

Greater Egg Harbor Regional High School District

ATHLETICS/ACTIVITIES HANDBOOK

OAKCREST HIGH SCHOOL ABSEGAMI HIGH SCHOOL

MAYS LANDING, NJ

Prepared by: Scott Lodgek, Athletic Director, Absegami High School
Don Robbins, Athletic Director, Oakcrest High School

Adopted 2004
Revised 2007

Greater Egg Harbor Regional High School District Board of Education

Mr. John Houck – President
Mrs. Margaret Guenther – Vice President
Mr. William Cheatham – Mullica Twp.
Mrs. Lois Garrison – Galloway Twp.
Ms. Vicki Hood – Galloway Twp.
Mrs. Carol Houck – Galloway Twp.
Mrs. Maripat Perone – Hamilton Twp.
Mr. Robert Ross – Egg Harbor City
Mr. Richard Zappy – Hamilton Twp.

Greater Egg Harbor Regional High School District Administration

Dr. Adam Pfeffer – Superintendent
Dr. Steven Ciccariello – Assistant Superintendent
Mr. Tom Grossi – Bd. Sec. / Business Administrator
Mrs. Margaret Doran – Director of Special Projects
Mr. Willard Bryant – Supervisor of Special Services
Mr. Joseph Filinuk – Technology Supervisor

Oakcrest Administrative Team

Principal – Anthony Mongelluzzo
Asst. Principal – Lin DiRenzo
Asst. Principal – James Reina
Wilbraham
Asst. Principal – John Ragan

Absegami Administrative

Principal – Jeri-lynn Gatto
Asst. Principal – Lynda Leahey
Asst. Principal – Michael

Asst. Principal – Meg Gawalis

Asst. Principal – Al DiCicco (Alternate Program)

Guidance – John Cocuzza

English – Chris Hall

Social Studies – Dr. Mary Steinacker

Special Education – Mike McGhee

Yorke

Mathematics – Charles Lockwood

Science – Lea Fitzpatrick

Athletics, H & PE– Brian Currie

Lodgek

Guidance – Robert Quinn

English – Donna Blair

Social Studies – Henry Kobik

Special Education – James

Mathematics – Barbara Noll

Science – David Furgione

Athletics, H & PE – Scott

TABLE OF CONTENTS

POLICY NO. 2430 - ATHLETICS & ACTIVITIES..... 4

REGULATION NO. R2431 - ATHLETIC REGULATIONS..... 8

EMERGENCY PROCEDURES FOR ATHLETIC PRACTICES AND COMPETITIONS 10

 DEFINITIONS.....

 10

 PRECAUTIONS.....

 10

 EMERGENCY PROCEDURES..... 10

 REPORTS.....

 11

 READMISSION TO ATHLETIC ACTIVITIES.....

 12

REGULATION NO. 2431.2 MEDICAL EXAMINATION TO DETERMINE FITNESS FOR PARTICIPATION IN ATHLETICS..... 13

POLICY 5512 - HAZING..... 16

COACHES - A POSITION OF LEADERSHIP.....

17

HEAD COACHES DUTIES AND RESPONSIBILITIES..... 17

 ATTENDANCE AND CALENDAR.....

 17

PROGRAM.....
18

SUPERVISION.....
18

PRACTICE AND GAMES.....
18

DISCIPLINE.....
19

STUDENT ATTENDANCE.....
20

DISCIPLINARY INCIDENTS OFF-CAMPUS.....
20

TRANSPORTATION.....
21

INITIATION AND HAZING.....
21

INJURIES AND ACCIDENTS.....
21

SPORTSMANSHIP.....
21

CANCELLATION DUE TO INCLEMENT WEATHER.....
22

ELIGIBILITY OF ATHLETES.....
23

SCHEDULING.....
23

EQUIPMENT.....
23

BUDGET AND FINANCE.....
24

AWARDS.....
24

CLINIC ATTENDANCE.....
26

PROCEDURES FOR MANAGING ACTIVITY FINANCES.....
27

MEALS AND LODGING-STAFF.....
28

TRANSPORTATION OF PUPILS FOR ATHLETIC, BAND, FIELD, AND ENRICHMENT TRIPS 28

JOB DESCRIPTION OF HEAD COACH.....

31

EVALUATION OF HEAD COACH..... 32

JOB DESCRIPTION OF ASSISTANT COACH.....

33

EVALUATION OF ASSISTANT COACH.....

34

JOB DESCRIPTION OF ACTIVITY ADVISOR.....

35

EVALUATION OF ACTIVITY ADVISOR.....

36

JOB DESCRIPTION OF SITE MANAGER.....

37

EVALUATION OF SITE MANGER..... 39

POLICY 2430 ATHLETICS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of the Athletic and Activity programs shall be to develop leadership capacities and good organizational skills, to aid in the socialization of pupils, and to enable pupils to explore a wider range of individual interests than might be available in the regular curricular program.

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of the Athletic and Activity programs for pupils in grades 9 through 12. The Board shall maintain the programs of Athletics and Activities at no cost to participating pupils, except that pupils may be required to provide supplies in accordance with Board Policy No. 2520 on instructional supplies. Additionally, pupils may be required to assume all or part of the costs of travel and attendance at Athletic and Activity events and trips.

With regard to the activity program, the Greater Egg Harbor Regional High School District will strive to:

1. Encourage participation by as many pupils as possible.
2. Develop leadership and cooperative attitudes among participants.
3. Provide opportunities for students to exercise initiative and to assume responsibilities.
4. Foster the development and perpetuation of desirable school traditions, such

as standards of conduct, historical observances, etc.

5. Make every student feel accepted in the total life of the school.
6. Make each student feel a sense of loyalty and responsibility to the school.
7. Provide membership opportunities and encouragement to participate to all students.
8. Provide activities for the various interests and needs of students.
9. Provide orientation for students new to the schools.
10. Encourage individual students and school organizations to provide service within the school community.
11. Develop courteous student behavior in general and courteous audience habits at assemblies, sporting events, and other activities.

With regard to the athletic program, the Greater Egg Harbor Regional High School District will strive to:

1. Improve the strength, endurance and general fitness of each individual participant.
2. Demonstrate the need for and adherence to the rules and regulations (school, team and game) which are so necessary for overall safety and protection.
3. Foster the growth in human relations and understandings through participation, by working toward a common goal, and by competing as a team against an opposing team also working for a common goal.
4. Develop skills and knowledge of games so that participation in athletic activities may continue after leaving high school.
5. Provide opportunities to compete against opponents of similar physical status and games for a variety of sizes, ages, and grade levels.
6. Provide encouragement, example and counsel, as a variety of situations and opportunities present themselves, to improve standards of acceptable conduct among all participants.
7. Assure, within the limits of facilities, staff, and finances, as many students as possible, both males and females, equal opportunity to participate.
8. Provide opportunity for community and student participation as spectators.
9. Encourage development of good sportsmanship and spectatorship among the student body and community.
10. Maintain educational emphasis for students and staff with competition, an integral part of the learning process.
11. Develop among athletes good sportsmanship and respect for opponents and officials.

For purposes of this policy, Athletics are all the programs of athletic competition including activities relating to competitive sports contests, games or events or sports exhibitions

involving individual pupils or teams of pupils of this district when such events occur within or between separate schools within this district or with any schools outside this district. Activities are those activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board and not related to the Athletic Programs. The activities must be related to the curriculum, but are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day.

The Board will permit the use of school facilities by organizations of pupils during pupil activity periods. No group of pupils, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the speech at their meeting provided that the group has a volunteer faculty member to monitor the activity.

No activity or athletic team shall be considered to be under the sponsorship of this Board unless the Superintendent has approved it.

Pupils shall be fully informed of the activities and athletic opportunities available to them and of the eligibility standards established for participation. Activity and Athletic programs shall be available to all pupils who voluntarily elect to participate

The Board will not permit the organization of a fraternity, sorority, or secret society.

Eligibility

1. The eligibility policy will apply equally to students in activities and/or athletics.
2. Students will gain or lose eligibility for athletics and activities on a semester basis. The date of the issuance of the second and fourth report cards will be the date on which students gain or lose eligibility for the following semester. In accordance with NJSIAA rules, an athlete who becomes ineligible may finish the sport season in progress. Notwithstanding these standards, a pupil who has commenced preparation for participation in a public performance of a concert, recital, drama, debate, or the like may continue to participate until the pupil has completed the performance.
3. The grades determining eligibility at the end of the first semester will be the cumulative semester average of the first and second marking periods. The grades for determining eligibility at the end of the school year will be the final grades, not the fourth marking period grades. A grade of WF will be counted as a failure.
4. To be eligible:
 - a. Pupils entering grade 9 in the first semester have no academic eligibility

requirement.

b. For the first semester pupils in grades 10, 11, and 12 must have earned 27.5 credits in the preceding year.

c. The number of credits required to be eligible in the second semester is 13.75.

5. A pupil in a no-credit status is ineligible for participation in athletics and activities for the succeeding year.

6. A student with an incomplete grade may regain eligibility by presenting to the Supervisor of Athletics or Vice Principal, as appropriate, a written statement from the teacher involved, no later than the end of the first school day following the issuance of report cards, that the incomplete grade has been made up or is an "incomplete passing" and that the student has been given an additional two weeks time to complete make-up work.

7. For a trip of more than one-day duration, all student participants must be eligible on the last day that refunds are possible (as stated on the trip approval form).

8. Summer school and tutoring in the summer may be used to gain eligibility for the first semester of the following year. The maximum number of credits that may be earned during the summer for eligibility purposes is 10 credits. This must be completed by the sixth school day of the following school year.

9. Eligibility for senior week activities will be determined on the day that senior failures rate reported.

Notice of these eligibility requirements shall be given to pupils.

Notwithstanding these standards, a pupil who has commenced preparation for participation in a public performance of a concert, recital, drama, debate, forensics presentation, or chess championship may continue to participate until the pupil has completed the performance.

Health Requirements

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in athletic competition and practice for such competition. HIV status shall not be screened as a part of athletic physicals or reported in school health records. A candidate for a place on an athletic team or squad must receive a medical examination conducted once in each school year by a physician, not more than three hundred sixty five days prior to the first practice session. The school medical inspector may accept the report, on a form provided by the district, of a medical examination conducted, at no expense to the Board, by the pupil's personal physician. Each candidate whose medical examination was completed more than sixty days prior to the first practice

session must submit a health history update completed by the pupil's parent or legal guardian.

The medical examination conducted to determine the fitness of a candidate for athletic competition and the health history update must include, as a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.

The school medical inspector or the designated team doctor shall approve or disapprove the pupil's participation in athletics based on the medical examination. Written notification of that determination, signed by the school medical inspector or team doctor, shall be given to the pupil's parent or legal guardian and shall include the reasons for disapproval of the pupil's participation. The health findings of the medical examination shall be filed in the pupil's health examination record, subject to Board policy on pupil records.

Emergency Procedures

Athletic coaches shall be trained in first aid and in the identification of pupil athletes who are injured or disabled in the course of any athletic activity.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic activity. Emergency procedures shall be reviewed by the Board no less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts as Board policy the rules and regulations of the New Jersey State Interscholastic Athletic Association and shall review such rules annually to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and shall inform the Board of changes in that schedule as they occur.

The Superintendent shall prepare rules for the conduct of pupils' participation in

interscholastic athletics that will conform to the State Board of Education, the New Jersey State Interscholastic Athletic Association, and the League in which the schools participate.

The Superintendent shall prepare procedures to implement a co-curricular program and shall assess the needs and interests of the pupils of this district and provide for the continuing evaluation of the co-curricular program.

39 U.S.C.A. 1701 et seq.

N.J.S.A. 18A:11-3; 18A:42-2; 18A:42-5

N.J.A.C. 6:4-1.5; 6:29-3.1 et seq.; 6:29-6.3; 6:29-6.4 Revised: 23 August 2004

REGULATION R2431 ATHLETIC REGULATIONS

1. In all athletic matters, the District will adhere to the rules and regulations of the athletic conference to which it belongs and the NJSIAA.
2. Expenditures for the interscholastic and intramural athletic programs are incorporated as part of the general budget of the Board. No expenditures in excess of those listed in the budget may be made without approval of the Board.
3. In the interest of expanding spectator enthusiasm and participation, as well as increasing the utilization of physical facilities, the Board encourages Saturday scheduling for athletic events. The use of Saturday for make-up of games postponed because of weather conditions is encouraged. Winter contests may be scheduled in the evening. Athletic events shall be scheduled to minimize loss of class time for athletes and coaches.
4. Students may participate in interscholastic competition such as fencing, bowling, gymnastics, and other sports even though there is not an official school team subject to the New Jersey Interscholastic Athletic Association rules. However, in the case of a student's participation in a non-sponsored, unofficial activity, all costs shall be borne by the participant and no Board expenditure will be made.
5. No player on an interscholastic athletic team, varsity, junior varsity, or freshman shall compete on another school team or the intramural program simultaneously, or in the intramural program of a sport of which they are a team member. Although outside of school competition is not encouraged, because it is realized the student's major responsibility shall be directed toward the school team, participation on Babe Ruth baseball, recreational soccer, and Amateur Athletic Union (AAU) teams is permitted, provided the student gives written notice to the school coach of intent to engage in this out of school activity before or during the first tryout practice. Written notice to the Head Coach will result in approval for out-of-school Babe Ruth baseball or AAU competition. The Supervisor of Athletics will send written confirmation of approval to the coach of the outside activity.

6. Prior to the start of tryouts, each head coach must fully explain and distribute in writing the multiple requirements and responsibilities that must be demonstrated by a student athlete in order to be considered for their sport/program. (This evaluation process will begin with the NJSIAA official start date). The Supervisor of Athletics must review and give approval to the rules prior to this issuance. The Administration and Board will be provided copies.
7. No high school athletic contest may be televised live from Atlantic County; games may be videotaped for later re-broadcast.
8. An attempt will be made to schedule practice sessions and athletic contests so that the academic program of the school is not interrupted.
9. The superintendent is directed to develop a Athletic/Activity Handbook which will outline regulations and procedures for the interscholastic athletic programs.
10. For purposes of this policy, the program of the interscholastic athletics shall include all activities relating to competitive sport contests, games or events, or sport exhibitions involving individual students or teams of this district when such events occur between separate schools within this district or with any schools outside this district.
11. The Board shall require that all facilities utilized in that program safeguard the players, coaches, and spectators and are kept free from hazardous conditions.
12. All students participating in the athletic program must meet the academic eligibility standards established.
13. The Board further directs that no student may participate in the program of interscholastic athletics who has not been in attendance on the day immediately preceding the athletic events or on the day of the event, unless approved by the Vice Principal. Any exceptions should be made in writing and will be based on a review of the student's attendance, citizenship, discipline, and academic record.
14. The Superintendent shall annually prepare, approve, and present to the Board of Education for its consideration, a program of interscholastic athletics which shall include a complete schedule of events and shall inform the Board of changes in the schedule as they occur. Any change shall require the Principal's approval, and time permitting, the Superintendent's and Board's approval, before they are made.
15. The Board hereby adopts as policy the rules of the New Jersey State Interscholastic Athletic Association and the Cape Atlantic League, provided such rules have been reviewed annually and the Board's membership in the said association and the said league have been continued.
16. Initiation and hazing at any time is illegal and forbidden.
17. Maximum participation of students is a goal of the athletic program. When

possible and practical, the Athletic Director will insure all who try out for a team will be kept on the team.

18. Each student's participation in the athletic program shall be recorded on the individual's permanent record.

19. The assistance of clinicians in the athletic program is appreciated. There is a need however, to clarify and establish consistency regarding their role. As such, they will be subject to the guidelines listed below:

- a. Clinicians are not coaches and may not actively coach a team or individuals during a contest. They may not supervise athletes in the absence of a coach.
- b. Clinicians are not covered by the Board of Education insurance and must sign a waiver to that effect.
- c. Clinicians have no authority to represent the team, coaches, or school to officials or reporters.
- d. Clinicians may not sit on nor stand in front of the team bench at any athletic event. They may work with athletes behind the bench under the direction of the coach. They may not shout instructions to athletes engaged in competition.
- e. Clinicians are not volunteer coaches and as such must conduct themselves in a proper manner so as not to be perceived as coaches by officials or spectators.
- f. Clinicians are subject to the criminal history record checks law.
- g. Any Clinician who is unable to cooperate with these guidelines will be directed by the coach to sit in the spectator area.

ISSUED: August 9, 2004

REGULATION R 2431.1 EMERGENCY PROCEDURES FOR ATHLETIC PRACTICES AND COMPETITIONS

A. DEFINITIONS

1. "Athletic competition" and "athletic activities" mean all practice sessions and competitive contests, games, events, and exhibitions with individual pupils or teams of one or more schools of this district or of other districts, including cheerleading.

2. "Health personnel" means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, and members of the first aid squad or ambulance team.

3. "Parent" means the parent or parents or guardian having legal custody and control of a pupil.
4. "Pupil" means a pupil enrolled in any district and a pupil enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.

B. PRECAUTIONS

1. All athletic coaches, including assistant coaches will be trained in first aid and in the identification of injured and disabled pupil-athletes.
2. Athletic coaches are responsible at all times for the supervision of pupils to whom they have been assigned. Pupils shall not be left unattended at any time.
3. Pupils who participate in athletic competition shall be trained in proper athletic procedures, proper use of athletic equipment, and proper use of protective equipment and clothing.
4. Pupil athletes shall be required to report promptly to the athletic coach any injury or disability occurring to the pupil him/herself or to another pupil.
5. First aid supplies and equipment shall be readily available at all athletic activities.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation 7420.1.

C. EMERGENCY PROCEDURES

The following procedures shall be implemented whenever a pupil athlete is injured or disabled in the course of an athletic practice or competition sponsored by the district.

1. The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the pupil.
2. If no health personnel are present, or if none can be immediately summoned to the pupil's aid, the athletic coach shall administer such first aid as may be necessary.
3. If the student's injury or disability requires more than routine first aid, the athletic coach shall:

- a. Summon an ambulance by calling 911; or
 - b. Arrange for the pupil's transport to the nearest hospital or the office the school medical inspector.
4. The athletic coach or his/her designee shall promptly notify the athletic director, the building principal, the Superintendent, and the pupil's parent or legal guardian of the pupil's injury or disability and the condition and location of the pupil.
5. An injured or disabled pupil who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach.
6. These procedures shall be followed when the injured or disabled pupil is a member of the a visiting team or district, and every effort shall be made to cooperate with the staff of the district in which the student is enrolled.

D. REPORTS

1. The athletic coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his or her participation in the athletic program of this district, regardless of the severity of the injury or disability. The report shall include:
- a. The date of the incident;
 - b. The name, age, grade level, and gender of each injured or disabled pupil;
 - c. The district in which the pupil is enrolled;
 - d. The name and district of each pupil involved in the incident;
 - e. A narrative account of the incident;
 - f. A detailed description of the injury or disability;
 - g. The treatment given on school premises and the names of the health personnel, if any, who treated the pupil;
 - h. The place, if any, to which the pupil was taken and the persons who accompanied the pupil; and
 - i. A memorandum of the notice given to the pupil's parent or legal guardian.

2. Copies of each accident report shall be filed with the Athletic Director, school nurse and the building principal with twenty-four hours of the incident.
3. The building principal shall report the incident to the Superintendent, who shall report to the Board.
4. A copy of each report of an incident of pupil injury or disability that occurs in the course of athletic activities shall be maintained by the athletic director, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletic program. The athletic director shall report the findings of his or her analysis to the Superintendent at the close of each sport season.
5. The parent/guardian of each injured or disabled pupil will be given assistance in the completion and filing of insurance claim forms.

E. READMISSION TO ATHLETIC ACTIVITIES

A pupil injured or disabled in the course of an athletic activity will be permitted to participate in athletic competition only on the written permission of the school medical inspector or designated team doctor, who must first examine the pupil to determine his or her fitness to participate in athletics. Written notice of that determination, signed by the school medical inspector or designated team doctor as appropriate, shall be given to the pupil's parent or legal guardian.

Revised: August 9, 2007

REGULATION 2431.2 MEDICAL EXAMINATIONS TO DETERMINE FITNESS FOR PARTICIPATION IN ATHLETICS

A. The medical examination conducted to determine the fitness of a pupil for participation in athletics shall include, as a minimum, the following:

1. Medical History Questionnaire

A medical history questionnaire, completed by the parent or legal guardian of the student, to determine if the pupil:

- a) Have you had or do you currently have:
 - 1) A sports physical for this school year?
 - 2) An injury or illness since your last exam?
 - 3) A chronic or ongoing illness (such as diabetes or asthma)?
 - 4) Use an inhaler or other prescription medicine to control asthma?
 - 5) Any prescribed or over the counter medications that you take on a regular basis?
 - 6) Surgery, hospitalization or any emergency room visit(s)?
 - 7) Any allergies to medications?
 - 8) Any allergies to bee stings, pollen, latex or foods?
 - a. Type of reaction: rash, hives, or skin condition?
 - b. Take any medication/epi-pen taken for allergy symptoms? (List below)
 - 9) Any anemia or blood disorders?
- b) Have you had or do you currently have any of the following head-related conditions since your last physical:
 - 1) Concussion requiring a physician's evaluation?
 - 2) How often and when?

- 3) Memory loss or been knocked out?
- 4) A seizure?
- 5) Frequent or severe headaches?
- c) Have you had or do you currently have any of the following heart-related conditions since your last physical:
 - 1) Chest Pain? (When exercising?)
 - 2) Heart murmur?
 - 3) High blood pressure or elevated cholesterol level?
 - 4) Restriction from sports for heart problems?
 - 5) Any family member or relative:
 - a. Died of a heart problem before age 35?
 - b. Died of a heart problem before age 50?
 - c. Died with no known reason?
 - d. Died while exercising? During or after?
 - e. Marfan's Syndrome?
- d) Have you had or do you currently have any of the following eye, ear, nose, mouth or throat conditions since your last physical:
 - 1) Vision problems?
 - a. Wear contacts, eyeglasses or protective eyewear
 - b) Hearing loss or problems?
 - c) Wear hearing aides or implants?
 - d) Nasal fractures or frequent nose bleeds?
 - e) Wear braces, retainer or protective mouth gear?
 - f) Frequent strep or any other conditions of the throat (e.g. tonsillitis)?
- e) Have you had or do you currently have any of the following neuromuscular/orthopedic conditions since your last physical:
 - 1) Been told you had a burner, stinger or pinched nerve?
 - 2) A sprain
 - 3) A strain
 - 4) Swelling or pain in muscles, tendons, bones or joints?
 - 5) A dislocated joint(s)?
 - 6) Low back pain?
 - 7) Fracture(s) or stress fracture(s)?
 - 8) Do you wear any protective braces or equipment for any prior injury?
- f) Have you had or do you currently have any of the following general or exercise related conditions since your last physical:
 - 1) Difficulty breathing? (During Exercise)
 - a. After running 1 mile
 - b. Coughing, wheezing or shortness of breath in weather

changes?

- c. Been told you have exercise-induced asthma
 1. Controlled with medication? (List below)
 2. Experience dizziness, passing out or fainting?
- 2) Viral infections (e.g. mono, hepatitis)?
- 3) Become tired more quickly than your friends?
- 4) Any of the following skin conditions:
 - a. acne, contact dermatitis, ringworm, warts, herpes?
 - b. sun sensitivity
- 5) Weight gain/loss (greater than or less than 10 pounds)?
 - a. do you want to weigh more or less than you do now?
- 6) Ever had feelings of depression?
- 7) Heat-related problems (dehydration, dizziness, fatigue, headache)?
 - a. heat exhaustion? (cool, clammy, damp skin)
 - b. heat stroke? (hot, red, dry skin)
 - g) **Females only:**
 - 1) Age of onset of menstruation:
 - 2) Date of last menstruation:
 - 3) Most number of days between menstruation cycle (s):
 - 4) Explain "Yes" Answers Here (Include relevant dates):

2. Physical Exam

A physical examination will be conducted and will include, as a minimum, no less than the following:

- a. Measurement of weight, height, and blood pressure;
- b. Examination of the skin to determine the presence of infection, scars from previous injury or trauma, jaundice, and purpura;
- c. Examination of the skin to determine visual acuity, use of eyeglasses or contact lenses and examination of the sclera for the presence of jaundice;
- d. Examination of the ears to determine the presence of acute or chronic infections, perforation of the eardrum, and gross hearing loss;
- e. Examination of the nose to assess the presence of deformity which may affect endurance.
- f. Assessment of the neck to determine range of motion and the presence of pain associated with such motion.
- g. Examination of chest contour;
- h. Auscultation and percussion of the lungs;
- i. Assessment of the heart with attention to presence of murmurs; noting rhythm and rate before and after exercise;

- j. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;
- k. Assessment of the back to determine range of motion and abnormal curvature of the spine;
- l. Examination of extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars, and varicosities;
- m. Examination of the testes (males only) to determine presence and descent of both testes, abnormal masses or configurations, or hernia;
- n. Assessment of physical maturation; and
- o. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

B. Health History Update

A health history update, completed by the pupil's parent or legal guardian, shall provide information about any medical problems experienced by the pupils since the last medical examination. As a minimum, the health history update shall include information, if any, about the pupil's:

1. Hospitalizations and operations,
2. Illnesses,
3. Injuries,
4. Care administered by a physician, and
5. Medications.

Revised: August 9, 2007

POLICY 5512 – HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such practices at any time.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of

causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members shall be alert to possible circumstances or events that might include hazing. A staff member who detects hazing or planned hazing shall immediately inform the pupils involved of the prohibition against hazing and direct them to cease all hazing activities or planning for hazing. All hazing incidents must be reported to the Superintendent.

A staff member or pupil who fails to observe the prohibitions and mandates of this policy will be subject to discipline.

N.J.S.A. 18A: 42-5; 18A: 42-6

Revised: August 9, 2007

COACHES - A POSITION OF LEADERSHIP

All coaches working within the context of the philosophy and objectives as set forth by the Greater Egg Harbor Regional High School District assume a position of leadership among the students participating in their particular sport. As a leader, the coach should be an example to his/her players and to the school and community, of those ideals he/she is attempting to develop in his/her team members.

THE COACH MUST:

- A. Adhere to rules and regulations of the district, school, state, and league, etc. A copy of each will be available in the Athletic Director's office.
- B. Maintain good relations among team members, parents, booster club, community, coaching staff members, coaches in other sports, and fellow teachers; strive for good public relations with the press and officials' associations.
- C. Coaches are to avoid making specific recommendations regarding doctors or related professional medical care to any athlete.

HEAD COACHES DUTIES AND RESPONSIBILITIES

A. ATTENDANCE AND CALENDAR

1. The head coach of each sport is responsible to notify the Athletic Office in advance of any changes in the regular practice schedule.
2. The season for each sport shall be established by the NJSIAA. If freshman and/or JV seasons end earlier than the varsity season, the coaches of those teams will continue to assist the head coach until the end of the last game and will assist with the collection and inventory of all equipment unless excused by the Athletic Director.
3. The Athletic Director will, after all equipment has been returned and inventoried, issue the paychecks. All of the coaches in a sport will be paid on the same day unless there is a hold placed on an individual's payment.
4. The head coach must notify the Athletic Director if any coach is to be absent from a practice, game or other obligation. Only the Athletic Director may approve an absence.
5. The Athletic Director or head coach may not excuse a coach from a recurring duty such as scouting on Saturday, etc., as an inducement to recruit coaches or any other reason.
6. If the attendance of a coach at practice or other obligations (such as scouting) is unsatisfactory or questionable, the Athletic Director will discuss the matter with the coach and provide the coach with written approval or warning as necessary. On the third occasion of unauthorized absence, the Athletic Director must discuss the matter with the coach, and if required by the facts, issue a notice to the Principal and the Superintendent that the salary of the coach will be docked by 1/90th.

7. Head Coach is responsible for providing the Athletic Director with written copy of team rules and regulations specific to their sport.

Rules & Regulations should include the following:

- a. Substance abuse on or off school grounds;
- b. Requirements for travel to and from athletic contests;
- c. Attendance and late rules;
- d. Hazing policy;
- e. Destruction of property;
- f. Academic performance;
- g. Gambling.

B. PROGRAM

1. The program shall operate within the framework of the NJSIAA Constitution and By-Laws and the Cape-Atlantic League's Constitution and By-Laws.

C. SUPERVISION

1. Team members must be under the supervision of a coach during the following times:
 - a. When reporting to the locker room area to "change" for practice or a game;
 - b. On the field/court participating in the practice or a game; and
 - c. In the locker room following the practice or game.
2. Supervision for the coach begins from the time the team is told to report to the locker room to change for the activity until all players have left the locker room or until all players have left the building following the practice, game or away trip.
3. A coach should be present in each vehicle transporting the team to practice and/or games when possible.
4. If the coach must leave the practice/game in an emergency (player severely injured or coach ejected from the game) and not able to provide visual supervision, and if no assistant coach is available, the practice or game will be

discontinued before the coach leaves. At no time other than an extreme emergency should a coach remove his/her team from a scheduled contest.

D. PRACTICE AND GAMES

1. Practices are only to be scheduled on non-school days with the approval of the athletic director.
2. Practices and/or games may only be conducted on religious holidays with the approval of the Principal.
3. Athletic practices may be held at the times listed. The custodial staff will be prepared to have the practice facilities available at the times listed:

- a. On the days school is in session or as otherwise stipulated by the athletic director.
- b. Saturdays and weekdays when school is closed. Sunday - No practice unless there is a Monday contest.
- c. Pre-Season - **Fall** - prior to opening of school. **Winter** - Friday and Saturday after Thanksgiving and the following two Saturdays prior to the first contest. **Spring** - three Saturdays prior to first contest.
- d. Practices may not be scheduled on Christmas Day, New Year's Day or Easter Sunday.
- e. A student-athlete who is participating in an activity period program is permitted to attend practice late providing they have a signed pass by the supervising faculty member.

The Athletic Supervisor will post athletic practices with a copy to maintenance supervisor to meet this schedule. The internal request form is required for the Sunday (contest on Monday) practice.

- f. **No Student will be penalized in any way for staying after school for tutorial help. If a student comes late to practice with a pass from a staff member they will be admitted to practice at no consequence.**

4. Following practices and games, the Head Coach and his assistants have the responsibility of:
 - a. Proper disposition of equipment.
 - b. Locking the doors where and when necessary (equipment, team,

and training room).

- c. Lights out (gym, locker room, etc.) after use.
- d. Showers "off."
- e. Supervision of bus pick-up area.

5. Head coaches are not to permit students to practice or participate in games unless all conditions in section "Eligibility of Athletes" are satisfied.

6. Coaches are permitted to participate only in those activities which are natural and necessary to the instruction of the sport. This includes skill development drills, demonstrations of techniques, and conditioning and weight training programs which arise out of some aspect of performance in the sport. The final determination of the usefulness of any activity is safety, instruction, and common sense. There can be no live scrimmaging of coaches with players.

E. DISCIPLINE

The development of the students individual character is one of the primary goals of interscholastic athletics. To assist in developing character, it is recommended the Head Coach should establish and distribute to candidates at the first tryout rules for the particular sport and clearly explain them to Assistant Coaches and team members. Some basic considerations should be:

1. The conduct of all team members is the Head Coach's responsibility while they are under his/her supervision (supervision section indicates times and places included in the term "Supervision."). Violations of acceptable standards of good conduct, including destruction of property and improper techniques which could cause injury should bring disciplinary action from the Head Coach in proportion to the severity of the offense. Serious breaches of good conduct and the action taken by the Head Coach must be reported to the Athletic Director.

2. The use of drugs, narcotics, or alcohol is prohibited. Students may not possess or use alcoholic beverages, narcotics, marijuana, steroids, or other controlled dangerous substances as defined by the laws of the State of New Jersey in the school, on the school grounds, or school bus. Such action will result in immediate or prompt dismissal from the team unless the drugs are prescribed by a physician. Student athletes represent GEHRHSD at and away

from school.

3. Dismissal Procedure:

- a. If a Head Coach considers dismissing a team member for any reason, he/she must notify the Athletic Director giving details for the incident, reasons for dismissal, etc. prior to any action being taken. No team member will be dismissed by a Head Coach without the approval of the Athletic Director.
- b. Any appeal on the part of the athlete must be made in writing to the Athletic Director. The Athletic Director will review the appeal and make a written recommendation to the Principal within ten (10) days of the filing of the appeal.

F. STUDENT/ATTENDANCE

Attendance at all practice sessions is necessary for all team members to attain success. There are some legitimate reasons why individuals may be absent from a practice session. However, they should be minimal. A HEAD COACH WILL NOT PERMIT AN ATHLETE TO PRACTICE OR PLAY IN A CONTEST IF THE ATHLETE HAS BEEN ABSENT FROM SCHOOL THAT DAY UNLESS THE ABSENCE IS EXCUSED OR IN AN EMERGENCY SITUATION HAS BEEN CLEARED THROUGH THE VICE PRINCIPAL OR IN HIS/HER ABSENCE, THE ATHLETIC DIRECTOR IN WRITING.

G. DISCIPLINARY INCIDENTS OFF CAMPUS

- a. The following procedures should be followed if a pupil commits an offense at an off-campus school activity which calls for suspension:
 - 1) The pupil's parents should be notified by telephone.
 - 2) The parents should be requested to come and take their child home.
 - 3) If alcohol or drugs are involved, in any amount, the student should not be permitted to drive under any circumstances. If necessary, the student can be returned to school and the parents requested to pick the student up at school.
- b. If the offense takes place on a field trip or away athletic event, the pupil

can be returned to school and the parents requested to pick up the student at school.

c. This procedure applies to non-students in attendance of off-campus events as well (i.e., Prom).

H. TRANSPORTATION

Athletes and managers may not drive to an away athletic contest with anyone other than the team bus unless a written note of permission signed by the parent/guardian is given to the athletic director/head coach at least 24 hours before the athletic contest in question, unless there is an unavoidable emergency (i.e. flat tire). The athletic director is to be informed if there is an emergency. After away contest, the athletes and managers must provide a written note of permission signed by the parent/guardian if they are traveling home with another adult (21 years old) and not on the team bus.

I. INITIATION AND HAZING

Initiation and hazing at any time are illegal and forbidden. All hazing incidents must be reported to the athletic director and superintendent. Appropriate disciplinary action will be taken; which may include suspensions, removal from the team and/or expulsion.

J. INJURIES AND ACCIDENTS

A head coach should familiarize him/her self with "Procedure for Emergency Care" established and distributed by the Greater Egg Harbor Regional High School District.

K. SPORTSMANSHIP

The head coach and his/her assistants have a great responsibility for sportsmanship. The coach exerts a substantial influence on the attitudes and behavior of the players as well as an influence on the student body and the community. The following points are offered as minimal guidelines:

1. Instructing the players and assistants in their sportsmanship responsibilities the disciplining those players who display unsportsmanlike behavior, if necessary, forfeiting their privileges of participation.
2. Treating game officials and opposing coaches with respect.
3. Any questioning of an official's judgment or interpretation of rules should be done in a professional manner.

4. Maintaining self-control at all times.
5. Always setting a good example for others to follow.
6. Encourage athletes to remain within playing area and team bench during the contest.

L. CANCELLATION DUE TO INCLEMENT WEATHER

All school activities as well as athletic games and practices are canceled when school is closed due to inclement weather or other emergency. The day after a school cancellation, the principals of both high schools will determine if athletic games and/or practices are permitted.

M. ELIGIBILITY OF ATHLETES

1. The scholastic eligibility for interscholastic competition at the Greater Egg Harbor Regional High School District shall be as set forth by the NJSIAA Constitution and by-laws and the Greater Egg Harbor Regional High School Board of Education policies.

2. A student will not be permitted to practice in any sport until the following conditions have been fulfilled which are a shared responsibility between the coach and the Athletic Director.

- a. Athletic permit card properly and completely filled out which includes:

- 1) Parent/guardian signature
- 2) Student's signature
- 3) Medical examination
- 4) Birth date information
- 5) School district and head coach rules and regulations are signed and on file with the athletic director

- b. Additional requirements for:

Wrestling - Wrestling Weight Certification

3. Insurance for athletes participating in the interscholastic athletic program is underwritten by the Board of Education.

4. A student will not be permitted to practice or participate in interscholastic athletics under the following conditions:

- a. While under suspension (in or out of school)
 - b. Absent from school (unless having written permission from the appropriate Vice Principal or in his/her absence, the Athletic Director) during the academic session preceding the practice or game.
 - c. Failure to return or pay for athletic equipment loaned to her/him in another sport or year, unless satisfactory arrangements have been made with the Athletic Director.
5. A student may drop from a sport of his own choosing and be permitted to participate in another sport (under conditions listed below). However, she/he may not return to the original sport during the current season.
- a. Anytime prior to the opening of the season providing all eligibility requirements are met with the approval of the Head Coach.
 - b. Once the season has officially begun (first scheduled game played), a student may drop from a sport to join another sport only with the approval of both head coaches of the sports involved and the athletic director.
6. Any student with any type of medical excuse from physical education will not be permitted to participate in athletics for the duration of the excuse.
7. A student may not join an athletic program following the opening date (playing the first regularly scheduled game) without the approval of the Athletic Director or head coach.
8. A student may not participate in a game or scrimmage until he/she has completed six (6) days of practice, excluding Sundays. Double or triple sessions in the same day are still to count as only one (1) day of practice. Scrimmages do not count as a practice.

N. SCHEDULING

1. All scheduling will be handled through the office of the Athletic Director.
2. A head coach may make tentative agreements with coaches and/or Athletic Directors of other schools for pre-season or practice games. However, that agreement will not be binding until a written agreement is made between the Athletic Directors of both schools and approved by the Principal.
3. All scheduling will be consistent with the rules and regulations as

established by the NJSIAA and other associations of which we are official members.

4. All scheduling will be finalized prior to the opening of the season by being presented to the Principal for approval by the Board of Education.
5. The above regulations apply to individual participation in meets, tournaments, etc. whenever individuals, sections of teams, or teams represent the school.

O. EQUIPMENT

1. A head coach on assuming the position will be given a list of all equipment issued to him/her and he/she should personally inventory same. At the close of his/her tenure as coach, the same procedure will apply as he/she relinquishes responsibility for equipment to the Athletic Director.
2. The head coach is responsible for the issuance and collection of equipment issued to individual members of his/her team.
3. An updated record should be kept by the Head Coach of all equipment issued to individual members of his/her team.
4. At the close of the season, the head coach will be accountable to the Athletic Director for all his/her equipment. Names of individual students with equipment outstanding (items listed) will be submitted to the Athletic Director.
5. General Statement regarding school equipment:
 - a. The head coach and his/her assistants should instill in each player a sense of responsibility for the proper treatment and cleanliness of all equipment issued to him.
 - b. The head coach should counsel his/her assistant coaches in their responsibility for the proper maintenance, treatment, and respect of school equipment by themselves and team members.
 - c. The head coach should inform his/her players that any equipment returned by them after the close of the season, or if they are cut or "dropped" voluntarily from the squad, **must be** accounted for before they

will be permitted to participate in any other sport.

d. The head coach should report all school equipment and facilities which may be hazardous to the health and safety of individuals to the Athletic Director.

P. BUDGET AND FINANCE

1. The head coach shall submit to the Athletic Director his/her equipment and supply needs for the following season.

2. Each head coach will submit to the Athletic Director at the conclusion of the season, his/her equipment and budget requests for the season of the following year to include:

a. Equipment - Include quantity, quantity on hand, item, price per unit, total cost, catalog numbers, catalog descriptions, color combination, and sizes.

b. All other budgeting requests such as scouting, clinics, etc.

c. Any expenditure of money by a coach (purchase of any type of expense) **without the approval of the Athletic Director** shall be the responsibility of the individual and shall be charged to the individual personally.

Q. AWARDS

At the conclusion of the season, the coach shall present to the Athletic Director the names of students recommended for awards:

1. Eligibility Requirements to Receive An Award

a. General - to be eligible for an award, a student must

- 1) Attend practice regularly;
- 2) Finish the season as a member of the squad;
- 3) Return all athletic equipment or payment thereof;
- 4) Receive the recommendation of the coach;
- 5) Meet requirements of point system in track and cross country. Point systems are to be submitted to the Athletic Director.

2. Interpretive Statements for Above Requirements:

- a. Members of varsity squads injured and unable to complete the season shall be awarded a Merited Letter if, in the opinion of the coach, the athlete would have earned the award had the athlete not be injured. Senior members of the varsity squad who have not played the required time (general parameters would indicate approximately one half of the total playing time to earn a letter) shall be eligible for a Varsity Service Letter on the recommendation of the coach. Eligible lettermen, who through the actions have brought dishonor to themselves, the school, or the sport, may be disqualified from receiving the award after consultation of the coach, Athletic Director or School Administrator.
- b. Coaches should avoid discussing awards with their teams unless they are specific according to policy.

3. Kinds of Awards

- a. Freshman Insignia - 3" Chenille numeral on contrasting felt background represents the last two numbers of the student's graduating class in school colors and a certificate.
- b. JV Letters - 5" Chenille full block letter on contrasting felt background ("O" for Oakcrest, "A" for Absegami) and a certificate.
- c. Varsity Awards:
 - 1) First Year Varsity Award - Certificate with 7" Chenille letter.
 - 2) Second Year Varsity Award - Leatherette Certificate with 7" Chenille Letter.
 - 3) Third Year Varsity Award - Vertical recognition plaque
 - 4) Fourth Year Varsity Award - Recognition plaque with photo and list of accomplishments in that sport.
- d. Certificates of Participation (service letter)- Awarded to all members of the team who have completed the sports season, but have not met the award requirements.

4. Student Awards

In accordance with Regulation 5440, the Board of Education will provide the following awards for activities, athletic teams and individuals who win championships. The coaches and advisors will receive the same awards.

a. Awards

County/Division	5"x7" Plaque
League/District	Lined nylon jacket with emblem
Regional	Lined nylon jacket with emblem
Sectional	Lined nylon jacket with emblem.
State	Lined nylon jacket with emblem and 5" x 7" plaque.

5. Special Awards

- a. Team Captain Plaques - standard permanent plaques for each sport with a place for year and name inscription (Varsity only). Small trophies/plaques representative of this honor are given to individuals for their possession.
- b. Most Valuable Player Trophies - standards permanent plaques for outstanding player (MVP) for each sport (Varsity only) with place for year and name inscription (optional space permitting). Small trophies/plaques representative of this honor are given to individuals for their possession. (No more than two per sport).

Football will have four:

- Outstanding Offensive Lineman
- Outstanding Defensive Lineman
- Outstanding Offensive Back
- Outstanding Defensive Back

Track will have four:

- Outstanding Jumper
- Outstanding Thrower
- Outstanding Sprinter
- Outstanding Distance Runner

c. Other special awards may be presented to individuals or teams for special championship honors or recognition for outstanding accomplishments in consultation with the Coach, Athletic Director, and Principal.

d. Commencement Awards

- 1) Outstanding Senior Male Athlete

- 2) Outstanding Senior Female Athlete
- 3) Highest Scholastic Letter Winner Award - the graduating senior with the highest cumulative four (4) year scholastic average who has earned a Varsity or Merited Letter in the athlete's senior year.

R. CLINIC ATTENDANCE

Requests to attend clinics will be handled on an individual basis and must be requested in writing through the Athletic Director **at least one month** in advance. The request must be accompanied by a justification.

S. PROCEDURES FOR MANAGING ACTIVITY FINANCES

See Activities and Athletic Financial Handbook

T. MEALS AND LODGING-STAFF

1. For approved travel, mileage reimbursement is thirty cents (.30) per mile measured from the assigned school.
2. Tolls and parking will be reimbursed at the rate of the provided receipt.
3. Meal and lodging expenses must be in compliance with State travel payment guidelines established by the Department of the Treasury and with guidelines established by the Federal Office of Management and Budget (Policy and Regulation 3440).

TRANSPORTATION OF PUPILS FOR ATHLETIC, BAND, FIELD, AND ENRICHMENT TRIPS

A. Transportation of pupils for trips must be approved by the Superintendent or his designee and reported to the Board of Education prior to the event. These regulations pertain to school trips throughout the entire year. Trips must be approved by the Board of Education in advance unless there is documentation of late notice of the opportunity for pupil participation.

B. The Board is responsible for the cost of transportation for field and athletic trips. Transportation for enrichment trips will be paid for by the participants or through fund raising activities. The itinerary approved by the Board of Education for the band will indicate which trips are considered field trips and which are enrichment trips for the purpose of determining responsibility for the cost of transportation. An enrichment trip is one which is not a required part of the approved course of study.

A field trip is one which is an integral part of the approved course of study.

C. Chaperons are required for all school-sponsored trips. A teacher's aide, approved unpaid aide, volunteer chaperon (parent), school employee or teacher may serve as a chaperon. The names of chaperons, professional or parental, or anyone other than a student, must be presented for approval when the trip permission form is presented. The Board of Education must approve all non-students who attend overnight trips. A least one (1) staff member chaperon shall be in each vehicle which transports pupils.

D. All band, athletic enrichment, and field trips must be in vehicles assigned by the Board for the trip. Parents may transport their child to and from with advanced approval of 24 hours to the Athletic Director or Vice Principal as appropriate. There will be no reimbursement by the Board of Education for expenses incurred by parents transporting their own child. Parents may transport children other than their own if they provide a written note. Parents may transport their child home from an activity with the knowledge and approval of the teacher/coach in charge of the trip. (When pupils are returned to school, paragraph VIII applies.)

E. Students may not transport themselves or other pupils on a Board approved field, enrichment, band, or athletic trip.

F. Transportation of pupils in private vehicles. The Board may approve a coach or teacher to transport students in his/her private vehicle provide the following conditions are met:

1. The number of passengers does not exceed the capacity of the vehicle and never more than six students.
2. Approval by the Superintendent is obtained in advance of the proposed trip. Request for approval should be submitted to the Athletic Director or Vice Principal on the Field Trip Request form.
3. The teacher should provide the following documentation to the Transportation Director in advance:
 - a. Current valid NJ driver's license
 - b. Liability insurance - \$100,000 per person, \$300,000 per occurrence.
 - c. Insurance card indicating insurance is in effect.
 - d. Current valid NJ registration.
4. The Board of Education will reimburse the teacher at the currently approved mileage rate.
5. All arrangements to rent a van or car for the purpose of this regulation will be made in advance through the Director of Transportation.

G. There are no regulations concerning transportation of pupils to or from

activities at the school.

H. Only pupils, staff, approved aides or chaperons, and/or persons specifically named and approved on the trip application may be transported on school hired buses for field, enrichment, athletic, or band trips. This prohibition extends to children of personnel listed above.

I. General Procedures:

1. All field and enrichment trips must be requested on a Trip Request Form. The preliminary process for this is scheduled to take place in May and September.
2. All transportation requests must be coordinated through the Transportation Department.
3. Money collected must be deposited in the Student Activity Fund and withdrawn via a voucher.
4. Teachers should provide a list of pupils who will participate with their respective Parent Permission forms to the supervisor prior to the trip. A list of students should also be given to the Attendance Secretary at least two days prior to the trip.
5. The names of staff members, teachers, and other non-students who will participate on the trip must be listed on the Trip Request form.
6. Day trip requests must be received by the district office no later than one month prior to the next Board meeting. (Walk the request through if necessary.) Preliminary approval dates should also be listed where applicable.
7. The routing of the trip request for approval is listed on the Trip Request form.
8. The itinerary which is submitted with the Trip Request form must list all stops, including meal and refreshment stops, to assure proper planning and billing by the Transportation Department.
9. Pupils may not drive cars.
10. The applicant shall attach Professional Absence Form(s) to the Trip Request Form.
11. The funding source for the trip must be identified on the Trip Request form.
12. The Trip Request form should be submitted to the Supervisor who will route it as listed on the form.
13. Trip request forms will only be accepted by head coaches or the activity advisor.
14. If you do not receive the trip approval form at least five (5) days prior to the trip, call the Transportation Office.

It is judicious to contact the Transportation Office at least two days prior to any approved field trip to verify transportation arrangements.

In some cases it may be anticipated that it will be necessary to schedule an activity off campus on short notice. (Example, practice for Mock Trial at a lawyer's office, award, ceremony, etc.) The advisor or coach may anticipate this possibility and submit a Trip Request form in the beginning of the year to cover such events. The procedures and intent for transportation of pupils in this regulation must be followed.

Certain trips which involve individual pupils or small groups of pupils, identified as school related will not be subject to Paragraphs B and C above. Parents of pupils involved in a school-related trip will be required to give approval for this type of trip. (Example: Trip to Girls' State, All-Star Dinner, Awards, etc.) All expenses and responsibility for board, room, transportation, tuition, registration, medical costs, insurance, etc. will be the responsibility of the parent, not the Board of Education. Parents will be asked to sign this statement: I understand that the Board of Education is not responsible for the participation of my son/daughter _____ in _____. I understand that all expenses and responsibility for board, room, transportation, registration, tuition, medical costs, insurance, etc. is ours.

Overnight Trips - It is necessary to submit an application for overnight trips to the Supervisor for Board approval.

Application for Preliminary Approval of Overnight Trips should be processed at least four months in advance.

Application for Final Approval of Overnight Trips should be process at least three months in advance.

G.E.H.R.H.S.D.
Job Description

Head Coach

Function:

The Head Coach will work within the limitations of the school district to assist student-athletes toward the attainment of athletic goals adopted by the Board of Education.

Duties and Responsibilities:

- A. Prepares for the performance of duties.

- B. Prepares the team for competition
- C. Works productively to achieve program objectives
- D. Performs administrative tasks.

Supervised by:

Supervisor of Athletics

Evaluation:

Performance of this extra-curricular job will be in accordance with provisions of the Board of Education policies on Evaluation of Coaches and pertinent laws and sections of the working agreement.

Qualifications:

- A. NJ Teacher Certificate.
- B. Other criteria established by the Board of Education.

Adopted Date: 1/14/80
Effective Date: 9/1/80
Amended Date: 10/13/087

Evaluative Criteria
Head Coach

Job task A: Prepares for the Performance of Duties

1. Recruits athletes from within the school and from the sending schools.
2. Cooperatives with the Supervisor of Athletics and Health Office in certifying the academic and physical eligibility of pupils.
3. Adheres to NJSIAA, district, school, and conference rules and regulations and has a working knowledge of the Coaches' Handbook.
4. Is acquainted with new techniques, trends, and rules of the sport.
5. Schedules all team practices, scrimmages, and transportation through the Athletic Office.
6. Prepares appropriate announcements for pupil and staff regarding the sport.
7. Takes reasonable precautions to protect and maintain supplies, equipment, and facilities.

JOB TASK B: Prepares the Team for Competition

1. Takes reasonable precautions to maintain the safety of athletes and supervises their behavior.
2. Establishes reasonable multiple criteria for the selection of players as approved by the director of athletics.
3. Distributes and explains team rules and regulations to athletes.
4. Plans and conducts practices to develop individual and team skills.

JOB TASK C: Works Productively to Achieve Program Objectives

1. Develops, practices, and encourages positive attitudes toward sportsmanship and team unity.
2. Develops strategy for practices and games based knowledge of his/her team and opponents.
3. Demonstrates ability to make strategy and personnel adjustments based upon developments during the game.
4. Demonstrates respect for officials and opponents and proper sideline demeanor.
5. Use expertise of assistant coaches.

JOB TASK D: Performs Administrative Tasks

1. Returns equipment and uniforms with appropriate documentation.
2. Prepares annual report and forms as required.
3. Participates in the distribution of awards.
4. Maintains a professional relationship with school personnel and the community (boosters, reports, parents, etc.)
5. Makes recommendations to the Supervisor of Athletics, including budgetary, for the improvement of the program.
6. Is open to suggestions and recommendations.
7. Follows district procedures in accounting for all money.
8. Assists athletes in exploring opportunities for further education.
9. Practices begin and end on time.
10. Encourages and monitors positive academic achievement by team members.

G.E.H.R.H.S.D.
Job Description

Assistant Coach

Function:

The Assistant Coach will work within the limitations of the school district to assist student-athletes toward the attainment of athletic goals adopted by the Board of Education.

Duties and Responsibilities:

- A. Prepares for the performance of duties.

- B. Prepares the team for competition
- C. Works productively to achieve program objectives
- D. Performs administrative tasks.

Supervised by:

Supervisor of Athletics

Evaluation:

Performance of this extra-curricular job will be in accordance with provisions of the Board of Education policies on Evaluation of Coaches and pertinent laws and sections of the working agreement.

Qualifications:

- A. NJ Teacher Certificate.
- B. Other criteria established by the Board of Education.

Adopted Date: 10/13/87
 Effective Date: 10/13/87

Evaluative Criteria
Assistant Coach

JOB TASK A: Prepares for the Performance of Duties under the Direction of the Head Coach

1. Recruits athletes from within the school.
2. Cooperates with the head coach, Supervisor of Athletics and Health Office in certifying the academic and physical eligibility of pupils.
3. Adheres to NJSIAA, district, and conference rules and regulations and has a working knowledge of the Coaches' Handbook.
4. Is acquainted with new techniques, trends, and rules of the sport.

5. Takes reasonable precautions to protect and maintain supplies, equipment, and facilities.

JOB TASK B: Prepares the Team for Competition under the Direction of the Head Coach

1. Takes reasonable precautions to maintain the safety of athletes and supervises their behavior.
2. Distributes and explains team rules and regulations to athletes.
3. Plans and conducts practices to develop individual and team skills.

JOB TASK C: Works Productively under the Direction of the Head Coach to Achieve Program Objectives

1. Develops, practices, and encourages positive attitudes toward sportsmanship and team unity.
2. Develops strategy for practices and games based upon knowledge of his/her team and opponents.
3. Makes strategy and personnel adjustments based upon developments during the game.
4. Demonstrates respect for officials and opponents and proper sideline demeanor.

JOB TASK D: Performs Administrative Tasks Under the Direction of the Head Coach

1. Returns equipment and uniforms with appropriate documentation.
2. Prepares annual reports and forms as required.
3. Participates in the distribution of awards.
4. Maintains a professional relationship with school personnel and the community (boosters, reporters, parents, etc.)
5. Makes recommendations to the Supervisor of Athletics, including budgetary, for the improvement of the program.
6. Is open to suggestions and recommendations.
7. Follows district procedures in accounting for all money.
8. Assists athletes in exploring opportunities for further education.
9. Practices begin and end on time.
10. Encourages positive academic achievement by team members.

G.E.H.R.H.S.D.
Job Description

Activity Advisor

Function:

The Activity Advisor will work within the limitations of the school district to assist students toward the attainment of the activity goals adopted by the Board of Education.

Duties and Responsibilities:

- A. Prepares for the activity.
- B. Works productively to achieve program objectives.
- C. Performs administrative tasks related to the activity.

Supervised by:

Administrator or Supervisor

Evaluation:

Performance of this extra-curricular job will be in accordance with provisions of the Board of Education policies on Evaluation of Coaches and pertinent laws and sections of the working agreement.

Qualifications:

- A. NJ Teacher Certificate.
- B. Other criteria established by the Board of Education.

Adopted Date: 1/14/80
Effective Date: 9/1/80
Amended Date: 10/13/087

EVALUATIVE CRITERIA

ACTIVITY ADVISOR

JOB TASK A: PREPARES FOR THE ACTIVITY

- 1. Recruits students for the activity.
- 2. Adheres to board policies and regulations and has a working knowledge of the Activity Advisor's Handbook.
- 3. Checks eligibility of pupils to participate.
- 4. Prepares materials and arranges for equipment needs.
- 5. Keeps abreast of current developments in the activity.

6. Provides training for each officer in the performance of his/her duties.
7. Involves assistant advisors effectively (if applicable).

JOB TASK B: WORKS PRODUCTIVELY TO ACHIEVE PROGRAM OBJECTIVES

1. Distributes and explains rules and regulations to pupils.
2. Encourage among members positive attitudes towards others and the activity.
3. Takes reasonable precautions to assure safety of members and the care of equipment, supplies, and facilities.
4. Supervises the behavior of members of the activity.
5. Encourages academic achievement among members.
6. Provides for opportunity for pupil decision making and involvement in planning, organizing, and carrying, and carrying out projects and activities.
7. Works with members to develop realistic goals and a financial plan for the year.
8. Provides for publicity within the school and provides information for news releases in a timely fashion.
9. Obtains prior approval of the appropriate administrator or supervisor for the financial plan for the year, fund raising activities, expenditures over \$100.00. and sales of food and beverage.

JOB TASK C: PERFORMS ADMINISTRATIVE TASKS RELATED TO THE ACTIVITY

1. Adopts activities to the school activity calendar.
2. Follows district procedures regarding the deposit and expenditure of money.
3. Submits the annual report to the Board Secretary/Business Administrator with minutes of meetings and treasurer's reports.
4. Makes recommendations, including budgetary, for the improvement of the activity.
5. Accepts suggestions and recommendations.
6. Begins and ends meetings and activities on time.
7. Maintains professional relationships with school personnel, parents, and community.
8. Assists members in exploring opportunities of interest for further education.

G.E.H.R.H.S.D.
Job Description

ATHLETIC SITE MANAGER

Function: The athletic site manager works within the scope of his/her certification and limitations of the school district to assist the Supervisor of Athletics and Health and Physical Education in providing leadership and supervision to the coaches assigned to the Athletic Department of the school in accomplishing the educational goals approved by the Board of Education.

Duties and Responsibilities:

- A. Assists in developing and maintaining written educational goals for the athletic program of the school consistent with the adopted district goals.
- B. Assists in ensuring that all aspects of the athletic progress of the school complies with state laws and regulations, Board contracts, policies, and regulations, and conference and NJSIAA rules.

- C. Assists in developing a plan for the operation and functioning of the athletic program in the school.
- D. Assists in developing a plan for the operation and functioning of the athletic program in the school.
- E. Strives to increase the efficient use of district resources in the daily operation of the athletic program in the school.
- F. Assists in recruiting coaches for the athletic program.
- G. Assists in evaluation the progress of the coaching staff toward the attainment of their assigned tasks and recommend necessary changes.
- H. Analyzes the results of the athletic program in the school and recommends necessary changes.
- I. Works cooperatively with parents, community groups, appropriate legal and quasi-legal agencies, and news media.
- J. Develops personal capabilities in personnel, facility, supply equipment, and athletic management.
- K. Works cooperatively with the administration, staff, and faculty of the school and the district.
- L. Assists in developing the personal capabilities of the coaching staff.

Qualifications:

- 1. A B.A. of B.S. degree in any field
- 2. Standard NJ Certification as a teacher.
- 3. A minimum of three years experience as a high school coach.

Supervised by: Supervisor of Athletics

Evaluation:

Performance of this extra-curricular job will be in accordance with provisions of the Board of Education policies on Evaluation of Coaches and pertinent laws and sections of the working agreement.

Adopted Date: August 9, 1991

Effective Date: September 1, 1993

EVALUATION CRITERIA

ATHLETIC SITE MANAGER

JOB TASK A: Assists in developing and maintaining written educational goals for the athletic program of the school consistent with the adopted district goals.

- 1. Relate the objectives of the department to the educational goals of the district.
- 2. Participate in activities to implement the "Thorough and Efficient" process in the athletic department, the school and the district.
- 3. Makes recommendations concerning the district affirmative action plan as it relates to athletics.

JOB TASK B: Assists in ensuring that all aspects of the athletic progress of the school

complies with state laws and regulations, Board contracts, policies, and regulations, and conference and NJSIAA rules.

1. Assists in reviewing the eligibility of athletes.
2. Has a thorough knowledge of NJSIAA and conference rules.
3. Assures the implementation of safety regulations and procedures.

JOB TASK C: Assists in developing a plan for the operation and functioning of the athletic program in the school.

1. Confirms officials for home games.
2. Assists in arranging athletic schedules for all athletic teams including varsity, JV, and freshmen.
3. Assists in scheduling transportation for all athletic teams including varsity, JV, and freshmen, when necessary.
4. Supervises police, inside guards, ticket sellers and takers, etc., and arranges for payment.
5. Works with the physical education department in the school in the development of the intramural program.

JOB TASK D: Assists in ensuring the proper operation of the athletic in the school

1. Assists in the supervision of the program of athletics sponsored by the district.
2. Present when teams are practicing when possible.
3. Posts a weekly schedule for coaches showing when the Athletic Site Manager will be available.
4. Arranges for cooperation with the head coach and principal for the cancellation of athletic contests and practices because of emergencies.
5. Assists in recommendations for athletic awards.
6. Assists in conducting correspondence relative to the athletic program.
7. Ensures the discipline of athletes and their proper conduct at games.
8. Establishes rapport with students.
9. Encourages increased student participation.
10. Ensures the proper condition of gymnasiums, courts, and athletic fields for all athletic practices and home games.

JOB TASK E: Strives to increase the efficient use of district resources in the daily operation of the athletic program in the school.

1. Coordinates the inventory and requisitioning of athletic equipment and supplies.
2. Assists in the coordination of care, security, and storage of athletic equipment.
3. Assists in the maintenance of records of all athletic equipment distributed to and returned by students.

JOB TASK F: Assists in recruiting coaches for the athletic program.

1. Actively recruits coaches within the facility.

JOB TASK G: Assists in evaluation the progress of the coaching staff toward the attainment of their assigned tasks and recommend necessary changes.

1. Assists the Supervisor in the evaluation of the performance of coaches.
2. Makes suggestions and recommendations to the Supervisor for the improvement of programs.

JOB TASK H: Analyzes the results of the athletic program in the school and recommends necessary changes.

1. Assists in maintaining records of student participation in all sports and athletic programs.
2. Makes recommendations to the Supervisor concerning improvements in and additions to the athletic program.
3. Assists in evaluating the athletic program to ensure compliance with the district affirmative action plan.

JOB TASK I: Works cooperatively with parents, community groups, appropriate legal and quasi-legal agencies, and news media.

1. Helps to arrange for advertising for the athletic program.
2. Helps to arrange for publicity for the athletic program and submits draft news releases to the director of public relations.
3. Represents the school's athletic program at meetings, when authorized to do so by the Supervisor of Athletics.
4. Communicates with parents when necessary.

JOB TASK J: Develops personal capabilities in personnel, facility, supply equipment, and athletic management.

1. Accepts suggestions and recommendations.
2. Takes part in Board of Education sponsored in-service activities.
3. Demonstrates an interest in personal skill improvement.
4. Makes an effort to implement the previous year's improvement plan.

JOB TASK K: Works cooperatively with the administration, staff, and faculty of the school and the district.

1. Helps in arranging and planning athletic assemblies and rallies.
2. Assists in planning agendas for meetings with the principal, superintendent, and the Board of Education Athletic Committee.
3. Reports all serious incidents and injuries to the principal and Supervisor immediately, following up with a detailed written report within forty-eight hours.
4. Assumes and carries out assignments punctually and dependably.
5. Keeps and submits records and reports in an accurate, timely fashion.
6. Demonstrates courtesy in intrastaff relations.
7. Supervises behavior in the building and on school grounds for the safety and well being of students, staff, and visitors.
8. Communicates with the Board of Education, Superintendent, Secretary-Business Administrator, and Principal through the Supervisor of Athletics.
9. Works cooperatively with district security and the police.

JOB TASK L: Assists in developing the personal capabilities of the coaching staff.

1. Assists with development of in-service educational opportunities for coaches through workshops, readings, visiting outstanding programs, etc.
2. Assists in the participation by coaches in clinics and workshops.