

# JACKSON SCHOOL DISTRICT



## COACHES HANDBOOK

Director of Athletics: Greg McClain  
Assistant Principal/Athletics: Mark Lax

# **JACKSON SCHOOL DISTRICT**

## **COACHES HANDBOOK**

### **TABLE OF CONTENTS**

<b>MISSION STATEMENT AND PHILOSOPHY.....</b>	<b>3</b>
<b>ATTENDANCE.....</b>	<b>4</b>
<b>AWARDS NIGHT.....</b>	<b>4</b>
<b>RESPONSIBILITIES OF SPORTSMANSHIP.....</b>	<b>4</b>
<b>EXPECTATIONS AND RESPONSIBILITIES FOR COACHES.....</b>	<b>5</b>
<b>EXPECTATIONS AND RESPONSIBILITIES FOR STUDENT ATHLETES.....</b>	<b>8</b>
<b>COMMUNICATIONS.....</b>	<b>10</b>
<b>ATHLETIC EQUIPMENT AND EVALUATIONS.....</b>	<b>12</b>
<b>FACILITIES AND TRANSPORTATION.....</b>	<b>13</b>
<b>FUNDRAISING AND GIFTING.....</b>	<b>15</b>
<b>INJURIES.....</b>	<b>15</b>
<b>KEYS AND SCHEDULES.....</b>	<b>18</b>
<b>STUDENT ELIGIBILITY.....</b>	<b>18</b>
<b>PHYSICAL ELIGIBILITY PROCESS.....</b>	<b>19</b>
<b>SUPERVISION.....</b>	<b>20</b>
<b>VOLUNTEERS.....</b>	<b>20</b>
<b>APPENDIX.....</b>	<b>21</b>

## **MISSION STATEMENT**

Jackson School District believes athletics are an integral part of the students' education. We strive to meet high standards of sportsmanship, responsibility, dedication, and devotion to sport, school and family.

The mission of the Athletics Department is to provide an environment that will complement and enrich the overall quality of all students' educational experiences. The emphasis of school based athletics is to provide opportunities that encourage the pursuit of lifetime activities, a sense of commitment and teamwork, and the development of personal character while maintaining an environment that values cultural diversity and gender equity among its students, athletes, and coaches.

## **PHILOSOPHY**

Athletic programs are an extension of the academic day where our coaching staff is charged with the responsibility of challenging and developing students - athletically, socially, and emotionally - in a positive manner, using both praise and constructive criticism.

As members of the Jackson School District's athletic program, student-athletes and coaches are expected to demonstrate proper respect for each other, other teams, coaches, teammates, officials, spectators and equipment. Student-athletes and coaches are expected to exhibit the highest level of character, both on or off the playing field, and in or out of the classroom as they are, at all times, representatives of their team, school, and community.

## **ATHLETIC COACHES**

### **ATTENDANCE**

#### **□ Student Attendance**

Students must be present in school for a minimum of 4 hours in order to attend and or participate in a team practice, competition, activity group meeting or function. Exceptions to this rule include absences due to the following; driver's education examination, court, school sponsored activity, religious obligations, medical obligations and bereavement, or any absence which receives prior administrative approval.

### **AWARDS NIGHTS**

Team banquets for individual sports are left to the discretion of the head coach of that sport and must be approved by the Director of Athletics. These events are an extension of the school. Therefore, the use of alcohol is prohibited and all district policies must be followed

### **THE RESPONSIBILITIES OF SPORTSMANSHIP** (Courtesy of the NJSIAA)

The COACH:

- Treats own players, and opponents, with respect;
- Inspires in the athletes a love for the game, and a desire to compete fairly;
- Is the type of person he/she wants the athletes to be;
- Disciplines those on the team who display unsportsmanlike behavior;
- Respects the judgment and interpretation of the rules by the officials, and
- Knows he/she is a teacher, and understands the athletic area is a classroom.

The PLAYER:

- Treats own teammates, and opponents, with respect;
- Plays hard, but plays within the rules;
- Exercises self-control at all times, setting the example for others to follow;

- Respects officials, and accepts their decisions without gesture or argument;
- Wins without boasting, losses without excuses, and never quits, and
- Always remembers that it is a *privilege* to represent the school and community.

The SPECTATOR:

- Attempts to understand and be informed of the playing rules;
- Appreciates a good play no matter who makes it;
- Cooperates with and responds enthusiastically to cheerleaders;
- Shows compassion for an injured player, applauds positive performances, does not heckle, jeer or distract players, and avoids use of profane and obnoxious language and behavior;
- Respects the judgment and strategy of the coach, and does not criticize players or coaches for the loss of a game;
- Respects property of others, and authority of those who administer the competition, and censures those whose behavior is unbecoming.

### **EXPECTATIONS AND RESPONSIBILITIES FOR COACHES**

Coaches play an important role in the education of student-athletes... every coach is responsible for the social, emotional and academic development of their student-athletes. In view of this responsibility, the coach must:

- Promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- Teach the common courtesies by precept and example;
- Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
- Help students cope with negative peer pressure;
- Treat student with respect and an ethical and responsible manner;
- Help students to reach their maximum potential, and
- Demonstrate desirable standards of behavior through personal example.

We expect no less of our coaches on and off the playing fields, at practice or in an athletic contest. These major performance areas stand out above others:

## □ Rapport

A coach must be able to develop good rapport with numerous individuals and community groups, including but not limited to: team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches, media representatives and the parents of his/her players.

## □ Cooperation

The district expects the highest level of cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school Director of Athletics, administration, other staff, team and parents.

## □ Leadership and Public Relations

Diligence, enthusiasm, integrity, honesty and a love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition — all should be exemplary. Public demeanor and decorum should always reflect positively on the school, school district and athletic department.

## □ Individual and Team Comportment

Every Jackson Township Public School athletic team requires a high level of self-discipline among coaches, players and support staff. In this regard, the implementation of self-discipline and the attitude with which it is implemented is the coach's responsibility. Individually, the coach becomes a model of all that the program represents — observation of school codes, training rules, rules of the game, sportsmanship, behavior of participants throughout the season and especially where the student body is concerned.

## □ Professional Development

Coaches are strongly encouraged to take advantage of opportunities presented for professional development. Regular attendance at district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative.

Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

#### □ Use of Proper Language

Appropriate use of language should prevail in all situations and at all times, both by coaches and players. This includes the privacy of the locker rooms, team meetings, buses, etc. Profane or foul language should never be used or condoned, and certainly not as a means of motivating or disciplining players.

#### □ Professional Conduct during Athletic Contests

Coaches must display the example of sportsmanship we are trying to teach. Defend the rights of your team at all times, but do not overdo your differences with officials. Never engage in an exchange of words with spectators during the contest. Remember the eyes of the athletes, spectators and your teams are always on you. Be discreet when reprimanding an athlete in front of peers and/or spectators.

#### □ Communication with Athletes and Parents

It is recommended that coaches engage in regular communication with athletes and parents throughout the season. Coaches are reminded that all communications with athletes and parents need to be professional at all times. Coaches should **refrain** from discussing other players, parents, coaches, teams, etc. during these times. Additionally, while it might be convenient to make frequent use of **texting** for the purpose of communicating with the team and parents as a whole, coaches are prohibited from giving out their private cell phone numbers or collecting the private cell phone numbers of their athletes. School e-mail or appropriate web-based messaging software should be used for this purpose.

#### □ Team Rivalry

Coaches should encourage pride within each team. Student-athletes should have pride in the team of which they are a member; however, this should never develop through deriding or belittling another athletic team. Friendly rivalry among our teams is natural

and good, but pride, support, and enthusiasm for each other should prevail for all our teams and athletes.

#### □ Hazing

Under no circumstances should any form of hazing be tolerated. Coaches need to be present among the athletes in areas where hazing is likely to take place (i.e. locker rooms, buses, etc.). **All players** should share responsibilities for equipment. Explain to athletes that any violation of these rules will be met with severe and swift consequences.

### **EXPECTATIONS AND RESPONSIBILITIES FOR STUDENT-ATHLETES**

A major objective of the Jackson Township Interscholastic Athletic Program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes of social and group interaction. Remember that participation in interscholastic athletics within the Jackson School District is a *privilege* granted by the Board of Education, and along with this privilege and its benefits come certain responsibilities:

It is expected that all athletes will participate in all practices and games, adhere to all rules set forth by the school and Athletic Department, as well as their individual coaches, and conduct themselves in an exemplary manner at all times. Those who do not are subject to appropriate school and team consequences. The following are basic guidelines for offenses and consequences:

#### □ Hazing

The Jackson School District strictly adheres to all New Jersey Anti-Bullying Laws, including those related to hazing. Hazing is defined as **any action or activity which diminishes the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, which results in social ostracism, and/or which demeans, degrades, or disgraces any person, regardless of the intent or consent of participants.**

Activities that may be considered hazing include, but are not limited to:

- Coercion, threat or intimidation to solicit money;
- Physical intimidation or striking (using physical force/contact in any manner);



- Permanent or temporary marking or branding;
- Forcing exercise or strenuous physical activities;
- Requiring personal servitude;
- Requesting or causing indecent exposure and/or the donning of inappropriate articles of clothing; and/or
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and
- Any other behaviors, speech or writing that is deemed by the administration as offensive, lewd or unbecoming is prohibited.

No student will plan, encourage or engage in any hazing activities of any kind. Students who engage in hazing activities of any sort will be removed from the team for the remainder of the season, and will be subject to all consequences as outlined in the Parent-Student Handbook. A student observing any hazing activity should immediately report such activity to an employee of the school district. All student reports will be kept confidential.

#### □ Possession or use of a Banned Substance

All athletes wishing to participate in any co-curricular or extra-curricular activity must refrain from all possession/use of steroids, drugs, alcohol, and tobacco products (all forms). Violation of this policy, on campus during the school day or at a school-sponsored activity (home or away), will result in disciplinary consequences outlined in the Parent-Student Handbook.

#### □ Miscellaneous

A student who is suspended from school (OSS or ISS) will be ineligible for contests or practices during that time.

Fighting in practice or during a contest is strictly forbidden. Since athletic contests are a school function, any student-athlete involved in a fight during an athletic activity is subject to the same discipline as if they were in school. After an investigation of a fighting incident, consequences will be determined by the coach, Director of Athletics and/or Assistant Principal and may include suspension from the team and/or school.

In general, if the student brings discredit to the school or team, he/she will be subject to disciplinary action and may lose the *privilege* of participating in the Jackson School District's athletics program.

## COMMUNICATIONS

As stated previously, the success of the athletic programs at Jackson Township Public Schools relies on effective communication among coaches, athletes, and parents.

At times, individual concerns about our athletic programs arise and, when they do, it is important for the athlete and/or parent to talk directly to the coach first. Past experience shows that when communication occurs among the people who are directly involved -- the student and/or parent and the coach -- concerns are generally resolved to the satisfaction of all participants.

Regardless of the circumstances, communications between and among athlete, parent and coach should always conform to the highest level of respect and decorum. Additionally, communications of a *sensitive nature* should **never** take place in the “heat of the moment” (e.g. – immediately after a contest). It is always best to let some time pass (perhaps to “sleep on it”) before engaging in such communication.

***Appropriate*** communications that take place between a parent and coach may include:

- Concerns expressed directly to the coach regarding team policies previously outlined;
- The treatment of an athlete with regard to stated team policies;
- Ways to help an athlete improve;
- Concerns about an athlete’s behavior;
- Notification of any schedule conflicts in advance, and
- Notification of illness or injury as soon as possible.

Coaches have discretion concerning the following:

- Individual playing time;
- Team strategy;
- Play calling;
- Playing time/performance of other student-athletes;
- Selection of captains, and
- Practice organization (i.e. – drills, scrimmaging, etc.).

Please communicate concerns accordingly. Concerns can often be addressed to the satisfaction of all parties after step 1 or 2. (Chain of Command)

1. Student-Athlete → Coach
2. Parent → Coach
3. Student-Athlete and Parent → Director of Athletics then Building Principal

#### 4. Student-Athlete and Parent → Central Administration

##### □ Electronic Communications - Coaches and Student-Athletes

Electronic communications between coaches and student-athletes, including but not limited to email, telephone or cell phone, text message or instant message, computer, social media or other internet platform, that is of a personal nature is considered “inappropriate” and is strictly prohibited. Inappropriate electronic communication between coaches and a student-athletes includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
4. Communications that are harassing, intimidating or bullying;
5. Communications requesting or trying to establish a personal relationship with an athlete beyond the coaches professional responsibilities;
6. Communications related to personal or confidential information regarding another school staff member or student; and
7. Communications between the coach and student-athlete that a member of the school administration would determine to be inappropriate.

All emails between a coach and student-athlete must be sent or received through the school district’s email system. A coach shall not provide a personal email address to any student. Communications between a coach and a student-athlete via a personal cellular telephone or text message is also prohibited. However, a coach may, with prior approval of school administration, communicate with a student using a personal cellular telephone or via text message if the need to communicate is directly related to the coach's professional responsibilities for a specific purpose such as an athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications or text messaging shall not extend beyond the specific athletic event, co-curricular activity, etc. approved by the Principal or designee.

A coach shall not accept “friend” requests from any student on a personal social networking website or other Internet-based social media website. Communication between coaches and student-athletes through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such

websites are available to: every member of the team and their parents; and the Principal and Athletic Director. It is strongly recommended that a third party messaging service (such as “Remind” or similar program) be used when communicating with student groups (classes, athletic teams, student clubs and/or activities).

In the event an improper electronic communication is sent by either a coach or a student-athlete, it shall be reported to Administration by the next school day. The Principal or designee will take appropriate action as necessary. Improper electronic communications by a coach or a student-athlete may result in appropriate disciplinary action.

### **ATHLETIC EQUIPMENT**

Careful records should be kept of all equipment issued to players. Athletes are responsible for the proper care and return of all school-issued equipment, and will be held accountable for any lost or damaged items.

School-issued equipment should be secured at all times. Do not leave game gear in an unlocked locker. Again, lost, stolen or damaged equipment is the responsibility of the student-athlete and he/she will be charged the replacement cost.

Issuing of equipment for out-of-season or summer use is prohibited unless specifically approved by the Director of Athletics. This may only occur in the case of “special expensive” equipment that athletes are not required to provide on their own (e.g. field hockey goalie equipment). This equipment may only be used for attendance at a camp.

### **EVALUATIONS**

All coaches will be evaluated at the end of their season. Prior to the season, the Athletic Director may meet with the coach regarding performance expectations of the coach and the expectations of the position.

## **FACILITIES & TRANSPORTATION**

### **□ Building Use Permission**

Permission to utilize the school building and or fields/school grounds is necessary. If a group is scheduling a special event i.e., car washes, bake sale, productions, barbeques, banquets, they must complete a “Permission for Building Use” form and submit it to the Director of Athletics.

### **□ Building Use Guidelines**

- School facilities are intended primarily for school children. They are available for other educational purposes when there is no conflict with school functions and prior approval is obtained.
- Facilities may be used by responsible Jackson organizations. The person whose signature appears on the application shall be responsible for any infraction of the rules or damage to school property.
- Applicants must leave all facilities in the same condition as it was before use. This includes, but is not limited to, moving tables and chairs, disposing of trash, and ensuring no damages occur. No food and beverages may be used in facilities where prohibited unless granted specific permission by the building Principal.
- The applicant agrees not to put on any form of entertainment or activity, that which would be offensive to the general public, which could be considered hostile or treasonable to our State or Nation, or which would in any way be inconsistent with the purposes of public education.
- The custodian shall be required to remain in the building when school is open. It shall be his/her duty to see that all fire exits are kept open and the school is properly used. He/she shall report all violations of Board policies to the Principal of the school involved for proper action and correction.

### **□ Inclement Weather**

The Athletic Director in conjunction with the coaching staff will organize the use of indoor facilities in the event of inclement weather. As a general rule, any Varsity level team will be given preference over any non-Varsity level team for indoor facility usage.

## □ Transportation

- Staff Driving Students

At no point in time should a staff member transport a student in his or her own personal vehicle unless there is an emergent situation which requires it. In this situation, the student's parent should immediately be contacted as well as the Athletic Director.

- Student/Parent

Coaches may allow students to leave off campus events with a designated parent or guardian provided that the parents have signed and submitted a transportation waiver form to the coach.

- Students

Students may transport themselves to and from an athletic event, when district transportation is unavailable, provided that their parent/guardian has signed and submitted a transportation waiver form to the coach.

- Transportation Supervision

A Jackson Township Board of Education approved athletic coach should ALWAYS accompany a team on their designated bus. At no time should any program be left unsupervised on any mode of transportation or otherwise.

- Scheduling Busses

Buses for all regularly scheduled athletic competitions will be scheduled automatically through the athletic office. Rescheduled athletic event buses will also be automatically arranged through the athletic office.

In the event that your team or group would like transportation to a special event i.e., off campus training facility, a fundraising function at another school, amusement park, professional ball game, the coach is responsible for making the arrangements through the athletic office.

Coaches must obtain the list of bus schedule of times and drivers from the athletic secretary. It is expected that the coach will check weekly for updates and changes.

- Canceling /Changing Bus

In the event that there is a last minute change of plans for a team or group, the coach must cancel the transportation arrangements via the athletic office or if it is a weekend or holiday break, call the bus driver directly to cancel the bus.

## **FUNDRAISING & GIFTING**

### **□ Fundraising**

All fundraising, sponsored by either a team or a parent support group are intended to support the good of the entire team and must be pre-approved by the Director of Athletics, Principal, and the Superintendent. All communication, written or verbal regarding fundraising, must be approved by the Director of Athletics. Sports teams wishing to raise funds will need first to complete a Fundraising Request, and then will be required to submit to a Fundraising Final Report upon the completion of the fundraising activity. Additionally, coaches are reminded that they must adhere to all district procedures concerning the handling of funds. Furthermore, it must be communicated to athletes that all fundraising is voluntary at no time should an athlete feel pressured to participate.

### **□ Gifting**

Individuals who wish to make a donation or gift (either monetary or non-monetary) to a sports team or the Athletic Department must first send a Letter of Intent to the attention of the Director of Athletics, who will then forward it to the Superintendent for consideration. The Board of Education must formally approve all donations and gifts before a sports team can take possession.

## **INJURIES**

### **□ All Student Events**

In the event of an injury to a pupil/participant, an ambulance or emergency medical team should be called in the event that such services are not on site. The parents of the injured

pupil must always be immediately notified of any injury or medical treatment the pupil requires or is receiving.

## □ Athletics

As of Fall 2006, all new athletic coaches are required to complete the Principles of Coaching & Athletic First Aid courses and pass the respective course exam, as well as be certified in Cardio-Pulmonary Resuscitation via the American Red Cross or American Heart Association. Contact the Director of Athletics/Administrative Designee to arrange to attend any of these courses.

It is required that injuries occurring during a Jackson Township School's athletic practice or competition are reported to the Certified Athletic Trainer or Administrator Designee as soon as possible. Remember that for liability purposes athletes who are injured while participating in private athletic organizations during the competitive school season, may be required to provide documentation of Medical Clearance from a Licensed Medical Doctor in order to continue to participate in school sports.

In the event that an injury occurs while practicing or competing at a home event, follow the following steps;

- Immediately notify the Certified Athletic Trainer or nurse of the injury and your location.
- Provide immediate first aid if necessary until Athletic Trainer or nurse reaches your location
- NEVER send an injured athlete to find the Athletic Trainer or nurse as this generates a potentially dangerous situation.
- Follow up with the Athletic Trainer or nurse after practice/game for the status of the injured athlete.
- Follow up with the Athletic Trainer or nurse before practice/game the following day for status of the injured athlete.

In the event that there is not an Athletic Trainer or nurse present, follow the following steps;

- Administer first aid.
- If at another school, request the assistance of the home team Athletic Trainer or nurse.
- Notify the parent immediately.
- Complete a Student Accident Report.



- Notify the Certified Athletic Trainer or nurse and the Athletic Director via email of the injury and the steps taken and follow up with direct contact as soon as possible.
- Refer the injured athlete directly to the Athletic Trainer or nurse upon return to school or the following day
- Follow up with the Athletic Trainer or nurse before practice/game the following day for status of the injured athlete.

#### □ Off Campus Injury/ Injury Necessitating Removal of Pupil from Campus

In the event that while at a visiting school or other off campus location, a student requires medical attention that necessitates removal from the campus via Emergency Medical follow the following steps;

- Provide the EMS Team with all relevant medical information for the student. This information is provided in Genesis.
- Designate a Jackson BOE approved staff member to travel in the ambulance with the injured student to the hospital.
- If no staff member is available DO NOT send the student ALONE or by himself with an additional student.
- An adult is to accompany the injured student to the hospital in the ambulance.
- Notify the parent/guardian/emergency contact that the injury has occurred and to meet their son/daughter at the designated hospital.
- When leaving campus with your team, notify the Certified Athletic Trainer and the Athletic Director/Administrative Designee via phone of the injury and all pertinent information.
- Follow up with the parent via a phone call later that evening and the following day.

#### □ Return to Participation following Injury

A student may be removed from participation by the Athletic Trainer or nurse if he/she is deemed injured. The Certified Athletic Trainer may recommend the athlete or pupil for an independent medical evaluation. If the Athletic Trainer recommends such an independent medical evaluation, the athlete will not be allowed to return to participation until the athlete provides an official Medical Clearance signed by the evaluating licensed

Medical Physician. The Athletic Trainer or nurse will return the student to participation once it is determined that the student is injury free.

If an injured student seeks treatment/evaluation from a medical practitioner for ANY injury school related or otherwise, he/she is required to provide an official document of Medical Clearance to the Athletic Trainer or nurse, signed by the evaluating licensed Medical Physician to return to participation. There are NO EXCEPTIONS. This policy exists to protect the safety of the student, the coach/advisor and the school district.

### **KEYS**

The Athletic Director, Administrative Designee, along with the Head Custodian will issue all necessary keys to locker rooms, equipment storage areas, and conditioning facilities with the understanding that the keys remain property of the Jackson Board of Education. The coach/advisor is expected to preserve the security of the school facilities and property by strictly managing the keys issued for his or her use. Coaches/Advisors are never to leave keys in a student's possession.

### **SCHEDULES**

All coaches should submit practice times, locations for the duration of the season to include weekends, half days and holidays and vacations to the Athletic Director. Notification of any change should be immediate.

No athletic meeting, practice, etc... is to take place without the approval of the Athletic Director.

### **STUDENT ELIGIBILITY**

Players must be fully eligible to participate in athletics. Students must be cleared physically and academically, meet school discipline requirements, and in some cases meet separate standards such as in the case of a transfer or foreign-exchange student. Coaches will receive information from the Athletic Director regarding each athlete's academic eligibility prior to the start of each season.

- Academic Eligibility - Students must meet both the NJSIAA and Jackson Board of Education requirements to be eligible for participation in a sport.

Eligibility 1<sup>st</sup> Semester – September 1 to January 31: students in grades 10, 11 & 12 must have passed at least 30 credits the preceding school year (or attend a summer school program).

Eligibility 2<sup>nd</sup> Semester – February 1 – June 30: students in grades 9, 10, 11, & 12 must have passed 15 credits the 1<sup>st</sup> half of the school year.

- Physical Eligibility - All athletes must obtain a physical examination prior to participating in athletics. The school physician or an outside medical doctor may perform the examination. The school physician offers free physical examinations several times per year. Whether the school doctor or an outside medical doctor performs the examination, the school athletic physical form must be completed and returned to the school nurse or the athletics office prior to any participation. Students who have received an examination during the academic year need only complete an interim update packet and return it to the school nurse or athletic office prior to participation in another sport during the same academic year.

A student who is suspended from school is also suspended from all sports and extracurricular activities during the suspension.

### **PHYSICAL ELIGIBILITY PROCESS**

1. The parent/guardian completes the school athletic physical packet.
2. The student receives a physical exam from school or private medical doctor at their own expense.
3. The school physician signs off on physical examination.
4. The school nurse verifies paperwork or after 60 days from Physical the interim report.
5. The paperwork is turned into the Athletic office by the nurse and the student's name is placed in the database for the sport.
6. Lists of eligible players are given to each coach by the Athletic Director.
7. The Athletic Director checks the list for academic eligibility.
8. The head coach will type up a team roster for each level and submit it to the Athletic office before the regular season starts.

## **SUPERVISION**

Coaches are responsible for the supervision of their team members/student participants prior to, during and following practices, meetings and competitions. Coaches/Advisors are responsible for the well being and safety of their students until each student has left campus. The coach should make arrangements for supervision in the event that he or she will not be available.

It is the coach's responsibility to ensure the locker room facilities are properly maintained after use by their respective team. After every practice, game, contest, or use by members of the coach's team, the coach is required to inspect the facilities to insure the team has left the locker room reasonably clean and to insure that no students are left behind in the locker rooms. In the event that the coach is not of the same sex as the players, the coach should select a team member, preferably a team captain, with the responsibility of ensuring that fellow teammates keep the locker room clean and to ensure that all athletes leave the locker room in a timely manner. Athletes are required to place all personal belongings in a locker, or their bags after practices and or games.

## **VOLUNTEERS**

The Jackson Board of Education must approve all volunteer coaches prior to their participation. Volunteer coaches must be approved as a substitute teacher in the Jackson School District or be currently employed by the Jackson Board of Education. The paperwork that is required for substitute teacher certification and the steps required to obtain fingerprinting and approval from the county Office of the Registrar is currently available at Jackson Township Schools Central Office located at 151 Don Connor Boulevard. All provisions and responsibilities enumerated in this Handbook are hereby attributed to volunteer coaches and said coaches are under the same obligations to comply with the rules and procedures outlined in this handbook as non-volunteer coaches. In accordance with district policy 3125, individuals who provide volunteer services are subject to a criminal history record information requirement. An individual shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for crimes as defined in NJSA 18A:6-7.1.

## **APPENDIX**

### **□ BOE Policies Related to Athletics**

Click on the link below to access all BOE Policies, including those listed below:

<https://www.straussesmay.com/seportal/Public/pubElanOnline.aspx?id=f7add3f01fd749a6b14be519dea90199>

Athletic Competition - (Policy 2431)

Code of Conduct - (Policy 9162)

Code of Ethics - (Policy 3211)

Conflict of Interest - (Policy 3214)

Drug and Alcohol Use - (Policy 5530, 3218)

Electronic Communications with Students (Policy 4283, 3283)

Harassment, Intimidation, and Bullying - (Policy 5512)

Hazing - (Policy 5541)

Head Injuries and/or Concussions - (Policy 2431.4)

Heat Acclimation - (Policy 2431.3)

### **□ Athletics Website**

Check out the Athletic Department's website for the latest information, including the topics listed below:

<https://www.jacksonsd.org/domain/186>

Pre-Participation Physical Packet

Student Transportation Waiver Form

### **□ Athletic Contest Schedules**

Schedules for all athletic contests can be found at:

<https://www.jacksonsd.org/Page/507>