuring the necessary money.

Guidelines:

1. The Director or building administration person is responsible for coordinating fundraisers. The Director must approve all fundraising activities before students are involved and money changes hands.
2. All monies must be turned into activity account coordinator.

## **PROCEDURES DURING AN ALTERCATION**

In competition, a coach should defend the rights of the team at all times, but not in open and flagrant conflict with officials or opposing teams. Disagreements with officials should be conducted in a professional manner. This will prevent inciting players and spectators, as well as improving any chance of overturning an official decision or ruling. The NJSIAA is quite explicit in outlining the coach's role in any type of disturbance at a game, and his/her responsibility in helping to control the situation rather than contributing to it. Always be discreet in reprimanding student-athletes in the presence of spectators and teammates.

Guidelines:

1. The Head Coach should immediately come to the aid of the officials in restraining the combatants.
2. The assistant coach(es) should attempt to make certain that no player leaves the bench area under any circumstances.
3. In the case of only one coach in attendance, the coach should first keep the remaining players on the bench, then proceed to help the officials.
4. Each coach should review, at least twice during the season, the policy and the penalties to be assessed with his/her team should this occur.

## **PUBLICITY**

All Head Coaches are responsible for providing the necessary information concerning press publicity for their individual sports. Head Coaches are required to enter their rosters, schedules and team information and to report their weekly results to [njschoolsports.com](http://njschoolsports.com). If you do not know your school code or encounter problems, please contact [support@njschoolsports.com](mailto:support@njschoolsports.com). Please check the accuracy of your team records, rosters and team information before the tournament cutoff date.

## **PLEASE NOTE:**

1. Secure first and last names of every player on both teams before the contest (if needed).
2. Make note of Shore Conference and overall records before the contest.
3. Have your student reporter call if games are cancelled because of weather.

## **PUBLICITY IN SCHOOL AND LOCAL COMMUNITY**

It is the responsibility of each coach to announce and post dates for team meetings and try-out practice dates. All students must have an equal opportunity to participate, and publicizing helps assure full exposure. Whenever possible, use the morning announcements, school bulletin boards and team webpages to publicize try-outs, upcoming games and game results. The teams and the school district can benefit from publicity within the school and local community. Student recognition is the responsibility of each coach. The coach must inform the Director of any recognition information that comes in so that it can be distributed, if necessary, to other areas. Note that you must have the approval of the Director before distributing information to the students regarding recognitions.

## **RECRUITING**

Coaches should make every effort to encourage or recruit more students to participate in his/her sport. However, there should be no effort to recruit or lure students from other sports taking place during the same season. Athletics is voluntary and the student should be free to choose. We must not attempt to influence an athlete to select one sport over another. If your opinion is requested, give the student or his/her parents your honest opinion. Be certain that all of those involved understand that this is strictly your opinion and does not necessarily guarantee success. In some cases, you may find a student-athlete is undecided as to what activity he/she should enter. Despite the fact that it may cost you a student-athlete, tell him/her truthfully what you think his/her chances will be. If you believe he/she will be much more successful in another activity, do not hesitate to indicate so. The important thing is participation.

Recruiting of the athletes from other schools is prohibited. This includes elementary school, middle school and other high schools. However, participation in program presentations, planned by the Director, at the middle school is encouraged.

## **REMOVING TEAM FROM PLAYING FIELD/COURT**

### Article IX N.J.S.I.A.A. Handbook (p.40) Section 2.F

“Coaches must be cautioned not to refuse to play or complete a game/meet. Such decisions are within the jurisdiction of the game/meet officials once game/meet has started, or rest with home management and/or tournament director if the game/meet has not started”.

### Hazing - Article IX, Section 2E

Penalty – Any school whose coach violates Section 2.E shall be placed on probation by the Association for not less than one year from the date of violation, and shall not receive championship recognition from this Association in that sport, or enter any championship games, matches, meets, or tournament sponsored by the Association in that sport unless the N.J.S.I.A.A deems sufficient administrative action has been taken against the coach. Conditions of probation are outlined in the Bylaws, Article X, and Section 2.A. Probation. The coach is subject to the policies of the Lakewood School District.

## **SUPERVISION AND LOCKER ROOM SECURITY**

In order to avoid damage or theft in the locker room facilities, the following should be followed by the coaching staff. These suggestions are for your own protection as well as the student-athletes and facilities.

1. All coaches are to remain in the building until all athletes have left the building/grounds. Student-athletes waiting for rides are to wait outside of the school building. If a student-athlete must wait inside of the building because of the weather, a member of the coaching staff is to be assigned to remain with him/her.
2. Doors, wherever possible, should be locked including lockers and the locker room. All coaches are to encourage student-athletes to make use of combination locks on their lockers while practicing or competing in athletic events.
3. Any athletic injury treated by use of the whirlpool may be done so only if the Athletic Trainer or Coach accompanies the athlete into the training room.
4. When student-athletes are present, at least one member of the coaching staff should be assigned to the locker room area for supervision at all times. It's the responsibility of each coach to supervise their team in the locker room.
5. Student-athletes may not use the Team Rooms during the regular school day without the coach's supervision.
6. Lockers in the locker rooms should be used during practice or game hours only.
7. Please direct student-athletes that showers are to be turned off before leaving the locker rooms.
8. **Do not give keys to student-athletes to unlock any area.** If a situation arises where the student-athlete must use your keys, remember to retrieve them immediately.
9. Student-athletes should not roam freely through the building after/prior to practices. Instruct student-athletes as to the time supervised locker rooms will be open, and to leave the building at the conclusion of practice/game. Note that if the athletes leave materials, equipment, etc. outside the locker room it is the coaches' responsibility to secure the materials.

## **TRAVEL (away contests)**

1. Early dismissal – email roster to the Athletic Office at least 48 hours in advance. **All early dismissals must be approved by the Administration.**
2. Attendance will be taken on the bus, prior to departure, and prior to return. Student-athletes can only be released to parents/guardians at away events if a travel release form is completed. It is strongly urged that all student-athletes return with the team to the school. Student-athletes wishing to be picked up by parents/guardians must have prior approval.
3. The coach will check the locker room, prior to the team entering and before leaving for home. This will insure that no criticism could be made of his/her team's use of the facility.
4. Student-athletes should be instructed on proper bus conduct. Only students on the roster may be permitted to ride on buses.
5. A coach should be the last person off the bus upon returning to the school and check for any damage or equipment left behind.
6. A coach must submit a list of student athletes and managers traveling on the school bus to the Office of Athletics, the building administration and the trainer (if applicable). If an emergency occurs, we will know who to contact.
7. It is mandatory that head coaches ride the bus to away games with the team unless cleared by director.

## WEEKEND USE OF FACILITIES

Please be advised of the following when use of locker room facilities is needed for both planned athletic events or practice activities on weekends or other days when additional custodial coverage is needed because school is not in session.

1. Athletic facility use requests must be turned into the athletic office **a week or more** prior to the date or dates requested.
2. No athletic facility use request forms are needed for scheduled athletic events as they are planned by the Office of Athletics.
3. On Saturdays or other days when school is not in session, student-athletes under their coaches supervision will enter the building by way of the athletic locker rooms or nearest doors. The coaches are in charge of opening and locking doors when all participants are out of the building.
4. While in the building, student-athletes are restricted to the gym and locker room areas unless accompanied by a coach.
5. Coaches must remain with their student-athletes until all those under his/her supervision have left the building/grounds.

## MISCELLANEOUS

- A. Any keys assigned are a pass to a considerable amount of valuable equipment. Guard them closely. **The keys must not be duplicated.** See key registration form.
- B. Each coach is responsible for keeping all offices and other room doors closed and lights out which they have accessed. The last coach out of the building is responsible for checking windows and outside doors, unless other arrangements have been made. Do not permit student-athletes in the locker room without supervision. Offices and locker rooms must be kept neat and clean at all times.
- C. Athletic staff meetings will be held when necessary. If a coach would like to institute a staff meeting, please notify the Director with the proposed agenda items.
- D. All coaches who are members of the teaching staff are required to attend all building, departmental, and faculty meetings unless excused by the school administration.
- E. When officials fail to arrive, it is the decision of the Director and administration whether to play the game. Every effort will be made to play the game.

## **ASSISTANT COACH**

### **Reports to Head Coach in conjunction with the Director**

The Assistant Coach supervises the athletes and team assigned to him/her and assumes supervisory control over all athletes in the program when such control is needed. It is the intention of the Board that this job description will guide the Assistant Coach regarding his/her functions and responsibilities. In performing all functions contained herein, and any other attendant to his/her duties as Assistant Coach, it is understood that a coach shall exercise common sense, good judgement, and shall perform his/her job responsibilities consistent with the total educational philosophy of the Lakewood School District.

The Assistant Coach shall not engage in unsportsmanlike conduct. Examples include, but are not limited to:

- A. obscene language or gestures
- B. berating officials
- C. using physical force
- D. throwing objects in anger
- E. encouraging intentional violation of rules

### **JOB GOAL**

The Assistant Coach's job goal is to carry out the aims and objectives of the sports program as outlined by the Head Athletic Coach and to instruct athletes in the fundamental skills, strategies, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student will receive instruction, which will lead to good sportsmanship, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

### **EVALUATION PROCEDURE**

- A. The Director will complete the written evaluation form for each coach at the conclusion of each season. A conference between the coach and Director will be conducted before signing. This evaluation will be used to determine the status of the coach for the following season.
- B. The Director, along with the head coach, will discuss the evaluation of the assistant coaches.

**Primary duties for the Assistant Coach are as follows:**

1. Displays sportsmanship and behavior that reflects positively on the Lakewood School District and sets a positive example for team athletes.
2. Plans, organizes and implements an interscholastic program consistent with the total educational philosophy of the Lakewood School District.
3. Coach individual participants in skills necessary for achievement in the sport involved.
4. Plans and schedules a regular program of in season practice. Serves as a resource person for his/her staff.
5. Recommends purchases of equipment, supplies and uniforms.
6. Maintains necessary rosters and similar paperwork. Communicates with Middle School coaches to articulate coordination of effort.
7. Oversees the safety conditions of the facility or area in which their assigned sport is conducted. Fills out work requests accordingly for each job to be done.
8. Assists in the collection of equipment and supplies.
9. Enforces discipline and sportsmanlike behavior at all times, and assists in establishing and overseeing penalties for breach of such standards by individual students.
10. Establishes performance criteria for participation in interscholastic competition.
11. Ensures that all eligibility requirements for every member of his/her team conform to NJSIAA and Conference guidelines and Board of Education standards.
12. Plans for the supervision of all students involved with his/her coaching assignment.
13. Performs other jobs related to the athletic program as directed by the Head Athletic Coach and/or Director.
14. Scouts opponents as requested by the Head Coach (to be reasonably assigned and shared with others as appropriate).
15. Holds parent meetings to go over rules, handbooks, communications and any other information as directed by the Administration and Head Coach.

**TERMS OF EMPLOYMENT**

An Assistant Coach is employed for one season as stipulated by the current agreement between the Lakewood Teachers Association and the Lakewood Board of Education. Each coach must reapply on a yearly basis and be re-appointed prior to each season.

**FUNDRAISING**

The Board of Education attempts to provide an adequate budget for necessary equipment and uniforms. From time to time coaches see the need for items that are not budgeted. Fundraising is a possible way of procuring the necessary money.

**Guidelines:**

1. The Director or building administration person is responsible for coordinating fundraisers. The Director must approve all fundraising activities before students are involved and money changes hands.
2. Refer to the school policy dealing with money handling and fundraising (see Director).

## **PROCEDURES DURING AN ALTERCATION**

In competition, a coach should defend the rights of the team at all times, but not in open and flagrant conflict with officials or opposing teams. Disagreements with officials should be conducted in a professional manner. This will prevent inciting players and spectators, as well as improving any chance of overturning an official decision or ruling. The NJSIAA is quite explicit in outlining the coach's role in any type of disturbance at a game, and his/her responsibility in helping to control the situation rather than contributing to it. Always be discreet in reprimanding student-athletes in the presence of spectators and teammates.

### **Guidelines:**

1. In the case of only one coach in attendance, the coach should first keep the remaining players on the bench, then proceed to help the officials.
2. The Head Coach should immediately come to the aid of the officials in restraining the combatants.
3. The assistant coach (es) should attempt to make certain that no player leaves the bench area under any circumstances.
4. Each coach should review, at least twice during the season, the policy and the penalties to be assessed with his/her team should this occur.

## **Volunteer Coach**

### **Reports to Head Coach/Assistant Coach in conjunction with the Director**

The Volunteer Coach, in conjunction with the Head/Assistant coach, supervises the athletes and team assigned to him/her and assumes supervisory control over all athletes in the program when such control is needed. It is the intention of the Board that this job description generally guides the Volunteer Coach regarding his/her functions and responsibilities. In performing all functions contained herein, and any other attendant to his/her duties as Volunteer Coach, it is understood that a volunteer coach shall exercise common sense, good judgment and shall perform his/her job responsibilities consistent with the total educational philosophy of the Lakewood School District. The Volunteer Coach must fill out the Volunteer paperwork, be Board approved and fingerprinted prior to working with their team.

At no time is a Volunteer Coach to be alone with the athletes. The volunteer coach is always under the direct supervision of the Head or Assistant Coach. At no time is a Volunteer Coach to initiate first aid. A volunteer coach must make application for the position each year to the Director and the Assistant Superintendent of Personnel.

The Volunteer Coach shall not engage in unsportsmanlike conduct. Examples include, but are not limited to:

- A. obscene language or gestures
- B. berating officials
- C. using physical force
- D. throwing objects in anger
- E. encouraging intentional violations of rules

## **QUALIFICATIONS**

1. Recommendation of the Head/Assistant Coach
2. Completion of NJ criminal background check
3. Approval of the Board of Education

## **JOB GOAL**

The Volunteer Coach's job goal is to carry out the aims and objectives of the sports program as outlined by the Head/Assistant Athletic Coach and to instruct athletes in the fundamental skills, strategies, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student will receive instruction, which will lead to good sportsmanship, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

### **Primary duties for the Volunteer Coach are as follows:**

1. Displays sportsmanship and behavior that reflects positively on the Lakewood School District and sets a positive example for team athletes.
2. In coordination with the Head/Assistant coaches, plans, organizes and implements an interscholastic program consistent with the total educational philosophy of the Lakewood School District.
3. Assist individual participants in the skills necessary for achievement in the sport involved.
4. Recommends purchases of equipment, supplies, and uniforms to Head Coach/Assistant Coach.
5. Maintains necessary rosters and similar paperwork as directed by the Head Coach/Assistant Coach.
6. Oversees the safety conditions of the facility or area in which their assigned sport is conducted.
7. Assists in the supervision in conjunction with the Head/Assistant coach of all students involved with his/her coaching assignment.
8. Performs other jobs related to the athletic program as directed by the Head Coach and/or Director.



## **GENERAL INFORMATION FOR ALL COACHES**

### **COMMUNICATION**

Anything pertaining to athletics should be directed to the Director who, in turn, will bring the matter to the Principal, Assistant Superintendent, and Superintendent.

A coach should not deviate from this procedure by opening discussions with anyone other than the Director. If someone approaches any coach, the coach should be cordial and tell him/her the matter will be brought to the Athletic staff's attention.

### **DISQUALIFICATIONS**

Coaches must report ejections immediately. Any coach or player ejected from a game will be suspended for two additional games, one game in football, as mandated by the NJSIAA. In addition to these suspensions, each coach or player will meet with the Director. At this time further suspensions and penalties may be enacted. In case of subsequent ejections, suspensions will be appropriated in accordance with the NJSIAA's rules and regulations. The school administration will review these ejections. The school reserves the right to enact further disciplinary actions for any ejection.

After the second disqualification of an individual, the penalties are doubled. After the third disqualification, possible ineligibility from athletics may result for part or all of the remainder of the school year.

If a 12<sup>th</sup> grade student is disqualified from the last contest of the season, he/she must sit out 2 regular-season games in his/her next sport participation. An underclassman, when disqualified, must sit out the next 2 regular season games in that sport, even if the suspension extends to the following season.

**Suspension is defined as not being in attendance at a game in any way.** After any disqualification, the school administration may increase the penalties beyond that of the NJSIAA.

### **FUNDAMENTALS, TECHNIQUES, AND RULES**

Each coach, in conjunction with the Athletic Trainer, is to demonstrate the proper fitting and use of athletic equipment. Coaches should instruct students in the proper and legal techniques and fundamentals of the particular sport, as well as the rules of the game. Where applicable, the coach should warn students of the dangers of injury if proper technique is not followed.

### **NON-STUDENT PARTICIPATION POLICY**

Non-students are not to participate in any phase of practice, conditioning, riding the bus, or any other activity without seasonal approval from the Director.

## **PLAYING TIME – FRESHMAN/JV/VARSITY OR MIDDLE SCHOOL**

It cannot be emphasized enough that if a player makes the team he/she should play. An up to date roster must be on file in the Director's office at all times for each sport.

On the Freshmen, JV, and lower levels, the emphasis is on player participation and not necessarily on win-loss records. On the varsity level, while wins and losses are more important, every effort must be made to have each player be a significant part of the team.

In matters dealing with team management, each coach should make all efforts of identifying what role each player will have in the program. This should include playing time.

## **REPORTS**

Game reports are to be handed into the Director within 24 hours following the competition. Team information and reports will now be submitted by each coach at each level onto their webpage. All information, including, but not limited to scores, season recaps, rosters, calendars and updates will be the responsibility of the coach to keep up to date on their webpage.

## **SCHEDULING**

All scheduling will be done through the Director. Coaches may assist in the securing of opponents for open dates only with prior approval. Only games, which are finalized through the opponent's Director, not a coach, will be considered binding and valid. It is the responsibility of each Head Coach to discuss all scrimmages with the Director. A pre-season scrimmage schedule must be presented to the Director so that confirmation can be made at least four weeks prior to the start of the season.

## **SECURITY**

The Director will distribute athletic facility keys to those school personnel who use the building in season, if applicable. At the end of each season, the keys must be returned promptly to the Director's office. A return document must be signed and dated by the coach and the Director. Advise students to minimize the possibility of losing property by keeping valuables locked and by keeping equipment and belongings together in a locker. Common sense and caution will prevent many problems.

## **SPECIAL EVENTS AND PEP RALLIES**

Coaches are encouraged to have planned special events appropriate to their sport. These should be done periodically throughout the season. All special event plans must be reported to, and approved by, the Director.

Pep rallies/assemblies will be organized for each sport season. The planning and implementation of these events are the responsibility of the senior class president, principal, and the Director. The coaches of the teams in season are expected to cooperate with the planners in any way necessary to make the rally a success.

If student athletes are going to speak or do a skit type activity, the coach should review what is to be said and done to insure appropriateness on the behalf of the Athletic Department.

## **TEAM MEETINGS**

Coaches should hold a minimum of three team meetings per season. The first two meetings should be held before practice begins to explain to potential players and parents of the players the requirements and responsibilities of participating in that sport at that level. By clearly explaining team membership requirements prior to the start of the season, coaches may avoid conflict during the season. The second required meeting should be held following the season, to “wrap things up,” give coaches’ views on the season, present any team awards, explain out-of-season training and collect equipment. A coach can summarize the season and set a positive tone for the following year. The Director must approve any other meeting dates.

## **TEAM RULES/CODE OF CONDUCT**

Each coach must establish his/her own set of team rules and accompanying penalties. These rules must have the prior approval of the Director. Each coach must put team rules in writing, and a copy given to each candidate to be signed and returned by the candidate and his/her parent/guardian. A copy must be given to the Director prior to the first athletic contest. Consistency by all coaches in the implementation of penalties is of utmost importance.

Each coach is responsible for alerting the Director when any team rule or Code of Conduct has been violated resulting in disciplinary action that could result in removal from the team.

The Board of Education is the final authority when disciplinary action is taken.

## **USE OF TWO-WAY RADIOS**

- A. Two-way radios (transmitters) have been purchased to maximize communications in the event of an emergency. The following guidelines are to be followed to insure their proper use, care, and safety:
1. Coaches will be assigned a two-way transmitter by the trainer and will be responsible for its daily use and safe return each day. Whenever possible, a coach (team) will be assigned the same radio each day.
  2. The athletic office will be responsible for distributing the transmitters each season.
  3. The coach must keep the radio on his/her person at all times. To maximize communication and insure the safety of the radio, it is not to be left in the medical kit, on the team bench, etc. It should be attached to the belt or waistband of the coach’s attire.
  4. The coach/staff member should be the only person to use the transmitter unless the situation dictates otherwise.
  5. The coach must personally return the transmitter to the athletic office at the conclusion of the season. For security reasons and because they must be recharged overnight, radios are NOT to be left in the coaches’ offices or weight room. .

The procedure can pose some inconvenience, but remember that you are liable when injuries are not treated as promptly as possible.

**PLEASE NOTE:** The cost to replace a radio is approximately \$400. Please be careful not to damage or lose it.

## **MEDICAL-AWAY CONTEST PROCEDURES**

In all cases when time is most important and hospitalization seems necessary, the coach will:

1. Contact the personnel of the host school and follow the emergency procedures of that institution.
2. If only one coach is present, he/she must remain with the team for the remainder of the contest and the trip home.
3. If an Assistant Coach is present and it seems necessary and advisable, he/she may accompany the injured athlete.
4. The student's parent/guardian must be informed as soon as possible. Notify the Athletic Trainer, Director or building administration if it is very serious.
5. On the day following the accident, the Athletic Trainer must be informed and an injury report filed in the Athletic Office. The Athletic Trainer will make contact with the school nurse to inform her of the situation. A report will be filled out by the Athletic Trainer.

## **SITE SUPERVISOR**

### **Reports to the Director**

**Primary duties for the Site Supervisor are as follows:**

1. Meet on a seasonal basis with the Director to review upcoming events and any specific concerns or circumstances.
2. Implement staff schedules for workers such as ticket takers, ticket sellers and security personnel (to be reviewed with the Director prior to confirmation).
3. Report to Director one and one half hours (90 minutes) prior to the start of the athletic event.
4. Pick up officials' pay vouchers and have them follow procedure for completion. Return vouchers to the Director's office at the conclusion of the event.
5. If there is an entry fee being charged pick up ticket box, confirm cash and ticket numbers, distribute to ticket sellers and open gates and/or entrances. Upon conclusion of event, count all monies collected, verify against tickets sold, complete ticket disbursement form and return to Director's office.
6. Obtain a two-way radio from the Athletic Trainer. Review any special circumstances for the day's contest with other personnel assigned to the game.
7. Inspect game field, track, or court facility for any unusual situations.
8. Set up scoreboard if applicable, position microphone and queue national anthem. If introductions are being made complete announcers' form. Break down and remove scoreboard and clock at conclusion of contest.
9. Introduce and position any uniformed police.
10. Welcome visiting team and escort them to applicable sidelines or locker rooms; introduce them to the Athletic Trainer and confirm any needs or special instructions.
11. Welcome officials, escort them to locker room, and complete officials' pay vouchers. At the conclusion of the contest escort the officials out of the building or off the field.
12. When multiple gates are being used (Football) be sure to visit all gate areas to check on problems or concerns.
13. During half time (if applicable) visit both locker rooms and officials to verify any problems or concerns.
14. Before the conclusion of the contest position workers in appropriate areas to prevent spectators from coming onto the game field or court. Escort visiting team out of facility.
15. Meet with the Director at the conclusion of contest to review any issues or concerns (if applicable).

## **GAME SITE MANAGEMENT**

Practice and game fields and facilities are to be monitored and inspected prior to utilization by each coach in order to maximize safety. Any problems with a specific site are to be immediately forwarded to the Office of Athletics. The Director, Site Supervisor, or the Athletic Trainer will coordinate the immediate correction of any problems with the grounds crew.. All coaches must inspect the areas in which the activity commences to double check the field of play.

A Site Supervisor should manage all home games. All specifics relating to the management of the site will first be coordinated between the Site Supervisor, the Office of Athletics and the coach.

When at a home site, the head coach and/or Site Supervisor is responsible for greeting both the opposing team and the officials. The Site Supervisor is to ensure that the opposition and the officials are as comfortable as possible.

## **SITE SUPERVISOR SPECIAL NOTES**

1. When multiple events occur at the same time (i.e. fall and spring) the site supervisors are to use a vehicle to travel between events.
2. In case of a medical emergency the Site Supervisor is to contact the Athletic Trainer or the Director by using the walkie-talkie or any other approved device. If severe circumstances occur the Site Supervisor is to use 911 at his/her discretion. Any circumstances such as inappropriate behavior by a spectator, field condition problems or any other circumstances out of the ordinary should be reported to the administration.

## **CROWD CONTROL PERSONNEL**

**Primary duties for Crowd Control Personnel are as follows:**

1. Report one and a half hour (90 minutes) before the start of the game/match.
2. Set up scorer's table and break it down at the end of the game.
3. Assist coach with special requests before and after the game.
4. Meet and escort visiting team to and from the locker rooms. Secure the locker room area. Open the lockers at half time for the teams.
5. Meet and escort officials to locker room area.
6. Distribute, verify (especially signatures) and collect vouchers. Vouchers are to be forwarded to the Office of Athletics.
7. During the game position yourselves at opposite ends of the gym/field to supervise the crowd. Be mobile to check hallway and bathroom. At half time keep spectators off the floor/field.
8. At the end of the game open the locker room for the visiting team and officials. Escort the visiting team out of the building to their bus.
9. Supervise the exit of spectators from the gym/building.
10. Attempt to enforce loss of privileges/suspension lists.
11. Wear armband (clothing attire) for identification purposes.

## **ATHLETIC TRAINER**

### **Reports to District Director**

#### **Primary duties for the Athletic Trainer are as follows:**

1. Shall provide injury evaluation, emergency care, treatment and rehabilitation to student-athletes.
2. Shall insure that all student-athletes meet state and local medical clearance regulations.
3. Shall monitor student-athletes for health related concerns during practices and games.
4. Shall assist coaches in utilizing appropriate guidelines relating to exercise and stretching, weight conditioning, and hydration.
5. Shall maintain accurate records of all athletic physicals.
6. Shall maintain accurate records for all athletic injuries and treatments, coordinates accident reports, insurance claims, and referrals.
7. Shall maintain training room and modalities in a safe, hygienic, and professional manner.
8. Shall communicate with coaches, parents, and physicians as necessary to obtain the best possible care for injured student-athletes.
9. Shall develop and oversee a viable student-training program.
10. Shall assist in providing all necessary and relevant safety equipment (i.e. first aid kit) for all teams.

## **ATHLETIC APPROVED PERSONNEL POLICY**

- A. **Only District appointed or contracted coaches are to instruct, supervise, or moderate practice sessions or competition.** Due to liability concerns, no one, other than a coach, Athletic Trainer, or administrator is allowed at practice, in locker rooms, or on game fields, or on team benches at any time.
- B. Coaches should be the first to arrive for practice and the last to leave. Without proper supervision, there is no way to ensure security and safety. If a coach must leave practice for an emergency, the assistant coach shall then be in charge. If no assistant is present, the coach may not delegate authority to anyone that is not a coach and thus should terminate practice. Outsiders, parents, even other teachers should not be considered competent to continue practice.