

East Orange School District

Campus - Tyson -
STEM

Athletic Manual



2018 -2019

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VISION

The Campus Tyson STEM Athletic Department's expectation is to reach the highest level of success within the classroom and all of its sports programs. This will provide student athletes with the opportunity to enhance their athletic abilities, as well as their academic success. Our vision is that our sports programs will be considered an asset to the academic mission of the school and will enhance all aspects of our school culture. Ultimately, we envision an Athletic Department where all of its participants, including students, parents, coaches, teachers, administrators and community, can be proud of its ability to promote lifelong personal and community wellness.

CONDUCT

Student athlete participation in the East Orange Athletic Department is a privilege, not a right. The East Orange Board of Education expects all of its students to lead by example when representing their school community. Student athletes should dress, act and conduct him or herself in a way that reflects a positive image for their school community. All student athletes are expected to display positive and appropriate behavior towards administrators, teachers, coaches, peers, opponents and teammates.

MISSION STATEMENT

The mission of the Campus – Tyson – STEM (CTS) Athletic Department is to foster academic and athletic achievement in our student athletes, by emphasizing the important of sacrifice, self-discipline and dedication to achieving goals. Our purpose is to provide competitive athletic programs that represent East Orange School District in an impeccable manner, and provide student athletes the opportunity to develop physically, mentally, ethically and socially. In doing so, the Athletic Department will provide coaching of the finest quality, facilities that provide excellent venues for safe and high caliber competition, as well as academic assistance to enhance academic success. Our main objective is to assist young men and women in their educational pursuits to the fullest through support, guidance and motivational programs. This assistance is intended to provide maximum opportunity for our student athletes to reach their fullest potential.

INTRODUCTION

Interscholastic athletic programs that use high standards of organization require that there be available a general plan of operational policies. The purpose of this handbook is to assist the coaches in his or her administrative functions by listing the proven practices and routine procedures that have been developed over the years. Keep in mind that this attempt to outline and define all areas of responsibility to the students and the school will not prevent situations that can occur where this guide does not provide a specific answer to a question or problem. The coach's first recourse is to seek immediate assistance from the Athletic Director. Common sense should prevail using this guide as an initial point of reference for all decisions. It is expected that every coach will read the contents of this handbook and be responsible for all the rules and regulations of East Orange School District, their respective conference/league and the New Jersey State Interscholastic Athletic Association.

An updated version of this guide will be republished as warranted in order to continue to improve both the quality and range of the East Orange School District Athletic Programs. Any suggestions intended to assist in the development of both this handbook and the athletic programs should be submitted in writing to the Campus Tyson STEM Athletic Department.

PHILOSOPHY

The East Orange School District is in the process of expanding while offering a wide range of interscholastic activities for students with emphasis on providing a valuable learning experience for the students. Participation in sports places the responsibility on the player to think both as an individual and as a member of the team.

The explicit goal of all competitive sports is to win within the rules, which is by no means the only measure of success. The total development of the individual as a person is of considerably greater importance. Success in athletics occurs when athletes are allowed to develop their abilities to the fullest and maximize their potential.

Students who choose to participate in the East Orange School District athletic programs will be expected to conform to basic standards of conduct, and to demonstrate a degree of self-discipline and self-sacrifice for the dignity and rights of others, good sportsmanship, and respect for authority.

In order to fully realize the educational value of athletics, the athletic program should be:

- 1. Conducted to promote the physical and emotional well-being of all participants;**
- 2. Regarded as an integral part of the total educational program;**
- 3. Subjected to the same administrative control as the total educational program;**
- 4. Conducted by qualified persons with adequate training in First Aid/CPR/AED**
- 5. Viewed as a supplement to the physical education program, not a substitute; and**
- 6. Conducted within the letter and spirit of all applicable rules and regulations.**

RATIONALE

Campus -Tyson - STEM (CTS) Athletics have two preeminent objectives: to dedicate all its resources to developing in its students the capacity and desire to learn, to understand, and to share the fruits of their intellectual growth, and to pursue its educational mission in a climate of learning that stresses the importance of the individual, personal honor and integrity, harmonious relationships with others, and the responsibility to serve society through the productive use of talent and training.

In becoming a member of the coaching profession, one assumes certain obligations and responsibilities to the sport, to players, and to fellow coaches. It is essential that every member of the profession constantly be aware of these obligations and responsibilities.

The coach must realize that there are certain rules designed to protect the player and provide common standards for determining victory and defeat. Any attempt to circumvent these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, has no place in athletics. Coaches must set the example for themselves according to these principles without fear of censure. In the final analysis, the success of a coach can be measured in terms of the respect earned from his/her own players and opponents.

Coaches should always be aware of the tremendous influence they exert over athletes. Parents entrust their dearest possession to the coaches' charge, and the coaches through their examples, must always be sure that the athletes who play under them are finer and more decent individuals for having done so. Coaches should never place the value of winning above that of instilling the highest desirable ideals and character traits in their players.

Coaches should remember in their relationships with the institution for which they work, that they are on public display as a representative of that institution. It is important, therefore, that they conduct themselves in a professional manner at all times.

The essential qualities desired in coaches are honesty and integrity. Coaches whose conduct reflects these two characteristics will bring credit to the coaching profession, to their particular sport, and to themselves. It is only through such conduct that the profession can earn and maintain its rightful place in our educational program and make its full contribution to the American way of life.

C.T.S. ATHLETIC DEPARTMENT GOALS

- To develop in student athletes the desire to continually improve through practice and development of a strong work ethic
- To provide student athletes with the opportunity to demonstrate good sportsmanship and respect for others as a means of learning positive citizenship
- To develop in student athletes emotional control, dependability, and respect for rules, property and authority
- To provide student athletes the opportunity to work as a team in order to achieve a goal and, in the process, learn the importance of cooperation and teamwork
- To foster a sense of self-worth and self-confidence in student athletes
- To provide a safe and healthy environment, free from performance-enhancing and other body-altering substances
- To provide student athletes with experiences that require problem solving, decision making and critical thinking skills
- To provide student athletes the opportunity to participate in activities with others whose backgrounds and experiences may differ from their own
- To provide student athletes the opportunity to pursue lifelong physical fitness
- To develop in student athletes a sense of team loyalty, community, and overall school spirit
- To develop within our entire community a sense of pride, loyalty and mutual support
- To encourage student athletes to achieve academic success and keep athleticism in proper perspective

OBJECTIVES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

- To develop strength of character, integrity, social competence, and ethical and moral values consistent with the needs and demands of the community and society, and the mission of East Orange School District
- To strengthen the virtues of good sportsmanship, self-sacrifice, fair play, and teamwork essential to success in athletics and in our society
- To encourage the development of a stronger and healthier young man/woman, with a sound mind, and a healthy work ethic
- To promote the practice of self-discipline and emotional maturity in learning to make decisions in competitive and pressure situations
- To provide opportunity for students to strive for excellence in the practice and performance of athletics
- To develop a sense of balance between “work” and “play”
- To teach and encourage participation, which contributes to the success and well-being of the team
- To motivate students to improve individual athletic skills through practice and preparation
- To teach students strategies of a particular sport, the importance of adhering to the rules, and respect for both the officials administering the rules and their decisions
- To demonstrate to our athletes that participation in an interscholastic sports program has responsibilities which students must properly fulfill in order to compete
- To develop in students an understanding of the value of athletics in a balanced educational process

Fall Sports

Football (F, JV, V)
Soccer Boys (V)
Soccer Girls (V)
Girls Volleyball (JV, V)
Cheerleading (JV, V)

Winter Sports

Basketball Boys (F, JV, V)
Basketball Girls (JV, V)
Indoor Track (V)
Wrestling (JV, V)
Cheerleading (V)

Spring Sports

Baseball (JV, V)
Softball (JV, V)
Outdoor Track (V)
Boys Volleyball (JV, V)

COACHING ASSIGNMENTS

There are no formal contracts for coaching assignments. All appointments are made for a one-year basis with provisions for reappointment or termination of service by the end of each school year. A letter of interest must be submitted to the AD of Athletics and Principal of East Orange Campus High School. All certifications must be submitted along with the letter of interest. A formal interview will be scheduled. The notification of appointment will be made via the AD of Athletics.

JOB DESCRIPTION

HEAD COACH

QUALIFICATIONS:

1. Must possess New Jersey Standard Teacher's Certificate or valid Essex County Substitute Teacher's Certificate with required sport specific endorsement and an East Orange School District Identification number.
2. Must have knowledge and experience in a sport or coaching.
3. Must have current CPR/AED certification.
4. Must have Sports First Aid certification (NFHS), Concussion training and Heat Acclimatization training.
5. Must have Principles of Coaching certification.
6. Preference to applicants who are taking and/or have complete college course(s) in coaching techniques and methodology.

REPORTS TO: Athletic Director

DUTIES AND RESPONSIBILITIES:

1. To oversee, locker rooms, practice sessions, and competitive events during student participation.
2. Must attend all contests and practice sessions as assigned by the AD of Athletics.
3. Coaches that miss practice time without proper notification to the AD of Athletics or Building Principal, will be documented and your stipend will be deducted at \$100.00 per unexcused absence and game missed.
4. To organize and supervise proper practice sessions.
5. Ensures that student/athletes take proper care of equipment and facilities. Board issued athletic equipment given to players that are not turned in at the end of the athletic season; the head and assistant coach assume financially responsibilities. Coaches' stipends will be held or pro-rated for missing equipment not turned in during inventory count.
6. To promote and exhibit positive attitudes of sportsmanship with the players, coaches, parents, officials, and the public media.
7. To order, issue, and maintain, with appropriate assistance, an inventory of equipment as per East Orange School District guidelines.
8. To be knowledgeable with respect to the rules and regulations of:
 - a. The National Federation of High Schools
 - b. The NJSIAA
 - c. Their individual Conferences/Leagues
 - d. The East Orange School District
9. Actively seek, recruit, and recommend the appointments of assistant coaches who can help develop the program.

10. Be available to speak throughout the year to interested community organizations in order to promote our program and get community support.
11. Assist students in conjunction with other resources available, in the selection and application for further athletic educational opportunities.
12. Maintain student-athlete attendance at practices and contests.
13. To assist with scheduling
14. To maintain proper records, statistics, and paperwork necessary to conduct the program.
15. To be accountable for the distribution and collection of all athletic equipment and supplies.
16. To attend workshops and clinics to further improve their knowledge and expertise in their particular sport.
17. To organize and administrate the program and coaching staff (eligibility reports, inventory, rosters, insurance, end-of-season reports). Assign, monitor, and evaluate the duties of approved assistant coaches.
18. To review with all members of the team the code of conduct expected from every student who participates in the East Orange School District Athletics Programs and will remind them of the additional consequences of inappropriate conduct.
19. To ensure that a physical examination is satisfactorily completed by each member of the team before the start of practice. No athlete is to be permitted to practice until he/she has had a physical and has turned in a valid, signed permission card and the NJSIAA Consent to Random Steroid Testing form.
20. Notify the AD of Athletics and the athletic trainer of any injury that occurs to any student under his/her supervision within twenty-four (24) hours of the injury. If the injury necessitates immediate medical attention, one of his/her coaches will accompany the injured student to the doctor/hospital and immediately notify the parent, the AD of Athletics, and the athletic trainer. Take whatever preventive measures necessary and possible to avoid accidents and injuries.
21. Have proper first aid equipment available at all times. First aid kits and student emergency cards must be with the coaches at all times.
22. Prepare a complete, comprehensive budget for the following season within the assigned period.
23. Equipment/Storage keys for coaching staff may be requested from the AD of Athletics or Building Principal. All keys issued must be signed for so accurate returns can be kept. No coach is to be in possession of a master key. Keys are collected at the end of the participating sport season and returned to the AD of Athletics or Building Principal.
24. Take whatever initiatives are possible to procure athletic scholarships for graduating seniors and work throughout the year to assist college placement for his/her players.
25. Ensure that no fund raising project is initiated or purchases made without the proper district approval.
26. Must submit roster to AD of Athletics prior to the start of the season.
27. Must attend all Super Essex Conference meetings.
28. Must submit all end-of-season reports by deadlines.
29. Must complete 1 community service project with the team by the completion of the season.

COACHING ASSIGNMENTS

There are no formal contracts for coaching assignments. All appointments are made for a one-year basis with provisions for reappointment or termination of service by the end of each school year. A letter of interest must be submitted to the AD of Athletics and Principal of East Orange Campus High School. All certifications must be submitted along with letter of interest. A formal interview will be scheduled. The notification of appointment will be made via the AD of Athletics.

JOB DESCRIPTION

ASSISTANT COACH

QUALIFICATIONS:

1. Must possess New Jersey Standard Teacher's Certificate or valid Essex County Substitute Teacher's Certificate with required sport specific endorsement and an East Orange School District Identification number.
2. Must have knowledge and experience in a sport or knowledge and experience in coaching.
3. Must have current CPR/AED certification.
4. Must have Sports First Aid certification (NFHS), Concussion training and Heat Acclimatization training.
5. Must have Principles of Coaching certification.
6. Preference to applicants who are taking and/or have complete college course(s) in coaching techniques and methodology.

REPORTS TO: Head Coach and AD of Athletics

DUTIES AND RESPONSIBILITIES:

1. Teaches skills and the team system required by the Head Coach.
2. Abides by all East Orange School District policies and the rules and regulations of the NJSIAA.
3. Assists the Head Coach in pre-season registration all athletics, issuance of equipment, obtaining accurate information for eligibility lists and/or other reports.
4. Informs team members of school, district and NJSIAA rules and regulations.
5. Ensures that student/athletes take proper care of equipment and facilities. Board issued athletic equipment given to players that are not turned in at the end of the athletic season; the head and assistant coach assume financial responsibilities. Coaches' stipends will be held or pro-rated for missing equipment not turned in during inventory count.
6. Must attend all contests and practice sessions as assigned by the Head Coach or AD of Athletics.
7. Assistant Coaches that miss practice time without proper notification to the AD of Athletics or Building Principal, will be documented and your stipend will be deducted at \$100.00 per unexcused absence or game missed.
8. Emphasizes safety procedures and injury prevention actions.
9. Instructs players in the rules of the game, rule changes, new developments and innovative ideas that pertain to the particular sport.
10. Maintain student-athlete attendance at practices and contests.
11. To maintain proper records, statistics, and paperwork necessary to conduct the program.
12. To be accountable for the distribution and collection of all athletic equipment and supplies.
13. Equipment/Storage keys for coaching staff may be requested from the AD of Athletics or Building Principal. All keys issued must be signed for so accurate returns can be kept. No coach is to be in possession of a master key. Keys are collected at the end of participating sport season and returned to the AD of Athletics or Building Principal.

14. To attend workshops and clinics to further improve their knowledge and expertise in their particular sport.
15. To assist in organizing and administrate the program per Head Coach's instructions (eligibility reports, inventory, rosters, insurance, end-of-season reports).
16. Act as Interim Head Coach in the event of the absence of the Head Coach.

COACHING ASSIGNMENTS

There are no formal contracts for coaching assignments. All appointments are made for a one-year basis with provisions for reappointment or termination of service by the end of each school year. A letter of interest must be submitted to the AD of Athletics and Principal of East Orange Campus High School. All certifications must be submitted along with letter of interest. A formal interview will be scheduled. The notification of appointment will be made via the AD of Athletics.

JOB DESCRIPTION

VOLUNTEER COACH

QUALIFICATIONS:

1. Must possess New Jersey Standard Teacher's Certificate or valid Essex County Substitute Teacher's Certificate with required sport specific endorsement and an East Orange School District Identification number.
2. Must have knowledge and experience in a sport or knowledge and experience in coaching.
3. Must have current CPR/AED certification.
4. Must have Sports First Aid certification (NFHS), Concussion training and Heat Acclimatization training.
5. Must have Principles of Coaching certification.
6. Preference to applicants who are taking and/or have complete college course(s) in coaching techniques and methodology.
7. Must complete paperwork issued by the BOE Division of Labor Relations prior to interaction with students.
8. Must undergo a background check.

REPORTS TO: Head Coach and AD of Athletics

DUTIES AND RESPONSIBILITIES:

1. Teaches skills and the team system required by the Head Coach.
2. Abides by all East Orange School District policies and the rules and regulations of the NJSIAA.
3. Assists the Head Coach in pre-season registration all athletics, issuance of equipment, obtaining accurate information for eligibility lists and/or other reports.
4. Informs team members of school, district and NJSIAA rules and regulations.
5. Ensures that student/athletes take proper care of equipment and facilities. Board issued athletic equipment given to players that are not turned in at the end of the athletic season; the head and assistant coach assume financial responsibilities. Coaches' stipends will be held or pro-rated for missing equipment not turned in during inventory count.
6. Must attend all contests and practice sessions as assigned by the Head Coach or AD of Athletics.
7. Assistant Coaches that miss practice time without proper notification to the AD of Athletics or Building Principal, will be documented and your stipend will be deducted at \$100.00 per unexcused absence or game missed.
8. Emphasizes safety procedures and injury prevention actions.
9. Instructs players in the rules of the game, rule changes, new developments and innovative ideas that pertain to the particular sport.
10. Maintain student-athlete attendance at practices and contests.
11. To maintain proper records, statistics, and paperwork necessary to conduct the program.

12. To be accountable for the distribution and collection of all athletic equipment and supplies.
13. Equipment/Storage keys for coaching staff may be requested from the AD of Athletics or Building Principal. All keys issued must be signed for so accurate returns can be kept. No coach is to be in possession of a master key. Keys are collected at the end of participating sport season and returned to the AD of Athletics or Building Principal.
14. To attend workshops and clinics to further improve their knowledge and expertise in their particular sport.
15. To assist in organizing and administrate the program per Head Coach's instructions (eligibility reports, inventory, rosters, insurance, end-of-season reports).
16. Act as Interim Head Coach in the event of the absence of the Head Coach.

JOB DESCRIPTION

ATHLETIC SITE MANAGER

QUALIFICATIONS:

1. Must possess New Jersey Standard Teacher's Certificate or valid Essex County Substitute Teacher's Certificate with required sport specific endorsement and an East Orange School District Identification number.
2. Must have knowledge and experience in a sport or coaching.
3. Must have current CPR/AED certification.
4. Must have Principles of Coaching certification.
5. Preference to applicants who are taking and/or have complete college course(s) in coaching techniques and methodology.
6. Must possess strong skills in human relations, communications, problem-solving and organization.

REPORTS TO: AD of Athletics

DUTIES AND RESPONSIBILITIES:

1. To assist in a well-organized athletic program at all levels of competition (Varsity, JV and Freshmen).
2. To assist in coaches meetings and agendas.
3. To ensure that the site of athletic event is in order for game play.
4. To communicate with security and police officials that they are in proper positions.
5. To assist in collecting athletic inventory from all head coaches.
6. To assist in maintaining a safe environment for student athletes to perform.
7. To report any negligence or serious problem to the AD of Athletics immediately.
8. To assist in facilitating payments to all officials at different athletic events.
9. To assist in the end-of-season awards ceremonies.
10. To become a liaison between coaches and AD of Athletics for any matters dealing with student athletes, academics, athletics, or any other issue related to the athletic program.

JOB DESCRIPTION

ATHLETIC TRAINER

QUALIFICATIONS:

1. Must hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with an Athletic Trainer endorsement (effective August 2, 1999) (N.J.A.C. 6:11-11.21). and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq. Be certified as an Athletic Trainer by the National Athletic Trainer's

Association Bureau of Certification, and be registered by the New Jersey State Board of Medical Examiners as an Athletic Trainer (N.J.A.C. 45:9-37.44).

2. Must hold and maintain first aid certification and CPR certification.
3. Must hold a valid driver's license with no serious violations.
4. To demonstrate excellent integrity and demonstrate good moral character and initiative.
5. To show evidence of successful experience in working with student athletes.
6. To exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, the community, and health professionals and agencies.
7. To demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. To demonstrate the ability to perform simple clerical tasks.
9. To demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Must provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
11. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: AD of Athletics

DUTIES AND RESPONSIBILITIES:

1. Perform the role of a certified athletic trainer as defined by the National Athletic Trainers' Association and as regulated by New Jersey Code (N.J.A.C. 45:9-37.35 et seq.).
2. Provide and assist coaches with preventative programs as needed, including: physical conditioning; environmental safety and physical hazards; equipment safety; and athletic training and counseling.
3. Provide athletic injury management, including: Injury recognition; Functional capacity evaluation; Acute care, including emergency first aid; and Supervised rehabilitation.
4. Perform no physical therapy unless licensed by the State of New Jersey to perform physical therapy (N.J.A.C. 45:9-37.35 et seq.).
5. Maintain an accurate log of injuries, treatments, progress and outcome.
6. Apply and assist athletes in applying protective taping, wraps, bracing, and dressings.
7. Make appropriate medical referrals when indicated and provide sound counsel to athletes and parents in seeking proper medical assistance and follow-up.
8. Develop and maintain protocols for emergency care, with the approval of the School Nurse and School Medical Inspector/School Physician, keeping coaches informed of the Emergency Action Plan for all sports.
9. Maintain a cooperative working relationship with the School Nurse and other health care professionals.
10. Incorporate into instruction the Core Curriculum Content Standards, particularly the CrossContent Workplace Readiness Standards and the Comprehensive Health and Physical Education Standards. The purpose is to reinforce the school's responsibility to ensure that all students meet and exceed the standards required for graduation from high school.
11. Work with the instructional staff in developing curriculum, modifying instruction and selecting the materials used to meet the State Core Curriculum Content Standards for a comprehensive health education program.
12. Be responsible for the requisition of the necessary medical supplies in accordance with the school budget.
13. Select, instruct and supervise Assistant Athletic Trainers and Student Athletic Trainers.
14. Ensure that the training room and any other facility involved in the high school sports medicine program are maintained in an orderly, functional and sanitary manner.

15. Conduct or provide health related staff development sessions for coaches and school personnel, and educational programs for parents.
16. Serve as a resource to classroom teachers in health related instruction.
17. Attend all home athletic events.
18. Maintain an inventory of training supplies.
19. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Be available to help injured athletes exercise during lunch or physical education periods.
21. Maintain a daily log of training room use and records of treatment.
22. File insurance claims and other required reports in a timely fashion.
23. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Understand and communicate developments in the field of health care for athletes through reading of professional journals, participation in professional development, and involvement in professional organizations.
24. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
25. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
26. Advocate a healthy and responsible life style by promoting the concepts of the effects of substances (e.g., alcohol, tobacco, controlled substances and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living.
27. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
28. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
29. Adhere to New Jersey school law, the policies, rules, regulations, and procedures of the State Board of Education, the New Jersey Interscholastic Athletic Association, the Board of Education, and the school, and to contractual obligations.
30. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal and supervisor and not otherwise prohibited by law or regulation.
31. Maintain a log for each coach of their certifications (CPR/AED, Sports First Aid, Concussion training, Fundamentals of Coaching, Head Acclimatization).

Athletic Department
“Home of the Jaguars”



WEIGHT ROOM SUPERVISOR

General

- Arrive on time and remain until last student leaves.
- Communicate in advance by announcing and posting the weight room hours and any cancellations.
- Actively supervise and **NEVER** leave students in the weight room unattended.
- Lock and secure facility at the conclusion of each session.
- Encourage participation and correct improper techniques.
- Do not allow any horseplay or prolonged inactivity (work or leave).
- Enforce posted weight room rules and insist on proper spotting techniques.

- Do not allow any inappropriate music or language.
- Ensure all exits are not blocked and there are clear walking areas between equipment.
- Inform AD of any custodial issues or sanitizing replacement.
- Keep music at an acceptable safety level to hear accidents or students calling out for help.

Position (Fall, Winter & Spring)

(5) Days per week, two (2) hours a day

JOB DESCRIPTION

Equipment Manager

Qualifications:

1. Must possess New Jersey Standard Teacher’s Certificate or valid Essex County Substitute Teacher’s Certificate with required sport specific endorsement and an East Orange School District Identification number.
2. Must have knowledge and experience in a sport or knowledge and experience in coaching.
3. Must have current CPR/AED certification.
4. Must have Sports First Aid certification (NFHS), Concussion training and Heat Acclimatization training.
5. Must have Principles of Coaching certification.
6. Preference to applicants who are taking and/or have complete college course(s) in coaching techniques and methodology.

Reports to: Head Coach & AD of Athletics

Summary

An athletic equipment manager is responsible for all new and used athletics supplies of a team. He is in charge of maintaining, ordering and inventorying equipment and apparel.

DUTIES AND RESPONSIBILITIES:

Procuring, supervising, and maintaining inventories, such as all athletic uniform and equipment of a specific athletic team. Athletic equipment managers provide storage area for all athletic equipment, oversee the fitting and necessary adjustments needed for uniforms and equipment of team players; and supervise laundry and locker room maintenance. They are also in charge of ensuring uniforms and athletic equipments are clean and well stocked. Athletic equipment managers supervise the transportation of athletic equipment to off-campus events, oversee the proper setup of equipment in both home and out-of-town games of the team, and ensure the availability of equipments and uniforms at all times. Athletic equipment managers also, work closely with coaching staff, inspect damaged equipments, accompany teams on trips, and prepare budget estimates for equipment for the following seasons.

Tutor Job Description

Qualifications:

- Content & grade specific certification
- Tues, Wed, Thurs Availability (3pm-4pm)

Skills required:

- Knowledge of subject matter
- Ability to effectively communicate subject matter
- Patience
- Respect towards others
- Respect for different learning styles including active learning and peer-to-peer techniques.
- Interest in teaching and helping others learn
- Ability to listen and answer questions during tutoring sessions
- Good time management skills

Duties:

- Read all Tutor Assignment forms which are e-mailed to you upon assignment of students for tutoring
- Meet with assigned groups for the designated 3hr & 45min a week
- Maintain professional contact with all tutees and the Academic Success Center
- Modify and develop your tutoring skills to meet individual tutee needs and to adjust to the learning styles of your students
- Always be punctual and do not break appointments. If you must cancel or reschedule a session, inform your tutees as soon as possible before the session occurs
- Update your schedule and course information as needed.

Athletic Department **“Home of the Jaguars”**



COACHING ETHICS

NASPE COACHES CODE OF CONDUCT

The Coaches Council of the National Association for Sport and Physical Education (NASPE) has established the following Code of Conduct to which coaches at all levels shall be held accountable.

- Coaches have the knowledge and preparation to lead their teams within the parameters outlined in the National Standards for Athletic Coaches (NASPE, 1995):
 - Injury: Prevention, Care and Management
 - Risk Management
 - Growth, Development and Learning
 - Training, Conditioning and Nutrition
 - Social/Psychological Aspects of Coaching
 - Skills, Tactics and Strategies
 - Teaching and Administration
 - Professional Preparation

- Coaches are responsible to ensure the health; well-being and development of athletes take precedence over the win/loss record.
- Coaches accept that they do serve as role models and there must be congruency between their actions and words.
- Coaches provide a physically and emotionally safe environment for practices and completion.
- Coaches exemplify honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition.
- Coaches maintain confidentiality when appropriate and avoid situations that would potentially create a conflict of interest or exploit the athlete.
- Coaches are committed to the education of their athletes and should encourage academic achievement.
- Coaches are committed to the safety and well-being of each athlete and promote healthy lifestyles by their actions.
- Coaches discourage the use of performance enhancing substances and dietary supplements.
- Coaches prohibit the use of any illegal or recreational drugs.
- Coaches educate athletes about nutrition, safe and healthy weight loss or gain and healthy eating behaviors.
- Coaches follow current safe training and conditioning techniques.
- Coaches exhibit sound injury and risk management practices.
- Coaches demonstrate an understanding of growth and developmental stages of their athletes.
- Coaches encourage athletes to adopt a physically active lifestyle.
- Coaches place the athlete's needs and interests before their own.
- Coaches remember the competition should be healthy and enjoyable for all.

GENERAL CONDUCT

1. Do not play anyone who is sick or injured regardless of the immediate need or consequence.
2. Be modest in victory and gracious in defeat and instruct your players accordingly.
3. Respect the judgment of the officials. Although it is reasonable for the coach to question an official's decision, even disagree, the decision must be accepted graciously.
4. Instruct players in the elements of good sportsmanship and remove players from competition who demonstrate unsportsmanlike behavior.

CONDUCT ON THE FIELD AND IN THE GYMNASIUM:

Coaches sometimes become excited during the heat of a contest. Good sportsmanship must be taught and displayed at all times. Never engage in an angry exchange of words with officials and/or spectators during the contest. Remember, the eyes of the students, spectators and our teams are always on you. Be discreet when reprimanding athletes in front of their peers or spectators.

COACHING ATTIRE:

All coaches should be suitably attired for practice and games. You are always in the public eye; therefore, the impressions you make on the public reflect on you as well as your team and the school. Suitable practice attire will, of course, depend on the weather and the nature of your sport. At indoor games, coaches will be expected to wear appropriate school attire. At outdoor contests, coaches will be expected to wear proper attire, which reflect the school colors.

PROPER LANGUAGE:

Proper language should prevail in all situations, by both the coach and players. The use of profanity will in no way improve your team's performance. It will cause a loss of respect for you and encourage your team members to use the same kind of language.

NO SMOKING:

Smoking on the field, in the gymnasium, in the coaches' room or in the presence of any students is strictly prohibited at all times. This includes the use of all smokeless tobacco products.

RECRUITING:

Coaches should never attempt to recruit athletes from another school within the district. Athletics are voluntary and students are to choose freely. This policy will be adhered to by all coaches and athletic staff.

PRESS RELATIONS:

News reporters will often contact you for information about games and students. Be sure you mean what you say, as they will quote you. Careful thought as to statements you make can often save you and your players, as well as the school, from embarrassment.

COMPLETION OF CONTEST:

At no time is any coach to remove a team from the playing area until the contest is completed. Once the contest is started, it is in the control of the officials, regardless of how bad you may feel the officiating or conditions may be. Failure to comply will result in dismissal.

HAZING:

Hazing is not permitted on any level. If a hazing incident occurs, the coach must report it to the Athletic Director within twenty-four (24) hours. Coaches should be counseled on the consequences of their actions.

HONESTY AND INTEGRITY:

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

SPECIAL NOTE:

There should be harmony among the entire coaching staff regardless of the sports which individuals are coaching. Coaches of all sports should work together for similar goals and not in competition with each other.

Athletic Department
“Home of the Jaguars”



NJSIAA ELIGIBILITY GUIDELINES

Fall Sports:

All seniors, juniors, sophomores and freshman must pass 30 credits from the previous school year including summer school. The start of the 2014 class all student-athletes must pass 30 credits the previous school year to be eligible to participate in a sport.

Note: All incoming freshmen are eligible (during fall season). However, a freshman cannot compete on a freshman team if he/she has reached the age of sixteen prior to September 1st of his/her freshman year. They may participate on a Varsity or JV team.

Winter Sports:

Seniors, junior, sophomores must pass 30 credits from the previous school year including summer school. All incoming freshman are eligible. Ineligible students can become eligible February 1st provided that they earn 15 credits during the first semester.

Spring Sports:

All students must earn 15 credits during the first semester to become eligible.

Note: No student shall be eligible after the expiration of eight consecutive semesters following his/her entrance into the ninth grade. An athlete cannot participate if he/she has reached the age of nineteen prior to September 1 of any year.

Handicapped/Classified Students:

All handicapped/classified students, as defined by the New Jersey State Department of Education, shall comply with the athletic eligibility rules and regulations of the NJSIAA; in addition, the student must have evidence of the following:

1. Consent from parents or guardians for such a competitive experience.
2. The Child Study Team must certify that the youth is functioning in the school commensurate with his/her ability and is emotionally stable enough to participate in interscholastic athletics. The Principal must give final approval for participation. The medical physician of the school district must certify that the youth has the physical ability to compete equally with other participants.

Foreign Students/Transfers:

In the case of foreign students and/or transfers entering the East Orange School District, the Athletic Director and Principal, working directly with the NJSIAA Administrators shall determine eligibility. The student is NOT eligible to play or practice until eligibility is determined and confirmed. Any coaches having any candidates who may come under these classifications are to notify the Athletic Director immediately. The Athletic Director will then begin the process of determining eligibility.

**EAST ORANGE SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS**

STUDENT ATHLETE ELIGIBILITY CODE OF CONDUCT

All student athletes must maintain either:

- a) A current cumulative GPA of at least a 2.0; or
- b) Hold a cumulative GPA of at least a 2.0 from the previous school year, in order to participate in athletic programs for the upcoming school year.

Daily Progress Report

-All student athletes will be required to have their daily progress monitored by the head coach, using a daily progress report created by the Vice Principal of Athletics, for the entire school year.

Character

-No student athlete who is:

- a) **absent** from school the entire school day; or
- b) **dismissed** from class due to a behavioral incident;

will be permitted to participate in any athletic program, practice and/or game play, that same day. If a student athlete is **suspended** from school, he/she will not be allowed to participate in the contests for the week, but will be required to participate in practice to be able to play in the contests the following week.

- c) Any student suspected of being under the influence of drugs and or alcohol will be referred to the Student Assistance Coordinator for screening.

Dress Code

-All student athletes will be required to wear business casual attire on the school day of their home and away games to present themselves as professional student athletes as follows:

- a) male student athletes should wear a button down shirt, tie, slacks and/or khakis, dress shoes and/or boots (no sneakers);
- b) female student athletes should wear a blouse, skirt and/or dress pants, flats, boots and/or loafers (no sneakers),

Consequences

-Students who fail to meet the academic requirements may be put on probation for the current school year to improve their GPA to become eligible for the following school year at the AD's discretion.

-Students who fail to meet the business casual attire requirements will not be permitted to participate in that day's athletic event, unless it is brought to the attention of the AD of Athletics, within 24 hours of the athletic event and with justifiable reasoning.

- Students who test positive for drugs or alcohol will be suspended for a year from the date of the positive test, as per the NJSIAA.

STUDENT ATHLETE REQUIREMENTS

1. Players are expected to maintain a 2.0 GPA or better in their school courses.
2. Athletes must have a current school year physical and/or medical clearance form on file in the athletic office in order to participate in practice and games.
3. Participation is at the discretion of the coaching staff and administration.
4. Players may be denied participation in practice or contests for disciplinary reasons.
5. Players are expected to attend every practice or contest unless they are absent from school.
6. Players who quit the team are responsible for notifying the head coach immediately and returning all equipment and uniforms at that time.
7. Players must be on time for all practices.
8. Only the Principal, AD of Athletics or Head Coach can cancel practice.
9. All injuries or illnesses must be reported to the coaching staff immediately.
10. Players with injuries requiring physician or trainer attention cannot return to practice without written approval giving them clearance for practice and/or games.
11. Players are responsible for all equipment and uniforms issued to them. They will be charged the full replacement cost for any equipment or uniform lost, damaged, or stolen that is due to their negligence and will not be able to participate in prom and graduation until the cost is satisfied.
12. There is **ZERO TOLERANCE** for violence or the use of illegal drugs, alcohol, and tobacco. Violations will result in suspension or expulsion from the team, as deemed by administration.
13. There is **ZERO TOLERANCE** for any criminal activity this includes gang involvement, and hazing. Violations will result in suspension or expulsion from the team, as deemed by administration.
14. Sportsmanship for all coaches, officials, spectators, and other players is expected at all times.
15. No player can attend practice or participate in an athletic event if absent from school, unless approved by the Principal, or AD of Athletics due to extenuating circumstances.

EAST ORANGE SCHOOL DISTRICT

NAME: _____ ADDRESS: _____

SCHOOL: _____ PHONE: _____ DOB _____

CTS New Student Athletics Survey

Please indicate which sport you are interested in playing/ participating in. You can only check one sport per season.

FALL SEASON

- | | |
|---|--|
| <input type="checkbox"/> Football | <input type="checkbox"/> Girls Volleyball |
| <input type="checkbox"/> Boys Soccer | <input type="checkbox"/> Girls Tennis |
| <input type="checkbox"/> Boys Cross Country | <input type="checkbox"/> Girls Cross Country |
| <input type="checkbox"/> Band | <input type="checkbox"/> Cheerleaders/Twirlers |
| <input type="checkbox"/> Girls Soccer | |

WINTER SEASON

- | | |
|--|---|
| <input type="checkbox"/> Cheerleaders | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Boys Basketball | <input type="checkbox"/> Girls Basketball |
| <input type="checkbox"/> Boys Indoor Track | <input type="checkbox"/> Girls Indoor Track |

SPRING SEASON

- | | |
|---|--|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Boys Outdoor Track | <input type="checkbox"/> Girls Outdoor Track |
| <input type="checkbox"/> Boys Volleyball | |

EAST ORANGE SCHOOL DISTRICT

STUDENT ELIGIBILITY CRITERIA

STUDENT NAME _____

DATE _____

SPORT _____

SEASON _____

_____ You are eligible to participate in NJSIAA athletic competition.

_____ You are eligible to participate in NJSIAA athletic competition;
however, the following items must be completed to verify and maintain eligibility:

Academic Eligibility Form _____

Athletic Permission Form _____

Current Physical _____

NJSIAA Health Questionnaire _____

NJSIAA Steroid Policy Form _____

Athletic Code of Conduct _____

Original Birth Certificate or passport _____

_____ You are not eligible to participate in NJSIAA athletic competition.

EQUIPMENT STORAGE PROCEDURES

KEYS

Equipment/Storage keys for coaching staff may be requested from the AD of Athletics or Building Principal. All keys issued must be signed for so accurate returns can be kept. No coach is to be in possession of a master key. Keys are collected at the end of the participating sport season and returned to the AD of Athletics or Building Principal.

EQUIPMENT/UNIFORM

In the beginning of the season, mandatory inventory count will be conducted by the AD of Athletics and the Head Coach. At the end of the season, a mandatory inventory count will be conducted by the AD of Athletics, as well as the Head Coach. Any non-returned uniform or equipment will be deducted from your stipend.

Athletic Department
“Home of the Jaguars”



EAST ORANGE SCHOOL DISTRICT ATHLETIC EQUIPMENT ISSUE FORM

Name: _____
Last
First
Grade/H.R.

Address: _____ Phone: _____

Student Signature: _____ Date: _____

I have received the checked items. I will return said items at the end of the season or when I leave the team for any reason. I also agree to pay for all missing items or items deemed intentionally damaged.

DATE ISSUED: _____ DATE RETURNED: _____
Coach's initial beside returned items

CONDITION (*CHECK ONE*): NEW _____ RECONDITIONED _____

COMMENT:

PRACTICE UNIFORM NUMBER: _____
(Amount Received) VARSAITY

	<u>JV</u>	<u>FR</u>
Sweat Top	# _____	# _____
Sweat Bottom	# _____	# _____
Shirt	# _____	# _____
Pants	# _____	# _____

GAME UNIFORM NUMBER: _____
(Amount Received) VARSAITY

	<u>JV</u>	<u>FR</u>
Top	# _____	# _____
Bottom	# _____	# _____
Warm-ups/Tops	# _____	# _____
Warm ups/Bottoms	# _____	# _____
Jacket	# _____	# _____
Shoes/Sneakers	# _____	# _____

MISCELLANEOUS:

	<u>VARSAITY</u>	<u>JV</u>	<u>FR</u>
Helmet	# _____	# _____	# _____
Hats	# _____	# _____	# _____
Shoulder Pads	# _____	# _____	# _____
Hip Pads	# _____	# _____	# _____
Uniform/Equip. Bag	# _____	# _____	# _____
Thigh Pads	# _____	# _____	# _____
Knee Pads	# _____	# _____	# _____
Shin Guards	# _____	# _____	# _____
Gloves	# _____	# _____	# _____
Other _____	# _____	# _____	# _____

East Orange School District
Department of Athletics
“Home of the Jaguars”

STUDENT/ATHLETE ATTENDANCE, & TUTORING REPORT

STUDENT _____

Week of: _____

Teachers please provide the CTS student-athlete with the **attendance & tutoring information**, by marking the appropriate response and returning this report back to the student so that they can deliver it to their respective coaches.

Day Of Week	Tutoring Days	Teacher/Substitute Signature	Time In/ Time Out		Subject	Test Re-Take/ Make-up	Class work	Homework
TUESDAY	1							
WEDNESDAY	2							
THURSDAY	3							

Additional Comments:



TRIPS

The East Orange School District recognizes that trips are an important part of the educational development of every student thereby encouraging these trips to the fullest extent. EOSD further recognizes that these trips are consistent with valid educational goals and normal safety precautions. During the course of the athletic seasons, scheduled events may take place either out of the state for the day or overnight for competition or camp. All trip requests must be received in EOSD central office 15 days in advance of day trips. Approval for long distance or overnight trips must be requested 30 days before any plans are formalized or commitments made by any coach or group. It is important that coaches **do not** enter into a contract or make arrangements with companies or individuals until the trip has been approved by central office. The AD of Athletics will make arrangements for bus transportation.

Team supervision will be the responsibility of the coach(es) and/or EOSD employees that are assigned to chaperone the student-athletes. Sponsors will issue Parent Consent Forms (see appendix) to all who plan to go on the trip. The forms shall be filed in the school's main office. Coaches in charge must leave in the school a copy of the listing of all participants, adults and pupils prior to departing. This listing must be double-checked prior to the return to school and before teams are dismissed. Refer to the coach's checklist for away trips if necessary.

TRANSPORTATION

1. All forms of transportation are to be scheduled in cooperation with the AD of Athletics.
2. The AD of Athletics will schedule the team buses and ensure that student-athletes are supervised by East Orange School District approved personnel.
3. Participants are not allowed to drive a car or carry other players or personnel to a contest.
4. Transportation for athletic teams to and from games and scrimmages will be provided by East Orange Board Of Education approved transportation services only.
5. Student's behavior will be positive at all times while on the bus. Discipline on the bus is solely the responsibility of the Head Coach(es) in charge. The coach(es) will ensure that all regulations for bus safety are observed and maintained while their teams are using bus transportation.
6. Coaches are responsible for checking attendance on the bus both to and from all sporting events.
7. Coaches are responsible for providing the bus driver with directions to away sporting events.
8. The following is a basic checklist for coaches for away contest regarding buses:
 - A. All coaches must accompany the team on the bus and are responsible for team conduct.
 - B. Establish orderly procedures for loading the bus, including equipment storage.
 - C. Exhibit a positive toward the bus driver; this also includes assistance with directions.
 - D. Help maintain cleanliness of the bus.
 - E. Check the bus when returning home to make certain that no equipment was left behind or that no damage has been done.
 - F. Ensure that all participants must return on the bus or vehicles in which they traveled. The only exception will be a travel release form signed by a parent or guardian.
 - G. Only coaches, team members and managers will be permitted to ride buses to and from games and practices due to insurance regulations. No one else is permitted to ride.
 - H. The coach must wait at the school after returning until all members of his/her team have left the school.
 - I. A first aid kit/AED must be taken on all athletic trips and must contain the "Emergency Medical Form" for each athlete.

**EAST ORANGE SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS**

TRAVEL RELEASE FORM

All student/athletes shall return home on the same bus or vehicles in which they traveled to the contest or event unless they have written permission from a parent or guardian. This form must be signed by a parent or guardian authorizing an exception to this policy. By signing this form the parent or guardian acknowledges that EOSD is released of any legal liability regarding their child's return home.

Name of Student/Athlete: _____

Date of Contest/Event: _____

Name of Person Student/Athlete is Being Released To:

Reason For Travel Release(*optional*): _____

Parent
Signature: _____ Date: _____

Head Coach
Signature: _____ Date: _____

Athletic Director's
Signature: _____ Date: _____

Principal's
Signature: _____ Date: _____

CTS Athletic Department
“Home of the Jaguars”



Athletic Director: Mr. Michael Baldwin

Phone: (973)266-7300 ext. 51071

Email: m.baldwin@eastorange.k12.nj.us