

**KINGSWAY REGIONAL SCHOOL DISTRICT**

***COACHES  
MANUAL***

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**Approved**

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# **KINGSWAY REGIONAL SCHOOL DISTRICT**

## **COACHES MANUAL**

### PHILOSOPHY OF ATHLETICS

Interscholastic sports are a part of the educational program of the high school/middle school. Interscholastic competition supplements the work of the physical education classes. It is intended to provide an outlet for the energies of those students who will benefit from it. Participation is encouraged to promote moral standards such as good sportsmanship, dedication to duty, cooperative group work, a love of fair play, courtesy, self-control, and to contribute to the morale of the school.

If these desirable outcomes are to be realized, certain standards must prevail:

1. It should be recognized that interscholastic sports must be a harmonious part of the total school program, and should not be emphasized to the extent that the educational aims of the school are overshadowed.
2. Although teams should be well coached, well conditioned, and play hard to win, undue emphasis on winning must be avoided.
3. Every care must be exercised to prevent the exploitation of the participants. This includes not only physical exploitation, but also less tangible effects that grow out of excessive publicity, and the extremes of praise or blame sometimes heaped upon players.
4. Good athletic relationships with other schools shall be established by developing the defined standards among the spectators, as well as the teams.

## PHILOSOPHY OF COACHING

### I. DEFINITION OF GOOD COACHING

We believe that good coaching can be defined as the ability to help a youngster develop into the best possible person, as well as athlete. We want our athletes to recognize and learn to apply the concepts of commitment to their everyday lives. Good coaches are good teachers. Most coaches understand the game, and know how things should be done. A good coach has the ability to give his/her players an understanding of the game, and gets them to do what has to be done.

A great coach defines discipline in four steps:

1. Doing what has to be done;
2. Doing what has to be done when it has to be done;
3. Doing whatever has to be done as well as you can; and
4. Doing it that way all the time.

### II. TEACHING, COACHING AND MOTIVATING

Nowhere more than in athletics and activities will you find teachers teaching what they want to teach, to students whom are learning what they want to learn.

The belief is that the teacher/coach who is most successful is the one who motivates honestly. The thought is that while many successful coaches rely on gimmickry to motivate their players, using classroom techniques achieve better and longer lasting results. These include:

1. Knowing exactly what you want to teach, and how you want to teach it.
2. Learning to express your thoughts clearly and concisely to all of your athletes.
3. Demanding that the athlete understands and performs the task in the way you want it done, tolerating nothing less.
4. Being yourself, honest, enthusiastic.
5. Constantly evaluating and adjusting your coaching plans and methods.

### III. PLAYER/COACH RELATIONSHIPS

Am I the type of coach for whom I'd want my son/daughter to play?

Answering this question helps a coach in the relationships he/she develops with his/her players.

A coach must be a role model. There must be no smoking, cursing, or drinking when you are involved as a coach for Kingsway. You can't ask your players to do anything that you aren't willing to do yourself. Additionally, you must develop perspective and sensitivity, as you are dealing with individuals with multifaceted personalities during an impressionistic time in their lives.

\*In today's athletic environment, there is greater public awareness and sensitivity to the behavior and demeanor of coaches. It is expected that all Kingsway coaches conduct themselves in a professional manner at all times. The use of profanity, public tirades, and demeaning comments to or about players and officials will not be tolerated. Violations will result in official disciplinary action in the form of a written reprimand, which will also be referenced in the end of season evaluation. Also, any violation will be taken into consideration when making recommendations for re-appointments.

Remember, in the role of a coach you are also a teacher.

## STANDARDS FOR HEAD AND ASSISTANT COACHING POSITIONS

### REQUIRED QUALIFICATIONS

#### 1. PERSONAL

- a. Enthusiastic, positive, and forceful
- b. Has concern for personal and physical appearance
- c. Exhibits proper self-control
- d. Acts as an example for players and staff
- e. Shows strong organizational qualities
- f. Relates well to public and press
- g. Works with superiors and follows policies
- h. Translates school policies to student level.

#### 1. COACHING

- a. Shows respect to visiting players and coaches
- b. Faces wins and losses with proper temperament
- c. Acts as head coach should at all times
- d. Teaches and stresses hard and fair play
- e. Concentrates on coaching; lets officials officiate
- f. Insists on good sportsmanship from players
- g. Disciplines or dismisses players should the situation deserve either action
- h. Controls players on the bench, as well as those on the field
- i. Keeps players and staff up to date on rules and policies
- j. Supervises students properly
- k. Accounts for and inventories equipment
- l. Carries out clerical duties of head coach
- m. Carries out specific duties as assigned by the head coach (assistant)

### SCREENING OF CANDIDATES

The Kingsway Board of Education shall take applications from all those interested in seeking a head athletic coaching position. All applicants shall be reviewed to determine his/her credentials. If there is more than one applicant, then priority shall be given to a candidate as follows:

1. The candidate who is employed by the Kingsway Board of Education and holds a teacher's certificate
2. An individual outside of the employment of the Kingsway Board of Education who holds a teacher's certificate
3. A qualified candidate who holds a substitute teacher's certificate pursuant to N.J.A.C. 6:29-3.3
4. In the case of a potential assistant coach, the candidate must be considered acceptable as an assistant coach by the head coach and the supervisor of athletics.

### HIRING PROCEDURES

1. Shortly after the conclusion of each season, the supervisor of athletics will survey the coaches to see if they wish to be reappointed for the following year.
2. The supervisor of athletics, in consultation with the high school or middle school principal, will determine which coaches to recommend for reappointment.
3. A vacancy will be deemed to exist in any position for which it is decided not to reappoint the existing coach, and for which the existing coach indicates he/she no longer wishes the position.
4. Coaching openings will be posted in accordance with the negotiated agreement.
5. The supervisor of athletics will screen the applications of those staff members who express an interest in writing for the coaching vacancies that exist.
6. The supervisor of athletics will compile recommendations for the sports season, combining reappointments with new appointments, and forward those recommendations to the superintendent of schools.
7. The superintendent of schools will review the supervisor of athletics' recommendations and forward his/her own recommendations to the Board of Education.
8. Any position for which no acceptable candidate exists shall be advertised as an opening via locally distributed newspapers.

FACTORS CONSIDERED WHEN MAKING RECOMMENDATIONS FOR A  
COACHING POSITION

1. The job descriptions for head and assistant coaches will be the primary basis for examining the qualifications of candidates.
2. Prospective coaches will have to demonstrate knowledge of the skills and techniques peculiar to the sport for which application is made. Such things as experience playing, coaching, or officiating the sport will be considered.
3. If no applicants for a position exist who can demonstrate the requisite skills, consideration will be given to applicants who demonstrate ability and a willingness to learn those skills.
4. In considering candidates employed by the school district competing with those not employed by the district, the rules currently in effect via the N.J. Administrative Code and its interpretations by the Commissioner of Education and the courts will be followed.  
\*Employees of the Kingsway School District, who are qualified to coach a specific sport, have preference for a position over an adjunct coach.
5. A significant factor to be considered when making recommendations will be the availability of the candidate at the time regularly used for practices and competitions. The coach needs to be present prior to practice sessions and all competitions. District elementary and middle school teachers whose schedules require them to be at their assignments during scheduled practice and/or competition times will be employed as coaches only if appropriate schedule adjustments can be made without a negative effect on either program.

## HEAD COACH JOB DESCRIPTION

### GENERAL SUMMARY STATEMENT

The head coach is directly responsible for the performance of assigned duties and responsibilities to the supervisor of athletics and ultimately to the principal.

### MINIMUM QUALIFICATIONS:

Education: BS/BA Degree (Note: In very special and unusual situations, the county substitute requirements may suffice).

Experience: Should have a background in the sport.

Certification Requirements: Valid New Jersey teaching certificate. Valid county substitute certificate may be used under emergency provisions.

### DISTINGUISHING CHARACTERISTICS

All head-coaching positions require the incumbent to perform the following duties in accordance with school policy and the coaches' handbook. The coach should be knowledgeable of the sport to be coached, be able to manage the total designated sport program and be able to provide instruction and experiences for the students which will enhance their personal, physical, emotional and social growth and development.

### GENERAL DUTIES AND RESPONSIBILITIES

#### The Head Coach will:

1. Plan, organize and implement an interscholastic program consistent with the total educational philosophy of the Board of Education.
2. Coach individual participants in the skills necessary for excellent achievement in the sport involved.
3. Plan and schedule a regular program of practice in season.
4. Work with the supervisor of athletics in scheduling interscholastic contests.
5. Prepare annual budget for equipment, supplies and uniforms.
6. Maintain necessary rosters, inventories, and similar paperwork.
7. Ensure the safety conditions of the facility or area in which their assigned sport is conducted.

8. Keep abreast of current sport knowledge and coaching techniques in designated sport and of the governing policies, rules, regulations, procedures, and eligibility requirements of the District.
9. Enforce discipline and sportsmanlike behavior at all times, and establish and oversee penalties for breach of such standards by individual students.
10. Provide the supervisor of athletics with information that will help in the evaluation of his/her assistant coaches.
11. Encourage academic achievement of all athletes through diligent monitoring and counseling.
12. Meet periodically with his/her staff to ensure consistency with their program.
13. Conduct training sessions with his/her staff prior to the start of the season.
14. Serve as a resource person for his/her staff.
15. Conduct other jobs related to his/her program suggested by the supervisor of athletics and/or the principal.
16. Conform to rules and regulations as stated in the Coaches Manual.

## ASSISTANT COACH JOB DESCRIPTION

### GENERAL STATEMENT

The assistant coach is directly responsible for the performance of designed duties and responsibilities to the head coach immediately, supervisor of athletics directly, and the principal ultimately.

### MINIMUM QUALIFICATIONS

Education: BS/BA Degree of sufficient credits to satisfy the County Superintendent requirements.

Experience: Sufficient experience in participation or related activities to acquire basic skills and techniques of the activity.

Certification Requirements: Valid New Jersey Teaching Certificate or, a valid County Substitute Certificate may be used under emergency provisions.

### DISTINGUISHING CHARACTERISTICS

All assistant coaching positions require the coach to perform duties assigned by the head coach and/or the supervisor of athletics which are associated with the management of the designated sport program, and which provide instruction and experiences for students to help prepare them mentally and physically for athletic competition and to enhance their personal, physical, emotional and social growth.

### GENERAL DUTIES AND RESPONSIBILITIES

1. Keep abreast of current sport knowledge and coaching techniques in the designated sport as well as be knowledgeable of NJSIAA and league rules, regulations and by-laws.
2. Plan and supervise scheduled workouts and games for assigned team and instruct participants in the skills and techniques of the position played in the sport.
3. Attend all contests as requested and provide support for the head coach in decisions and management of assigned sport events.
4. Perform scouting duties as assigned by the head coach.
5. Assist the head coach as assigned in the management of equipment, maintenance of records, issuing athletic awards and other functions associated with promotion and management of the designated sport program.

6. Attend meetings and clinics as requested by the supervisor of athletics.
7. Encourage academic achievement through active cooperation and communication with the teaching staff.
8. Perform other related appropriate duties as assigned by the head coach.
9. Work cooperatively with other coaches, students and school administration.

### NON CERTIFICATED ATHLETIC VOLUNTEER

#### QUALIFICATIONS

1. High School Diploma
2. Additional training or experiences are desirable and encouraged.
3. Desire to work with student athletes.

#### JOB GOAL

To assist the certified coaching staff and enhance the athletic program for our students.

#### PERFORMANCE RESPONSIBILITIES

1. To assist the certified coaches during practice and games.
2. To be actively engaged in the delivery of coaching activities to individuals and/or small groups under the direct supervision of the head and assistant coaches.
3. To confer with coaches regarding game and practice planning and implementation.
4. To provide other services as requested that will be conducive to providing support for coaches and in compliance with NJSIAA regulations.
5. To alert the head coach to any problems or situations regarding an individual student athlete.

6. To conduct self and athletes in an ethical and sportsmanlike manner during practices and contests.
7. To maintain confidentiality of information about student athletes.
8. To work and cooperate with other coaches and athletic aides for the benefit of the student athlete.

#### RESTRICTIONS

1. At all times, the volunteer will be under the direct supervision of the head coach.
2. Responsibility for supervision of students will rest with certificated staff.
3. Volunteers are not to be assigned to a team/program in which their child participates unless the principal and supervisor of athletics provide written permission before recommending to the Board for approval.
4. The administration and/or the Board of Education may terminate a volunteer's participation at any time.

#### EVALUATION

Evaluation will be conducted by the head coach in concert with the supervisor of athletics.

#### SALARY/BENEFITS

This position has no salary or benefits.

## PROCEDURES

### GENERAL

#### 1. SPORTS SEASON

- A. Sport seasons begin and end in accordance with the N.J.S.I.A.A. and Tri-County Conference regulations. These basically are as follows:

Fall Sports:                   24 days prior to the 1<sup>st</sup> regular season  
  contest up to the last scheduled NJSIAA fall event.

Winter Sports               **Monday after Thanksgiving** to March 31, exceptions are  
  swimming/diving and bowling, which begin on Nov. 15.

Spring Sports               First Friday in March to last scheduled NJSIAA event.

- B. There is some overlapping of seasons. The athlete is required to complete one season before participating in the next season. It is understood that an athlete's chances of success will not be affected by his/her later start.

- C. Out-of-season guidelines: N.J.S.I.A.A. Handbook

There are many special out-of-season guidelines that must be adhered to by our coaches. Check with the supervisor of athletics on any matters pertaining to the out-of-season period. "Out of season" is defined as from the end of the season until the next original start of practice date for that specific sport, excluding summer "open period."

### PARTICIPATION REGULATIONS

The following are prerequisites that every candidate for a place on an athletic team must fulfill prior to the first practice session attended:

1. Completion of the Kingsway Regional School District (N.J.S.I.A.A. approved) health screening form for students. This form includes parental permission, athlete's participation request, health history, and physical examination data.
2. Passing of the medical examination given by the school doctor or family physician.
3. Academic eligibility according to current N.J.S.I.A.A. standards and Board of Education policy.
4. Before participating in a sport, all students must be cleared by the athletic trainer, and school nurse, **and must pay the appropriate registration fee.**

A student cannot try out for a sport, quit and then try out for another sport (including weight training) during the same sport season unless he/she quits before the first regularly scheduled game. This means he/she is ineligible for all sports for the remainder of that sports season. (An exception may be granted by a unanimous vote of all head coaches involved, the supervisor of athletics, and the school principal).

A student dismissed from an athletic team for disciplinary reasons is ineligible for any sport (including weight training) for at least the remainder of that sports season.

A student suspended from school may not participate in any way with his/her team during the entire time of discipline.

A student cannot participate in an athletic event (including practices) if he/she arrives after 9:00 a.m. or leaves prior to the end of his/her school day. Prior administrative approval can be given in unusual circumstances.

No student can participate in more than one strenuous sport per season. N.J.S.I.A.A. allows dual participation in the case of non-strenuous sports, as prescribed. Although N.J.S.I.A.A. does not include cheerleading as a sport, a cheerleader may not participate in a sport during the season he/she is participating as a cheerleader, without administrative approval.

- Strenuous sports offered by the Kingsway School District are: baseball, basketball, cross country, field hockey, football, lacrosse, soccer, softball, swimming and diving, tennis, indoor and outdoor track, volleyball, and wrestling.
- Non-strenuous sports offered by the Kingsway School District are golf, and bowling.

## CUTTING

Coaches must complete any squad reductions (cutting) before the first regularly scheduled game. A candidate cut from a team because of lack of ability or interest may try out for another sport that season.

Cutting should be done in a humane manner. No general announcement should be made; no lists should be hung. Coaches should meet in person with each student in question to discuss his/her shortcomings.

### CUTTING GUIDELINES (ADOPTED BY BOARD OF EDUCATION)

1. Any cutting of athletes must be done in a humane way.
2. Do not hang a list of those that were cut, or a list of those that made the team.
3. Cuts must be done individually with the athletes. It is suggested that each athlete meet with the coach, who will then tell the athlete his or her status. This will take away the sense that everyone called in is being cut.
4. Each coach must use written criteria during tryouts, with a rating system that is to be presented to each player, whether he/she makes the team, or not.
5. It should be clear to everyone when the final roster is set.

Reminder: Any senior that has been in the program for the previous 3 years cannot be cut.

6. The coach will meet with each senior to define, IN WRITING, his or her role on the team. Have the senior sign the paper and give them a copy. Signed copies must be submitted to the supervisor of athletics. Also, give each player ideas on what he or she needs to do to change his or her role.

Reminder: It is the head coaches responsibility to make sure that all players on the JV team are given significant playing time. Varsity players must each have a role on the team. The head coach must make every attempt to make sure each player feels like an important part of the team, whether or not he/she is a main player.

## TEAM RULES

Each head coach must establish his/her own set of team rules and the penalties for breaking them. These rules must have the prior approval of the supervisor of athletics, in conjunction with the administration. It is required that these team rules are put in writing, and a copy is given to each candidate. Consistency by all coaches in the implementation of penalties is of utmost importance.

It is impossible to foresee everything that could occur, and there could exist many “loopholes” in the writing of rules. Before severely disciplining an athlete, a coach must discuss the matter with the supervisor of athletics.

A student may appeal any disciplinary action that is imposed. The supervisor of athletics, in conjunction with the principal, will decide if the prescribed discipline is appropriate for the infraction. The student may appeal any decision to the superintendent and the BOE.

## COACHES' WORK SPECIFICS

### PRACTICES

Practices should begin at a reasonable time after school dismissal. In some cases, it is necessary to start practices at a much later time; but the supervisor of athletics must approve these arrangements.

Weekend (holiday) practices are permitted if prior arrangements are made with the supervisor of athletics. Sunday practices/games are held only with approval of the superintendent of schools and only in very unusual circumstances.

The head coach and/or the assistant coach(es) must be present at the beginning of every practice. At least one coach must remain until all the athletes have left the school property. Care must be taken to secure the building and/or the field area that was used by the team. Always assume that you are the last coach to leave, even if you know that someone else is still practicing. Locker rooms must be locked at all times.

After practices/games coaches are responsible for supervising all of their athletes until they leave the school property. A coach must be physically present in the waiting area until all athletes have left.

When a team or individual travels, a certified coach must ride the bus to and from the event.

## SALARY

Coaches will be paid as per the negotiated agreement.

The head coach will be paid upon completion and approval of the end-of-season report. Assistant coaches will be paid when the head coach informs the supervisor of athletics that all their duties have been completed.

Extra pro-rated pay will be issued to coaches of teams that have extended seasons. An extended season is defined as the number of practice and/or game days after the last regularly scheduled season contest. Note: In the case of teams that qualify for sectional championships by simply applying (i.e. track, cross country, and wrestling districts), extra days will be awarded from the first day following the sectionals. A regular season game that was rescheduled beyond the last game of the original schedule does not count as extra days.

## EXPENSES

A coach will be reimbursed for expenses incurred that were previously approved by the supervisor of athletics. Receipts must be presented for reimbursement.

If the principal approves a private vehicle being used for an athletic reason, reimbursement at the established rate will apply.

## COACHING CLINICS

Note: Due to budgetary cutbacks, coaching clinics will not be reimbursable until further notice.

When coaching clinics are re-instated into the budget the following will apply:

### HEAD COACH

Each head coach may attend 2 clinics throughout the year and will be reimbursed for registration, meals, travel, etc, in an amount not to exceed GSA limits (<http://www.gsa.gov>). A person who is a head coach in more than one sport may attend one additional clinic per year; not to exceed BOE limits. Upon submission, a total of one professional day may be approved.

A head coach may attend a clinic that is not in the local area if there are no local clinics being offered on the same or similar topics that the coach/supervisor deem necessary. The reimbursement for attendance at such a clinic will not exceed approved budget maximums.

## ASSISTANT COACH

An assistant coach may attend one clinic per year for each sport coached with reimbursement not to exceed approved budget maximums.

## HEAD AND ASSISTANT COACHES

For those coaches who are district employees, attendance at a clinic will result in a one-day absence from his/her teaching assignment. Any individual coach will be granted only one day excused absence per school year.

A request for absence form must be submitted at least 6 weeks prior to the clinic.

The supervisor of athletics, in consultation with the high school or middle school principal, may deny, partially fund, or fully fund requests of coaches to attend clinics up to the point that the monies budgeted for clinics are exhausted.

## \*PROCEDURE FOR REQUESTING TO ATTEND A COACHING CLINIC

NOTE: All forms must be submitted no later than 6 weeks prior to clinic dates. Refer to Addendum 1-A for detailed checklist when applying for attendance at a coaching clinic.

1. Coach submits a REQUEST FOR LEAVE form, which includes approximate expenses, to the supervisor of athletics.
2. Clinic description and registration must be attached to the above form.
3. Coach submits a TEACHER COVERAGE form to the school principal.
4. Supervisor of athletics will complete a PURCHASE REQUISITION form to the Business Office to pay for registration only.
5. Upon return from clinic, coach will submit receipts for re-imbusement of expenses. Re-imbusement will be for transportation (by the most inexpensive manner), meals, and lodging. NOTE: Re-imbusement will not occur unless a prior request was submitted on the REQUEST FOR LEAVE form.

## AWARDS PROCEDURES

In accordance with Board Policy #5126, the following schedule of awards for student achievement is in effect:

### ATHLETIC AWARDS

A student who completes the season as a member of an athletic team and meets the prescribed criteria, will receive the following:

**For Middle School:     3 inch chenille letter**

**For Freshman Sports   5 inch chenille letter**

For JV Sports -           JV shield

For Varsity Sports -     8 inch chenille letter with an insert depicting the sport, plus a certificate. Subsequent awards in a sport will be a gold-colored symbol of the sport, plus a certificate.

1<sup>st</sup> Year – Chenille letter and pin

2<sup>nd</sup> Year – Certificate and pin

3<sup>rd</sup> Year – Certificate and pin

4<sup>th</sup> Year – Chenille letter plaque and pin

### AWARD GUIDELINES

The head coach will determine the level of award that each athlete on his/her team will receive. As a general rule of thumb, a varsity award is given to an athlete who is a legitimate varsity player. An athlete who consistently practices with the varsity, but does not play too often may be awarded a varsity letter, as per the head coach's decision.

A senior who has completed the season "in good standing" will receive a varsity award.

An athlete that has risen to varsity status, prior to being injured, may receive a varsity award. The head coach will determine if a varsity award is merited, based on the injured athletes' continued connection with the team.

A manager or statistician may be awarded a varsity award as per the head coach's determination.

The supervisor of athletics must approve all awards.



### AWARDS DINNERS

The BOE will purchase tickets when students are honored by an organization. Check with athletic director for the details. Also, there are provisions for coaches to attend organizational dinners.

The Tri County Conference has dinner-workshops prior to each season. A coach or coaches from each season's sport must attend the dinner prior to their season. Of course, the BOE will pay for these dinners.

### MEAL MONEY

Note: Due to budgetary cutbacks championship awards will not be presented until further notice.

When meal money is re-instated the following will apply:

#### PROVISIONS

The BOE will provide meal money for athletes and coaches who are involved in events that span a time, which requires the missing of two or more meals.

The BOE will provide meal money for athletes involved in district, regional, and State tournaments.

NOTE: Meal money per person shall not exceed pre-determined BOE limits.

#### PROCEDURES

The following procedure should be used for procuring meal money:

1. When possible, notify the supervisor of athletics at least 10 days prior to the event or as soon as possible, the time involved, and the number of athletes and coaches involved.
2. Upon administrative approval, the supervisor of athletics will present the head coach with the BOE approved amount of money.
3. After the completion of the event, receipts and remaining monies (if any) must be returned to the supervisor of athletics, on the next school day.

## FUNDRAISING

The BOE provides 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.

### FUNDRAISING REQUEST PROCEDURES

1. Submit a fundraising request form (attached) to the assistant principal coordinating student activities according to Board of Education meeting schedule. The form must be submitted to obtain approval before committing the organization to a fundraising date and/or contract. A copy of the brochure and/or order form must be attached to the request form.
2. Any contractual agreement for a fundraising activity must be approved and signed by the administration. Advisors and/or coaches cannot enter into a contract or commitment.
3. If the activity or a group meeting needs to be scheduled on a specific date and/or location in the building, the advisor or coach needs to fill out an *Activity Calendar Scheduling Form* and submit it to the assistant principal's office.
4. The assistant principal and the advisor/coach will establish the length of time for the fundraising activity. Usually, a fundraising activity will be limited from seven to ten days.
5. The guidelines for fundraising and school finance guidelines in the Advisors Handbook must be adhered to.
6. (Board policy #5136)  
The principal or designee shall coordinate fund raising activities and sales. There shall be no "solicitation" activities on school grounds or in the school buildings at any time by any group or individual. All activities and sales must be in accordance with District objectives in that they;
  - a. Do not interfere with the educational program or demand time away from the objectives of the classroom activities;

- b. Are not of the nature that involves a door-to-door sales campaign and do not enter into competition with commercial interests of the community;
- c. Avoid techniques that are intrusive and annoying to prospective purchasers;
- d. Are limited to activities that have received the approval of the superintendent;

### WEEKEND PRACTICES

Any weekend or holiday practice must be planned in advance. The schedule must be given to the supervisor of athletics and athletic trainer at least 48 hours beforehand to allow time to make arrangements for the opening of the building.

Cancellations must be reported to either the head custodian or the supervisor of athletics.

Sunday practices are not permitted. Exceptions are made only per superintendent of school's approval.

On Saturdays, practices must be finished no later than 2:00 p.m.

### EMERGENCY SCHOOL CLOSINGS

If school is cancelled, all games and practices are also cancelled.

A coach must get administrative permission to practice on a day when school is cancelled. Consult with the supervisor of athletics on these rare occasions.

### BUSING/TRANSPORTATION

All students and coaches will be transported to away games by bus. A certified coach or teacher must accompany students to and from all events.

There are situations when the use of a private or rented vehicle is more convenient. On these occasions, prior approval must be obtained from the supervisor of athletics in conjunction with the principal.

Students may NOT drive to any type of away athletic event.

Students must return from an athletic event by school transportation. A parent may request that the student leave an event with him/her. This request must be in the form of a note, which needs prior approval by the supervisor of athletics. The coach should retain this note.

NOTE: A student may NOT transport another student to, or from, any athletic event.

### WHEN OFFICIALS FAIL TO ARRIVE

When it becomes apparent that an official(s) has failed to arrive, it is not a coaching staff decision whether or not to play the game. Every effort will be made to play the game; that decision is the responsibility of the supervisor of athletics or host school.

### DISQUALIFICATIONS/EJECTIONS

N.J.S.I.A.A. regulations mandate an immediate 2 game suspension following a disqualification of an athlete or coach from a game because of a flagrant misconduct. This suspension is 1 game for football only.

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 into the following season.

During the suspension the student will not attend any games. After any disqualification, the school administration may increase the penalties beyond that of the N.J.S.I.A.A.

If an athlete is ejected from a contest, the coach that witnessed the infraction must submit a written report to the supervisor of athletics, no later than the next school day. Determination will be made by the school discipline administrator if school discipline will be added to the game suspensions.

### PROCEDURES DURING AN ALTERCATION

1. The head coach should immediately come to the aid of the officials in restraining the combatants.
2. The assistant coach(es) should 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, and then proceed to help the officials.

4. Each coach should review the policy and the penalties to be assessed for that particular sport with his/her team at least twice during the season so as to help avoid this type of situation.

GUIDELINES FOR GRADE LEVEL PARTICIPATION

1. Students in grades 7 and 8 may participate in interscholastic sports only on teams organized and approved for that level of competition. These students may not practice with any high school teams.
2. Students in grade 9 may participate on any level with the following restrictions:
  - A. A freshman may play JV level if his/her talent merits it or if his/her addition is needed to maintain a JV program.
  - B. A freshman may play on the varsity squad if his/her talent merits it.
  - C. Any upward movement of a freshman MUST result in adequate, developmental playing time or the supervisor of athletics will place the freshman back where playing time can be accrued.
  - D. Any excessive movement of a freshman from level to level will result in his/her being placed by the supervisor of athletics at a level where adequate playing time and development can take place.
  - E. The use of a freshman on a varsity team in a sport where JV and/or freshman levels exist requires the head coach to discuss the implications of the decision with the athlete, his/her parents, and the assistant coaching staff. The final decision rests with the head coach, but consultation must occur.
  - F. A student, who attains the age of sixteen prior to September 1, may not compete on a freshman team.
3. Students in grade 10 may participate in sports at the “frosh/soph”, JV, or varsity level.
4. Students in grade 11 may participate on a JV or varsity team, but may not play on a frosh/soph squad unless:
  - A. It does not cost a freshman or a sophomore a position on a squad.
  - B. The other school is notified of the addition.
  - C. The junior is of limited talent.

5. Students in grade 12 may participate on a varsity squad. Under certain circumstances, a senior may be permitted to participate on a JV squad. These circumstances are:
  - a. If it does not cost an underclassman a position on a JV team.
  - b. There is a numbers limitation on the varsity squad that is likely to preclude a senior from participation.
  - c. The addition of a limited talent senior to a JV squad means the JV squad is able to field a team for that day's game – with the permission of the opposing school.
  - d. A situation arises where the playing of a senior on a JV squad would benefit the senior and would not be detrimental to the opposition's JV team.
6. In all cases, the regulations of the N.J.S.I.A.A. shall be followed in applying these guidelines.
7. Alumni may participate in practices if approved as a volunteer coach.

#### SPECIAL EVENTS AND PEP RALLYS

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 supervisor of athletics and principal.

Pep rally/assemblies will be organized for each sport season. The planning and implementation of these events are the responsibility of the cheerleading coaches, and Student Government. The coaches of the teams in season are expected to cooperate with the planners in any way necessary to make the pep rally a success.

## USE OF TWO-WAY RADIOS

Two-way radios 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 radio by the trainers 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 trainer will be responsible for distributing the radios each day.
3. The coach must keep the radio on his/her person at all times. To maximize communications 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: trousers, shorts, uniform, or sweatsuit.
4. The coach/staff member should be the only person to use the radio unless the situation dictates otherwise.
5. The coach must personally return the radio to the athletic trainer at the conclusion of the game/practice. For security reasons and because they must be recharged overnight, radios are NOT to be left in the coach's offices or training room. In the event the athletic trainer is not available to collect the radio at the end of the day, it must be returned to him/her as early as possible the next day.

NOTE: The cost to replace a radio is approximately \$500. Please be careful not to damage or lose it.

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

## STRENGTH TRAINING

All coaches are encouraged to have their athletes participate in a strength-training program prior to and during their seasons.

A student may not participate at any time without supervision by a coach or assigned instructor.

The door must be locked, and all students must exit when the last coach leaves the room. Coach must be physically present in the room at all times.

### SPORTSMANSHIP

The Tri County Conference and Kingsway Regional School District have made a commitment toward a spirit of sportsmanship within our programs. The coach is the first line and the most effective guardian of this commitment.

Any violation of the ethics of proper sportsmanship must be reported to the supervisor of athletics immediately.

*LET'S BE THE EXAMPLE FOR THE REST OF THE CONFERENCE!*

### PLAYING TIME

It cannot be emphasized enough that if a player makes the team he/she should play.

A definite rule of the Kingsway Regional School District Athletic Program is that **ALL PLAYERS MUST PLAY AND PLAY SIGNIFICANTLY.**

On the JV and freshman 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.

### END OF SEASON REPORT

A completed end-of-season report must be submitted to the supervisor of athletics by the head coach. Upon completion of the report, the head coach will receive his/her final evaluation.

1. Summary of season
2. Recommendations/goals
3. Major budget requests
4. Game-by-game recap of season
5. Student obligations
6. Inventory

7. Letter winners
8. Evaluation of athletic facilities

### MEDIA CONTACT

Each head coach is responsible for contacting the news media to report games.

“Remember, if you do not call, they will not write.”

There is not a choice on this matter, even if you think that a certain paper does not cover us very well.

|                 |   |
|-----------------|---|
| Courier Post    | 486 – 2424 (call collect)                                 |
| Phila. Inquirer | 800 – 756-4570  |
| Glouc.Co. Times | 845- 7214, 845-6028, or 845-9478<br>(out of county games) |

Head coach is responsible to update njschoolsports.com after each game. NJSIAA tournament pairings are based on these records.

### BUDGET PREPARATION

The supervisor of athletics is responsible for the athletic departmental budget. The head coach, with the help of the assistant(s), will be responsible for informing the supervisor of athletics of the necessary equipment needed for his/her program.

The athletic director will meet with each head coach prior to budget period. The purpose of the meeting is to discuss the budget for the following year.

There are schedules and guidelines for uniform replacement. Check with the supervisor of athletics for the specifics.

### ADMINISTRATION

#### CHAIN OF COMMUNICATION

All coaches must go through proper channels when dealing with any athletic matters.

Anything pertaining to athletics should be directed to the supervisor of athletics who, in turn, will bring the matter to the respective principal. Upon discussion, the principal will decide if the request should be brought to the superintendent and eventually to the BOE for approval.

A coach should not deviate from this procedure by opening discussions with anyone other than the supervisor of athletics. If someone approaches the coach, the coach should be cordial and tell him/her the matter will be brought to the supervisor of athletics attention.

### EVALUATION PROCEDURE

The supervisor of athletics at the conclusion of each season will complete a written evaluation (form) of each coach. A conference between the coach and supervisor of athletics will be conducted before signing. This evaluation will be used to determine the status of the coach for the following year.

The supervisor of athletics will evaluate head coaches. The supervisor of athletics along with the head coach will evaluate the assistant coaches.

### N.J.S.I.A.A. /CONFERENCE REGULATIONS

Kingsway Regional School District is a member of both N.J.S.I.A.A. and the Tri County Conference for most offered sports. The Olympic Conference regulates volleyball, bowling, and lacrosse. The West Jersey Football League regulates football. The by-laws prescribed by these organizations must be followed to the letter. Any violation or circumvention of N.J.S.I.A.A. and/or other organization regulations will be considered a serious offense.

The general and specific guidelines for each sport are available in the athletic office. It is required that all coaches familiarize themselves with these regulations.

## COACHING ETHICS

The essential qualities desired in coaches are HONESTY and INTEGRITY. Coaches whose conduct reflects these two characteristics will bring credit to their particular sport and to themselves. It is only through such conduct that the profession can justify its rightful place in our educational program.

1. NO SMOKING on the field, in the gymnasium, or coaches' room at any time by any member of the coaching staff.
2. PROPER LANGUAGE should prevail in all situations, both by the coach and players.
3. CONDUCT ON THE FIELD We as coaches can become overly excited during the heat of a contest. We must display the example of good sportsmanship that we are trying to teach. Defend the rights of yourself and your team at all times, but do not overdo your differences with officials. Never engage in an exchange of words with spectators during a contest. Remember, the eyes of students, spectators, and your team are always on you. Be discreet when reprimanding athletes in front of their peers or spectators.
4. COACHES' DRESS All coaches should be properly dressed at all times. Whether in practice sessions or at contests, you are in the public eye at all times. The impressions you make reflect upon you, your team, and the school.
5. FACULTY RELATIONS. Coaches and fellow teacher relationships should be positive at all times. The classroom teacher is as eager as you are to see individuals succeed. If one of your players is having difficulty in a particular class, you should attempt to assist the student and teacher in solving the problem. Naturally, contact with the student and teacher should be in a professional, ethical manner.
6. PRESS RELATIONS. News reporters will contact you from time to time. Be sure you mean what you say, as they will quote you. Careful thought regarding statements you make can save you and your players, as well as the school, embarrassment.
7. TEAM RIVALRY We should encourage pride within each team. Each player should have pride in the team; however, this should never develop through riding or belittling another athletic team. Friendly rivalry among our teams is natural and good, but should not go further than this. Often players on different teams will feud

and develop hostilities. The coaches should discourage the development of this type of problem if it should occur and, at the same time, strive to promote loyalty not only on their team, but also among all teams in our program.

8. COACHES cannot remove his/her team from the playing area until the contest is completed. Once the contest is started, it is in the control of the officials only.

Article IX N.J.S.I.A.A. Handbook, Section 2E

“Coaches must be cautioned not to refuse to play or to 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.

Penalty – Any school whose coach violates Section 2E 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 by-laws, Article X, Section 2A. Probation. In addition, the coach will be fined a minimum of \$300.00.

9. 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 of the same season as your team. 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 an athlete is undecided as to what activity he should enter. Despite the fact that it may cost you an 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 we want is participation.

Recruiting of athletes from other schools is prohibited. This includes students in elementary school, middle school, and other high schools.

10. Coaches should only participate in the actual play of the game for instructional reasons, only. Coach’s participation must never be of a competitive nature.
11. Coaches should not communicate with students during class time. In the case of emergencies, coaches shall refer to the supervisor of athletics to see a student.

## CONCUSSION POLICY

Kingsway High School athletics will adhere to NJSIAA guidelines concerning concussions, along with additional precautions as prescribed by the athletic trainer, and school nurses.

### REFERRALS TO MEDICAL PRACTITIONERS

When dealing with an athlete who has been injured you must refer the athlete to the athletic trainer immediately.

It is sometimes appropriate to suggest to the athlete or his/her parents that medical treatment be obtained. The strong temptation is to suggest that the student go to a particular physician or orthopedic center, but this is not permissible.

If a parent asks for a recommendation, or says that he/she is not sure where to go, the correct response is:

“You must talk to the athletic trainer concerning proper medical treatment.”

“There are many good doctors, orthopedic surgeons, etc. in this area. You should pick whichever one you wish. You can ask your family doctor for a referral, or ask your friends whom they might recommend. If you want, the athletic trainer can give you the names of three or four medical facilities, but I am not recommending any particular one.”

Under no circumstances do staff members (trainers or coaches) make medical appointments for our athletes, or transport them to the physician or sports medicine clinic.

## ATHLETIC MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, the on-duty *Certified Athletic Trainer* will administer immediate emergency aid to the injured person. If the certified athletic trainer is not present, then the head coach or designed first aider will assume responsibility.

When it is necessary to activate the Emergency Medical System (EMS), please follow these procedures for a prompt and efficient response. The Designated person referred in these procedures will be the head coach, assistant coach, or athletic director.

1. The *Certified Athletic Trainer* will remain with the injured athlete at all times.
2. Designated person will go to predetermined phone location or cell phone and dial 911 or other predetermined #.
  - A. Identify self and exact location.
  - B. State nature of injury (head/neck, fracture, loss of consciousness, or heat illness)
  - C. Instruct the emergency vehicle when and how to reach activity area:
    1. Street access
    2. Entry gate
    3. Building location
    4. Building entry
  - D. Stay on line until operator disconnects.
  - E. Return to injury scene in case needed for other assistance.
3. Designated person meet the vehicle at the gate entrance. This person will have all necessary gate/door keys in his/her possession.
4. Designated person contact security for crowd control and other needs.
5. *Certified Athletic Trainer* will immediately call parents/guardians, if they are not present, and advise them of circumstances; and ask to which medical facility they want their son/daughter transported.
6. If not a life threatening situation, the athlete is not to leave school premises until parent/guardian is contacted.
7. *Certified Athletic Trainer* will be responsible for documenting all information relating to injury and emergency response.
8. Designated person will accompany the injured athlete to the hospital, if parents are not present, and remain until parents or administrator arrive.

## LIGHTNING GUIDELINES – POLICY AND PROCEDURES

According to the National Severe Storms Laboratory, nearly all lightning related injuries occur between the months of May and September, and the greatest number of casualties occurs between the hours of 10 a.m. and 7 p.m. The greatest risk concentrated between 2 p.m. and 6 p.m. Therefore, the risk of lightning related injuries appear to be of greatest during some of the most active periods for outdoor scholastic activities and physical education (PE ) periods.

The average distance between successive lightning flashes is approximately 2-3 miles, anytime that lightning can be seen or thunder heard, the risk is already present. We are fortunate to have a lightning detecting system installed on the roof of the high school. That system will sound when lightning is with a 5-7 mile radius.

### ADVANCE PLAN AND MONITORING WEATHER

All coaches should be cognizant of the day's weather. If thunderstorms are forecasted for the day, it is incumbent on each to watch diligently for a possible storm. All coaches and teachers have the resources to double-check the weather-related on-line web sites (weather.com) for the up-to-date weather map.

The director of athletics will monitor the storm throughout the day and keep everyone abreast of possible cancellations or delays. If anyone cannot check the weather-related web sites, they should check in with the director of athletics before going outside.

Prior to the start of an athletic contest, the director of athletics will determine when an activity should be cancelled. After the contest has started, NJSIAA rules and regulations will govern the termination of a contest, "it is not the prerogative of the coach or the school management" (see NJSIAA handbook).

During athletic team practices, coaches on the fields must keep a close eye on the weather situation while scanning the sky. They should immediately suspend the practice and evacuate the fields if they see lightning, hear thunder, or hear the lightning detection system sound.

## CRITERIA FOR SUSPENSION & RESUMPTION OF ACTIVITY (30-30 Rule)

The flash-to-bang method is used by counting the number of seconds it takes to hear the clap of thunder after witnessing a flash of lightning. A thirty- (30) second flash-to-bang count corresponds to a distance of six miles, which should supply ample time to remove students from the playing fields and get them into a safe shelter. Superceding this mathematical system is our mechanical system mentioned in the beginning of this policy. If it sounds, immediately evacuate. After suspension of play, we will wait thirty (30) minutes after the last flash of lightning is witnessed before we resume the activity.

## EVACUATION PLAN

Coach or PE teachers must quickly move their group to a safe structure. In the case of imminent danger, instruct the team members to leave all equipment, especially javelins, aluminum bats, bases, and any other conduit material behind. **DO NOT ALLOW ANYONE TO CARRY SUCH OBJECTS WHILE GOING TO SAFETY.**

The most ideal structure is a fully enclosed, substantial building with plumbing, electrical wiring and telephone service, which adds to the grounding of the structure. Consider the main buildings, the transportation garages and the maintenance building. A fully enclosed car with hard metal roof and rolled up windows is also a reasonable choice. School buses are an excellent shelter.

Avoid using shower facilities. Stay off corded phones and stay away from plumbing pipelines. Cellular and cordless phones are considered reasonably safe. Avoid being the highest object. Stay away from freestanding trees, poles, antennas, bleachers, metal fences, standing pools of water, and golf carts. In the worst of cases, crouch down with legs together, your weight on the balls of the feet, arms around knees and head down.

## ATHLETIC POLICY AGAINST HAZING

### DEFINITION

Soliciting, encouraging, aiding or engaging in hazing is prohibited. “Hazing” means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club or athletic team whose members are, or include other students.

### PENALTY

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the co-curricular sports team
- Conference with parents or guardians
- Referral to the appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may be subject to one or more of the following:

- Suspension for up to ten days
- Expulsion for the remainder of the school term
- Permanent expulsion

### TEAM TRIPS

Out-of-state day trips are permitted on a limited basis. NJSIAA rules state that at least 70% of a team’s schedule must be against New Jersey schools, in order to qualify for the state tournament.

Out-of-state trips must be initially discussed with the supervisor of athletics. After review, the principal will determine the viability of said trip. All out-of-state trips must be approved by the superintendent, and the board of education.

### OVER-NIGHT TRIPS

Over night trips are permitted on a limited basis, under the following conditions:

1. The trip does not cause a student from missing any class time (Exception: State tournament, and invitational tournament\* play).  
\*e.g.: Beast of the East, Virginia Duals, etc.
2. The team or individual has been invited to a program, merit based tournament.
3. Coach must follow the procedures described in the faculty handbook regarding overnight trips. (Pages 91 & 92)

# NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, P. O. Box 487 Robbinsville, NJ 08691

## Pre-season Heat-Acclimatization Guidelines

**Intent:** To provide pre-season acclimatization guidelines prior to the season for student athletes with the purpose of minimizing injury and enhancing the player's health, performance, and wellbeing.

### Core Principles:

1. *Acclimatization Period:* The fall sports pre-season practices will follow the 3-5-3 plan as described below. For Field Hockey and football, helmets may be worn on the first two days. Beginning on the third (3<sup>rd</sup>) day, full protective gear may be added.
2. *Scrimmages:* A student/athlete shall not be permitted to participate in a scrimmage until he/she has completed six (6) days of practice for all sports.
3. *Rest Period:* Teams may not practice for more than six (6) consecutive days. One 24 hour rest period must be included within a seven (7) day period.
4. *3 – 5 Practice Rule:* The maximum allotted time per day for practice is 5 hours. A 5 hour practice day may not be followed by a practice day greater than 3 hours; therefore, practice days may follow a 3-5-3-5 format.
5. *Recovery Period:* A minimum of a three (3) hour recovery period should be provided after any session of greater than 2 hours in length and a three (3) hour recovery period should be provided before a walk-through.
6. *Practice Prior to Approved Date:* In football, it is recommended that schools should not allow the use of full equipment for school sponsored practices prior to the NJSIAA official start of practice date. Reminder: The wearing of equipment and/or exercise during hot weather increases the risk of heat injury or illness.

### Definitions:

**Practice** – the time a player engages in physical activity. It is recommended that any practice session be no greater than three (3) hours in length. Warm-up, stretching, conditioning, weight training and 'cool-down' periods are all considered practice. **Note:** Practice sessions may be divided while adhering to the time restrictions as described above in #4.

**Example:** 3 Hour Day: one 3 hr practice, or two 1-1/2 hr practices

**5 Hour Day:** one 3 hr practice and one 2 hr practice or one 2-1/2 hr practice and one 2-1/2 hr practice

**Walk-through** – No protective equipment or strenuous activity permitted.

Only balls and field markers (cones) may be used.

[www.zunis.org](http://www.zunis.org): Visit this web site for further information on heat injury/illness as it pertains to the adjustment of practice times.

### Regular Season:

**Practice:** All practices cannot exceed three (3) hours in length. Warm-up, stretching, conditioning, weight training and "cool down" periods are all considered as part of the allotted three (3) hours.