

# PEQUANNOCK TOWNSHIP HIGH SCHOOL



## ATHLETIC HANDBOOK

Revised 2/17/23

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# PEQUANNOCK TOWNSHIP SCHOOL DISTRICT ATHLETICS

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## ATHLETIC DEPARTMENT PERSONNEL

Mr. Brian Silipena – Director of Athletics

Mrs. Amy Tabakman – Administrative Assistant to the Director of Athletics

Mr. Nicholas Burner – Athletic Trainer

## ATHLETIC PHILOSOPHY

**The Board of Education recognizes the value of a program of athletic/activity competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic/activity competition, both intrascholastic and interscholastic, offer pupils the opportunity to exercise and test their abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.**

**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 such extra-curricular activities 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.**

### Alma mater

Glory, Honor, Love We Give Thee  
Guardian of our Precious Days  
Alma Mater, Loyal Hearts  
Rejoice to sing Thy Praise  
Blue and White and Gold to Reign  
Over Mountain Range and Plain  
Hail Pequannock! Hail Pequannock!  
Everlasting is Thy Name!

## **OBJECTIVES OF ATHLETIC PARTICIPATION**

- **To provide a positive image** of the school athletic program at Pequannock Township High School.
- **To strive always** for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental and physical health of student athletes.
- **To ensure growth** and development of the athletic program that will increase overall participation in the program that will give impetus to increased contest attendance; that will enhance a program of maintenance and improvement of athletic facilities.
- **To provide opportunities** that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - 1) Physical, mental and emotional growth and development.
  - 2) Acquisition and development of special skills in activities of each student's choice.
  - 3) Development of commitments such as loyalty, cooperation, fair play and other desirable social traits.
  - 4) Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - 5) A focus of interests on activity programs for the student body, faculty and community that will generate a feeling of unity.
  - 6) Achievement of initial goals as set by the school in general and the student as an individual.
  - 7) Provisions for worthy use of leisure time in later life, as either a participant or spectator.
  - 8) Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- **To provide a superior program** of student activities that includes appropriate activities for every participant.
- **To provide an opportunity** for students to experience success in the activities he/she selects.
- **To provide sufficient** activities to respond to a wide variety of students interests and abilities.
- **To provide student activities** which offer the greatest benefits for the greatest number of students.
- **To create a desire** to succeed and excel.
- **To provide for the students'** worthy use of leisure time now and in the future.
- **To develop high ideals** of fairness in all human relationships.
- **To practice self-discipline** and emotional maturity in learning to make decisions under pressure.
- **To be socially competent** and operate within a set of rules, thus gaining a respect for the rights of others.
- **To develop an understanding** of the value of activities in a balanced educational process.

## **Coaching Framework (Model of Good Coaching)**

<b>Athletic Sport Administration Expectations</b>
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- Maintains a thorough knowledge of all athletic policies approved by the Pequannock Township Board of Education and is responsible for its implementation within the sport.
- Sustains a thorough knowledge of existing system, state and league regulations; implements them consistently and interprets them for athletes, staff, and other stakeholders as needed; regularly logs onto the state association web site for sport updates. Attends local/state/conference/staff/departmental meetings as required
- Possesses an existing knowledge of the sport and attends clinics regularly to remain current regarding new trends and developments including strategy, training methods, conditioning, etc.
- Understands the chain of command and refers all requests or grievances through proper channels.
- Establishes the fundamental philosophy, skills and techniques to be taught to athletes. Designs conferences, clinics and/or staff meetings to insure staff awareness of the overall program.
- Trains and informs staff and encourages professional growth by encouraging clinic attendance according to policy.(Head Coach)
- Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and provides input on assistant coach evaluations to the Athletic Director. (Head Coach)
- Maintains discipline, works to resolve grievances and to build morale and cooperation.
- Assists the Athletic Director in scheduling, providing transportation and requirements for tournaments and special events.
- Assists in the necessary preparation to hold scheduled events or practices and adheres to scheduled facility times. Coordinates programs with maintenance and school employees.
- Provides documentation to fulfill state and local requirements concerning physical examinations, parental consent, eligibility and codes of conduct and distributes athletic physical examination participation packets to potential athletes.
- Provides proper safeguards for maintenance and protection of equipment and storage facilities.
- Participates in the budgeting process with the Athletic Director by establishing priorities for the ordering of essential equipment for next season. Recommends equipment guidelines as to type, style, color or technical specifications. Responsible for operating within approved budget appropriations. (Head Coach)
- Monitors equipment rooms, coaches' offices and any practice/game facilities utilized by sport.
- Advises the Athletic Director and recommends policy, method or procedural changes.
- Provides training rules and any other unique regulations of the sport to each athlete.
- Consistently monitors all student-athlete's grades and conduct.

- By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant while serving as a role model for team participation and conduct.
- Adheres to programs and policies concerning injuries, medical attention and emergencies. Reports all athletic injuries on proper forms and submits information to the athletic trainer within 24 hours.
- Directs student managers, assistants and statisticians to enhance their effectiveness.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is removed from the program or becomes ineligible.
- Assists athletes in their post- graduate educational selection.
- Permits athletes to be in authorized areas of the building only at appropriate times with appropriate adult supervision.
- Secures all doors, alarms, lights, windows and locks before leaving the building.
- Instills in each player a respect for equipment and school property, its care and proper use.

### **Planning and Preparation Expectations**

- Develops a written, personal coaching philosophy congruent with athletic department coaching philosophy and objectives of participation, which is approved by the Director of Athletics.
- Establishes a date for a pre-season meeting and organizes an agenda. Communicates expectations, physical procedures, and important season dates. (Head Coach)
- Organizes initial practice sessions and develops a practice/game schedule monthly to be submitted to the athletic department. (Head Coach)
- Develops practice plans with dates for every practice session including skills to be instructed especially those skills which could lead to serious injuries (i.e. tackling, goaltending, etc.).
- Keeps attendance records for all practice and game sessions.
- Submits all transportation schedules/requests and supervises all trips in a timely manner.
- Maintains equipment inventory (pre and post-season), distribution, collection and storage; submits reports on inventory loss and identifies any equipment needing reconditioning.
- Ensures all oral or written releases to local media are of high quality, effective, and valid; maintains good public relations with news media, booster club, parents, officials, volunteers and fans. Consults with school administration prior to submitting a press release.
- Promotes the sport within the school through recruiting athletes that are not in another sport program and promotes the sport outside the school through news media, recreation programs or any other feasible manner.

### **In-season Expectations**

- Uses sound and acceptable teaching/coaching practices and runs well-organized practice sessions.
- Adheres to an efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.

- Constructs a well-organized game plan. Utilizes acceptable scouting procedures to establish an effective game plan.
- Is fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances; maintains good communication with athletes and parents (and booster clubs where applicable).
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility and to report any damages. Instructs team participants relative to expectation of their care of the facility.
- Maintains the “Four S’s” immediately and throughout the season – Safety, Supervision, Security and Sportsmanship.
- Submits all game reports, updates rosters, and communicates any transportation and scheduling changes in a timely manner to the Athletic Director.
- Maintains alternate transportation requests, keeps possession of all emergency cards at all times, and supervises all athletes every day until the last player leaves campus.

#### **Post-season Expectations**

- Submits all End of Season Reports after all equipment is accounted for and post season honors have been selected to the Athletic Director.
- Updates any game, season, or career records for individuals or the team and reports any information that needs to be updated on gymnasium banners or record boards. (Head Coach)
- Organizes an end-of-season awards event for the individual sport (may be done in conjunction with the Booster Club where applicable) and is present for awards programs pertaining to the athletic department.
- Develops and implements an out-of-season conditioning and/or weight-training program. Plans, develops and implements summer activities to enhance the program.
- Researches, collects and distributes any clinic/camp information for athletes.
- Prepares the team room for the upcoming season by collecting all leftover equipment and submitting a damage report with names, phone numbers and replacement cost estimates to the Athletic Director.

#### **Professional Responsibilities**

- Reports to all team related events on time and maintains good attendance.
- Is a positive role model: displays self-control.
- Displays enthusiasm for the sport.
- Maintains and secures school keys for the athletic complex necessary to conduct the season.
- Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community and responds to their requests.
- Maintains organized, up-to-date, accurate, and thorough records.
- Is professional in demeanor and dress.
- Complies with district policies and procedures.



## CODE OF ETHICS FOR COACHES

The function of the coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the Pequannock Township Board of Education.

- **The coach** must be aware that he/she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- **The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should condone their use, and report any infractions according to Board policy and New Jersey state regulations.
- **The coach** shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
- **The coach** shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing the spirit or letter of the rules.
- **Coaches** shall actively enhance sportsmanship among spectators by working closely with cheerleaders, booster clubs, and administrators.
- **Contest officials** shall be respected and supported by the coach. The coach shall not exhibit conduct, which incites players or spectators against opponents/officials. Public criticism of officials/players is unethical.
- **Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event. Coaches should encourage the same from their teams at the end of every event.
- **A coach** will not exert pressure on faculty members to give student athletes special consideration.
- **It is unethical** for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

# **COACHING EXPECTATIONS AND RESPONSIBILITIES**

## **COACHES' PROFESSIONAL AND PERSONAL RELATIONSHIPS AND EXPECTATIONS**

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Pequannock Township School District objectives for their activity programs. These major performance areas stand out above others:

### **Rapport**

A coach must be able to develop good rapport with numerous individuals and community groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and demonstrated competency are invaluable for the coach.

### **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 athletic director, 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.

### **Discipline**

Every Pequannock Township athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation of discipline and the attitude with which it's 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, ideals of good sportsmanship, behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, to win gracefully, to lose with poise and a positive attitude should be emphasized. Staff, players and spectators should be motivated to achieve established goals as a team and as individual players.

### **Improvement**

All coaches must constantly take advantage of opportunities presented for self-improvement. Regular attendance of 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.

## COACHING TECHNIQUES

- Use sound and acceptable teaching practices.
- Run well-organized practice sessions.
- Complete pre-season planning well in advance of the starting date.
- Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
- Construct a well-organized game plan.
- Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- Keep assistant coaches, student managers and statisticians well informed as to what is expected.
- Cooperate fully with the administration, maintenance staff, transportation people and others similarly involved in the overall program.

## COACHES' RESPONSIBILITIES

### **To the players on the team:**

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important "mean" to accomplishing this aim. We must promote and teach only ethical, and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example. The coach should be fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances. Players have a right to expect coaches to possess current knowledge and skill to instruct players competently and to assess their progress. In addition, coaches should be able to use strategies and conditioning methods appropriate for the level of competition and maturity of players. The coach's primary responsibility is to ensure maximum growth of each squad member. In this regard, the safety and welfare of players should always be uppermost in the coaches' minds.

### **To the school district:**

As a coach, you have a high level of visibility throughout the community and you may be discussed or have an impact on the home, the workplace and at meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny. Your actions and public communications should always reflect confidence and respect for the Pequannock Township School District. Much can be done by the coach within their public contacts to build and maintain a high level of confidence in the athletic program and the school district.

### **To the school:**

A coach owes his/her school maximal effort and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most importantly are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, fair and constant discipline must be maintained. The work of the coach must be consistent with the educational program of the school. The coach should demonstrate mastery of the principles of education and continually attempt to improve teaching and coaching methods and techniques. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

**To the profession:**

A coach in the Pequannock Township School District should continue professional growth in both the academic teaching area and the athletic coaching area. In order to accomplish this, a coach should participate in professional growth opportunities whenever possible.

**To assistant coaches:**

Although the head coach must assume leadership responsibilities, independent thought by all staff members should be encouraged. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner. A wise head coach will praise the assistants and award recognition whenever possible. Disagreements between coaches should be discussed privately and as soon as possible. The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill their responsibility to the head coach, the athletes, and the sport itself. Conversely, head coaches are obliged to describe expectations for assistant coaches well in advance of a season. It is most difficult to be a good assistant coach, however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

**To other coaches in your school:**

One must always bear in mind that his/her sport is part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program. A coach should support and cooperate with other coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. Strong, harmonious, interpersonal relationships must exist among coaches and other faculty members.

**To faculty members:**

A coach is expected to cooperate with every faculty member. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test or homework on practice time, that respect for the athletic program, coaching staff and the values of athletics will be significantly enhanced.

**Facilities:**

Each coach is responsible for the following:

- Keeping practice areas and locker rooms in order.
- Storing and using equipment properly — pride in the equipment and facilities is of primary importance to all athletes and coaches.
- Keeping storage areas and facilities locked.

**NO ONE SPORT SHOULD BE PERCEIVED AS MORE IMPORTANT OR PRESTIGIOUS. ALL ARE IMPORTANT TO THE PHYSICAL AND MENTAL DEVELOPMENT OF OUR STUDENT-ATHLETES.**

# Rules of Conduct for Coaches

## Trustworthiness

- Be a role model and teach the importance of integrity by doing the right thing and making the right call, even when the cost is high.
- Do not engage in, encourage, or even tolerate any form of trickery or evasion of rules in order to gain an advantage over an opponent.

## Respect

- Discussions between coaches or officials shall be completed quietly and quickly. They will display respectful attitudes towards each other.
- Do not publicly criticize or demean players or officials. Never verbally or physically abuse players.

## Responsibility

- Always exercise and demand self-control. Do not lose your temper.
- Learn and teach all the official rules of the sport you are coaching.
- Create and demand a sports environment that is free of drugs, tobacco and alcohol.
- Require your players to exhibit self-control at all times.
- Maintain open lines of communication with your athletes and the parents of your athletes.

## Fairness

- Support and practice an “everyone plays philosophy”.
- Use positive reinforcement when coaching.
- Insist upon adherence to both the letter and spirit of the rules.

## Caring

- Teach and model kindness and compassion for others. Teach and demand teamwork and discourage selfishness.
- Care more about the development and overall well being of your athletes than winning.

## Citizenship

- Be a role model and teach the importance of obeying laws and rules as an obligation of citizenship. Explain how unfair it is for some people to play by the rules while others do not.

# COACHES CHECKLIST/PROCEDURES

## Pre-season

- Establish a date for a pre-season meeting and organize an agenda with the following items:
  1. Date of physicals (distribute physical forms).
  2. Discuss and distribute practice schedules (include Captain's practices if applicable).
  3. Rules regarding attendance at practices, etc.
  4. Distribute any camp/clinic information.
  5. Collect mailing addresses, phone numbers, and e-mail addresses.
  6. Distribute your contact information (phone numbers, address, AD office, etc.).
  7. Other pertinent information for your sport.
- Organize initial practice sessions – be prepared for opening day. Submit practice schedule in advance to the athletic office including location, time and use of facilities.
- Submit bus transportation request forms by required date.
- Meet with assistant coaches regarding safety, supervision, sportsmanship, expectations, etc.
- Update inventory list of all equipment and uniforms by adding new off-season acquisitions. Permanently mark all new equipment and number uniforms on tags for those without numbers.
- Peruse the roster and ensure that all athletes are eligible to participate.
- Any cuts that must occur should be handled delicately and with the highest degree of confidentiality and privacy. Every attempt should be made to personalize this process and any athlete cut from a team should be encouraged to explore other athletic teams. You must inform the Athletic Director of your "Cut" policy for approval. No cuts may be done without the Athletic Director's knowledge.
- Submit any written documentation you are distributing to players or parents to the Athletic Director for approval.
- Submit a list of regular season independents and scrimmages for the upcoming season as soon as possible if applicable. This should be done well in advance of your season.
- All physicals and medical information **must** be completed prior to any student participating in a sport.

## In-season

- Establish the four S's immediately and throughout the season – Safety, Supervision, Security and Sportsmanship.
- Continually update rosters in a timely fashion when requested by athletic office.
- Submit game reports on the day following a contest. Be sure assistant coaches adhere to this procedure also. Submit Athlete of the Week nominations when requested.
- Check on transportation departure and return times on the day of a game.
- Frequent the athletic office for mail and contact with Athletic Director and secretary.
- Log on to NJSIAA web site for up to date news regarding your sport as well as State Tournament forms and brackets.
- Coaches (or statisticians) should report every game to njschoolsports.com after every contest (Home or Away/Win or Lose). Coaches should periodically call reporters and establish relationships, which will benefit their players for end of season awards. Any outstanding or interesting records or accomplishments should be reported to the appropriate news sources.
- Inform Athletic Director of any incidents, which concern sportsmanship, injury, parental conferences, disciplinary action or any other problems that were significant enough to include on a game report. A full written report should be submitted regarding any disqualification of a Pequannock coach, athlete or fan that occurs during a contest.

- Supervise all athletes every day until the last player leaves campus. No athletes should be left unattended for any reason.
- Coaches should ride buses with the athletes and provide forms to the athletes for alternate transportation requests.
- Facilities should be kept clean after every home and away contest. Direct athletes to clean the bench areas after every game and maintain a healthy environment in their team rooms (this includes washing practice and game uniforms often).
- Maintain constant communication with the athletic trainer regarding your athletes.
- Be aware of the attendance of your athletes during the course of the season and adhere to participation rules regarding lates to school or early dismissals. In addition, be conscious of the academic progress of your athletes both during the in-season period as well as year round. It is best to develop a reporting procedure for this purpose and always allow students to attend after school make-up or extra help sessions with their teachers.
- Inform Athletic Director of any facility needs i.e. grass cutting, field lining, chairs, tables, etc.

### **Post Season**

- Collect and inventory all equipment and uniforms. Submit any equipment for reconditioning. Uniforms should be separated, folded and stored appropriately to preserve their condition. Submit lists of names and outstanding equipment to Athletic Director after making several attempts to collect from athletes including parental contact.
- Submit completed End of Season Reports after all equipment is accounted for and post season honors have been selected.
- Update any game, season or career records for individuals or the team in the athletic office file for your sport.
- Return any medical kits or other training supplies to the athletic trainer.
- Prepare a budget based on inventory numbers and your equipment needs and/or plan for the following season. Make recommendations based on your budget allotment.
- Work with the parents club to organize and arrange for your awards ceremony following the season. Provide adequate time to obtain award plaques and certificates.
- Keep athletes informed of following season information, camps, clinics, etc. Encourage out of season weight training and conditioning including participation in other sports.
- Prepare team room and closets for upcoming season by collecting all leftover equipment and submitting a damage report with names and phone numbers and estimates.

## Other

- Proper language should prevail in all situations and at all times, both by coach and players. This includes the privacy of the locker rooms, team meetings, buses, etc.
- Conduct on the field - We as coaches often become over-excited during the heat of a contest. We must display the example of good sportsmanship that we are trying to teach. Defend the rights of yourself and your team at all times but do not overdo your differences with officials. Never engage in an exchange of words with spectators during the contest. Remember the eyes of the athletes, spectators and your team are always on you. Be discreet when reprimanding an athlete in front of his peers or spectators.
- Recruiting – Needless to say, a coach should never attempt to recruit players from another team. Athletics are voluntary and students are to choose freely. There is nothing wrong in making efforts to encourage students to participate. This should certainly be done by all coaches, but should not pertain to students involved in another program.
- Team Rivalry - We should encourage pride within each team. Each student-athlete 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 Pequannock Township pride, support, and enthusiasm for each other should prevail for all our teams and athletes. Often players on different teams will feud and develop hostilities. The coaches should discourage the development of this type of problem if it should occur and at the same time strive to promote loyalty not only on the team, but among all teams in the athletic program.
- **Hazing – Under no circumstances should any form of hazing be tolerated. Coaches need to be present among the athletes in areas where hazing normally takes place, i.e. locker rooms, busses, etc. In addition, care should be taken to have all players share responsibilities for equipment instead of seniority. Explain to athletes that any violation of these rules will be met with severe and swift consequences.**
- Captain Practices – There should be **NO** out-of-season practices on school premises (Out-of-season is the period of time that school is in session but a sport is not in season – i.e. January is out-of-season for Fall and Spring sports). There should be **NO** summer practices on school premises without a coach or staff member present at all times. Coaches should not organize/arrange any practices for their teams on or off premises if they do not plan on attending. If captains organize team practices without coaches present they must be off school premises and utilize personal equipment only (non-school issued). Coaches can arrange “captain’s practices” on school grounds and with school issued equipment during the summer period **ONLY IF** they attend those sessions.
- Additionally, coaches cannot instruct athletes in any capacity during the Out-of-season period. This includes attending camps/clinics that any Pequannock Township High School athletes are participating in. Each program is permitted to host 1 informational meeting before the start of the NJSIAA mandated season. This will be organized by the Athletic Director.



## **CLINICS, ORGANIZATIONS, AND MEETINGS**

### **Sports Clinics**

Coaches are encouraged to attend professional meetings (coaching schools, clinics, etc.) to keep abreast of new developments in the sports, which they are coaching. In some cases, in-service credit may be earned for such attendance.

- With approval a coach may be absent from teaching duties without loss of pay to attend a professional growth activity.
- Coaches may be absent from teaching duties without loss of pay to coach a state tournament contest in their sport.
- Requests to attend clinics, meetings and tournaments must be submitted in advance (following district procedures) to the athletic administrator and subsequently to the principal and district office for final approval. Be sure to allow ample time for registrations to be reserved by purchase order.
- Reimbursement for a coach's expenses will be determined by:
  - a) Monies allocated in the athletic budget for this purpose.
  - b) The Board of Education policy concerning attendance at professional meetings.
  - c) The availability of school or school district funds.

### **Coaches Organizations**

Coaches are encouraged to join their respective coaching organizations on the local, county, state and national level to stay abreast of new trends in their sports. In some cases membership in these organizations will qualify their athletes for special recognition and these fees will be paid by the Board of Education if approved. In the case where an organization membership fee is included in a clinic/workshop registration the coach remains responsible for that portion of the registration that represents membership in the organization if it is an organization that does not benefit the athletes.

### **Meetings**

During the course of the year, the Board of Education, Superintendent, Principal or Athletic Director may call a meeting of a professional nature. When such a meeting is called, the appropriate coaches must be in attendance for the entire session. If the entire coaching staff is required to be in attendance, the athletic activities may need to be adjusted.

- When a specific need develops, the Athletic Director may schedule meetings of the coaching staff. Coaches are required to attend if warranted. Any member of the coaching staff who believes a need exists for a meeting, should discuss it with the Athletic Director.
- All head coaches are required to attend the state association-sponsored rules interpretation meetings and are expected to attend either conference or county meetings where business concerning their sports will be discussed.

### **Medical Seminars**

All coaches are encouraged to remain current and competent in this area. Fundamentals and new techniques in areas such as diets, supplements, injury prevention, treatment and rehabilitation are imperative.

### **Camps**

Coaches that organize team attendance at camps must attend the camp as a supervisor.

## **Emergency Responsibilities/Procedures**

### Precautions

1. All coaches and cheerleading, band and color guard supervisors, including assistants, will be certified in first aid procedures including CPR/AED, sports-related concussions and head injuries, heat acclimatization, the identification of injured and disabled pupil athletes/participants, and any other first aid procedures required by statute, administrative code, or by the Superintendent.
2. Athletic/activity 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/physical activity competition shall be trained in proper procedures, in the proper use of equipment, and in the proper use of protective equipment and clothing.
4. Pupil athletes/participants shall be required to report promptly to the coach or advisor any injury or disability occurring to the pupil himself/herself or to another pupil.
5. First aid supplies and equipment shall be readily available at all athletic or physical activities and shall be maintained in proper condition.
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 No. 7420.1.
7. Health personnel, including but not limited to, the athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic or physical activities and events as determined by the Superintendent.
8. All coaches shall know the location of each AED on campus whether indoors or outdoors. The Athletic Trainer will have a portable AED on location at all times. For away contests, the Athletic Director may require the coach to bring a portable AED with them onto the bus. It is the responsibility of the coach to ensure that the AED is present on the bus and during the contest, and returns the AED to the Athletic Trainers office when they arrive back to PTHS.

### Emergency Procedures

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

1. The athletic coach or acting supervisor 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 coach shall administer such first aid as may be necessary.
3. If the pupil's injury or disability requires more than routine first aid, the coach shall:
  - a. Summon emergency personnel by calling 911; or
  - b. Arrange for the pupil's transportation to the nearest hospital.
4. The coach or his/her designee shall promptly notify the Building Principal, the Superintendent, and the pupil's parent(s) or legal guardian(s) 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 parent/guardian, other responsible adult known to the coach or acting supervisor, athletic trainer, a member of the athletic department, a health professional, or a coach.
6. These emergency procedures shall be followed when the injured or disabled pupil is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the pupil is enrolled.

#### Reports

1. The athletic trainer or coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his/her participation in the athletic program or physical activity 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(s) or legal guardian(s).

2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.

3. The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.

4. A copy of each report of an incident of pupil injury or disability that occurs in the course of athletic or physical 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 athletics program. The athletic director shall report the findings of his/her analysis to the Superintendent at the close of each sport season.

5. The parent(s) or legal guardian(s) of each injured or disabled pupil will be given assistance in the completion and filing of insurance claim forms.

#### E. Readmission to Athletic or Other Physical Activities

A pupil injured or disabled in the course of an athletic or other physical activity will be permitted to participate in competition only on the written permission of the school medical inspector or designated team doctor, who must first examine the pupil to determine his/her fitness to participate. 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(s) or legal guardian(s). The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq., Policy, and Regulation 2431.4.

## ELIGIBILITY

- All coaches should be familiar with the eligibility rules required by the NJSIAA. Copies of all regulations are available in the Athletic Director's office. Information regarding player eligibility should be explained to the respective members of each team.
- Standard NJSIAA eligibility forms and rosters will be completed by the Athletic Department secretary, checked and verified by the head coach of each sport, signed and authorized by the Athletic Director and Principal and submitted to the state before the first scheduled contest of each sport. Copies of the forms remain on file in the athletic office. Accuracy is of primary importance with these documents to avoid the embarrassment of a possible forfeit/consequence administered by the NJSIAA.
- Academic eligibility is an integral part of the entire eligibility process and a student-athlete must meet the standards set forth by the NJSIAA before participation is granted. The regulations are contained within the NJSIAA handbook in the athletic office and must be verified for each student-athlete by the Guidance Department each season. **In short, student-athletes for the Fall and Winter seasons must be passing a minimum of 30 credits from the previous year (incoming freshmen are automatically eligible for the Fall and Winter seasons). For the Spring season student-athletes in all grades must be passing a minimum of 15 credits from the first semester of the current school year to be eligible. (1<sup>st</sup> and 2<sup>nd</sup> Marking Period)**
- Student-athletes should know their academic standing as it applies to participation in athletics. When academic eligibility for a sport is in doubt the athlete should contact the athletic office and/or the guidance department. This should be done well in advance of the start date for the sport.
- Student-athletes should contact their coaches when they are having difficulties during the season and may need academic assistance. Coaches have been advised to keep close contact with members of their respective teams with regard to their academic standing. Each coach has the responsibility and obligation to help guide every student on his/her squad academically, morally, and socially, especially those who may have difficulty maintaining eligibility.
- The Guidance Department will assist us whenever possible. It is imperative that you reciprocate with the Guidance Department and share any information that may be helpful in creating success for your student-athletes. Inform the Guidance Department regarding college contacts, home problems, school programs, etc.
- Due to State Tournament play (or other circumstances) there may be an “overlapping” of sports seasons for some student-athletes who participate in consecutive seasons. The student-athlete must be allowed to complete the season started before beginning the second sport. A student out for one sport will not be able to quit that sport to start practice in another. He/she must finish the first sport or wait until that sport ends its season to begin practice in another. An injury in the previous sport will require a doctor's release for the following season.

## **PHYSICAL EXAMINATION REGULATIONS**

The New Jersey State Interscholastic Athletic Association (NJSIAA), which is the governing body for high school athletics, has recommended, “*Each student medical examination shall be conducted at the medical home of the student*”, pursuant to NJAC 6A: 16-2.2. Due to this regulation student-athletes will need to obtain individual sports team physicals from their own private physicians (“medical home”) unless the parent/guardian chooses to allow the school doctor to provide the physical. Our physical dates will be announced in advance on our Pequannock.org web site.

We recommend you schedule medical appointments well in advance of the season. The **Pequannock Township Athletic Department Athletic Pre-Participation Physical Examination Packet** is available in the nurse’s office, Athletic Director’s office, as well as the PTHS athletic page. Please be sure to utilize our school forms when obtaining a physical for your student-athlete (all information required by our school district and the state is included on these forms) and understand that only licensed physicians are permitted to perform these examinations.

**No student-athletes will be allowed to participate on any athletic team until proper medical examinations have been reviewed by the School Nurse and athletic department and approved by the School Physician. Athletic Physicals are valid for 365 days from the date of the original physical. However, *Medical Updates* (Part A of physical packet) are required, if the original physical was conducted more than 60 days before the first official practice date. This is to ensure that there has been no change in the student-athlete’s condition. It is important that all timelines be met - athletes can not participate until paperwork is submitted, recorded and processed. Late submissions may result in the athlete missing practices and/or games.**

### **Summary of Physical Examination Information**

- If a student-athlete has valid documentation of a physical (within 365 days and verified by the nurse) he/she only needs to complete the Health History Questionnaire - Part A, Emergency Card, Steroid Consent Form, Parent/Athlete Signature Form, and the Student-Athlete Contract. These forms are submitted to the school nurse prior to the deadline date announced before each season.
- If a student-athlete needs a new physical, he/she should complete the entire Athletic Participation Physical Packet and bring the forms with them to their own doctor or submit to the nurse for an appointment with the school doctor.
- Coaches should note any physical problems of their athletes. The doctor will often emphasize any problems or concerns or special circumstances.
- Previously known injuries should be brought to the physician's attention for more careful examination.
- A school nurse/athletic trainer will be present at all physical examinations given at the school.
- Original physical examination forms will be filed in the School Nurse’s office. The Athletic Director’s office will keep a copy of the emergency card and contract. Coaches will be issued a copy of all emergency cards for student-athletes who are cleared to play.

## **TRANSPORTATION**

The Athletic Director and members of the coaching staff shall ride district transportation when provided for safety reasons as well as team chemistry and camaraderie for all team events.

The Alternate Transportation form for all levels of your sport and all established (scheduled) contests including games and scrimmages should be submitted one day prior to the contest. Trip slips for any team qualifying for state, county or festival contests should be completed immediately upon obtaining the information regarding qualification.

The Alternate Transportation Form can be found on the District, PTHS, and Athletic Websites, or hard copies are available in the Athletic Office.

- a) Any athlete who requires transportation to or from an away contest by a parent shall have the parent sign the appropriate form before leaving for the contest.
- b) In situations that require early dismissal from school the coach must provide a list of all students attending the contest to the main office for teacher use. Players being excused from academic classes are responsible for the assignment missed in that particular class.

Coaches are responsible for understanding the accident procedures established by the transportation department (Attached).

Check attendance carefully on all trips prior to pre- and post-game departures. Everyone shall ride the bus.

Bus discipline is important not only for team control but for safety. Be sure all team personnel remain seated during the trip. Do not permit yelling from bus windows. Check for general bus cleanliness upon arrival back at school.

Cleats are not permitted to be worn on the bus and do not permit students to leave or enter via the rear emergency door.

## **SCRIMMAGE CONTESTS**

- Scrimmage contests with other schools must be arranged by the individual coach and be approved by the Athletic Director. Use discretion regarding transportation as it pertains to the time and distance of scrimmage.
- Coaches should note the NJSIAA regulations pertaining to scrimmage contests.
- Players are not excused from academic classes to take part in scrimmage contests.

## **ATHLETIC EQUIPMENT**

- Head coaches should confer with the Athletic Director regarding the budget for the following school year some time in October. At that time coaches should prepare a detailed list of the equipment and uniforms they expect to need the following season, understanding that this list may need to be adjusted depending on the current season use of equipment and uniforms.
- Final bid specifications on equipment and uniforms including quantities, sizes, colors, and exact descriptions for all sports will be due in March each year and be constructed in conjunction with the representatives for several area companies.
- Careful records should be kept of all equipment issued to players (Inventory form attached). All of the equipment and uniform items in your inventory should be marked by name/number for the purpose of maintaining accurate records. Any equipment or uniforms issued to athletes must be recorded on an inventory distribution form and collected at the conclusion of your season. Inventory lists must be included in the End of Season Packet and approved by the Athletic Director before final checks will be released. Athletes will be held accountable for any lost, stolen, or damaged merchandise and must pay for the cost of the item(s) plus the replacement charge for that item(s).
- Equipment and uniform responsibilities should be explained in detail to each athlete. School-issued equipment should be secured at all times (this includes before taking a shower). Do not leave game gear in unlocked locker. Again, lost, stolen or damaged equipment is the responsibility of the student-athlete and he/she will be charged the replacement cost.
- Any equipment or uniforms that are no longer useful must be reported to the Athletic Director for proper disposal. Do not give unused uniforms or broken equipment away.
- Issuing of equipment for out-of-season or summer use is prohibited unless specifically approved by the Athletic Director. This may only occur in the case of “special expensive” equipment that an athlete is not required to provide on their own (e.g. field hockey goalie equipment). This equipment may only be used for attendance at a camp.
- Equipment and uniforms must be stored appropriately. All uniforms should be folded and grouped together and should be secured in boxes or locked crates.

## **ADDITIONAL PROCEDURES**

- Keys/ID Badges - Your assigned keys/ID badges are a pass to a considerable amount of valuable equipment. Guard them closely. Report any missing keys immediately to the Athletic Director. It is helpful to keep your keys on a distinctive lanyard for easy identification. Your keys should never be handed to a student-athlete to unlock an unsupervised area or equipment room. A key inventory form is included in your End of Season packet and should be completed each season.
- Security - Coaches are responsible to keep all offices, locker/team rooms, equipment rooms, as well as training room doors locked when not in use. The last coach to leave the building is responsible for checking security of the athletic facility. During the Fall and Spring seasons coaches are responsible for locking and securing the football stadium complex. The gate should be locked at all times when not in use.



- Training rules - All coaches should have established policies regarding proper training habits for their student-athletes. Although sports differ, we as coaches should have a common stand on the following general rules for all Pequannock Township athletes:
  - a) No smoking/Use of Tobacco products, including electronic cigarettes or “vapes.”
  - b) No substance use/abuse (this includes alcohol, drugs, “club drugs”, prescriptions, OTC, steroids, etc.)
  - c) Regular sleep
  - d) Good eating habits (supplements are never encouraged and are prohibited on campus)
  - e) No gambling
  - f) Championship living
- Remind your athletes to avoid parties where bad choices can take place. Guilt by association is quite often the result. Explain to your players what you expect of them as a citizen in the community, in school, and as an athlete representing Pequannock Township High School.
- Team Captains - Coaches may use various methods for selecting captains for their team. Be sure the individual(s) selected exemplify the qualities you desire in a captain and leader. All names of potential captains should be submitted to the Athletic Director for final approval.
- Publicity - Head coaches are responsible for directing publicity for their particular team including newspapers, local /town news, school announcements, posters and signs, etc.
- Coaches attire - All coaches should be properly dressed whether in practice sessions or at contests. Whenever possible, clothing with the school name and logo, your sport or depicting school spirit and pride should be worn. The impressions you make reflect upon you, your team, and the school. In addition, assistants under your charge (whether they be volunteer or not) must be appropriately dressed. No jeans, T-shirts, etc.
- Student-athlete attire - It is the responsibility of the coach to see that student-athletes are properly dressed when visiting other schools or facilities. I encourage coaches to require their teams to “dress-up” in school on game days. Non-playing student-athletes should dress appropriately when attending and remaining on the sidelines at a contest. In situations when a team is traveling to an away contest dressed for the game (i.e. soccer, baseball, etc.) the athletes should be wearing their uniforms upon exiting the bus to the field.
- Physical Education Excuses - Athletes are not excused from Physical Education classes for any reason including the day of games. Athletes, after presenting the situation to the instructor, may be excused from strenuous activity (i.e. prolonged running) at the discretion of the instructor.
- Team members should be made aware of the responsibility for securing valuables. Since many teams dress away from home coaches must establish security procedures to prevent loss of valuables. Student-athletes shall not bring anything of value to away contests or leave in the school locker room attended.
- Athletic teams are not permitted to practice on Sunday without consulting the Athletic Director for approval.

# Rules of Conduct for Athletes

“Character Counts! Website ([www.charactercounts.org](http://www.charactercounts.org))”

## Trustworthiness

- Be completely honest. Tell the whole truth. Do not be sneaky.
- Do not do anything you think is wrong. Stand up for your beliefs. Show commitment and courage. Keep your promises.
- Do the right thing even when the cost is high.

## Respect

- Treat opponents, teammates, referees and others with respect and courtesy. Do not use insults, negative cheers or name-calling.
- Do not use violence to settle disputes. Do not hit, shove or threaten to hurt anyone.

## Responsibility

- Think before you act. Think about consequences, how your actions today can affect you and others in the future.
- Take responsibility for the consequences of your choices.
- Do not blame others for what you did or take credit that doesn't belong to you.
- Always control yourself. Do not lose your temper.
- Do not throw things, scream, hit others or use bad language.

## Fairness

- Play fair and with honor. Play by the rules. Never cheat.
- Give everyone a fair chance. Help your team and community.
- Adhere to both the letter and spirit of the rules.

## Caring

- Treat others the way you would want to be treated.
- Never engage in reckless behavior that could intentionally injure any player.

## Citizenship

- Obey laws and rules. Remember it is unfair for some people to play by the rules while others do not.
- Listen to your coaches, referees and your parents. Respect authority.

# **Rules and Regulations for Athletes**

The major objective of the Pequannock Township School Interscholastic Athletic Program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes of social and group interaction (see Athletic Philosophy and Objectives of Participation). Remember that participation in interscholastic athletics at Pequannock Township High School is a privilege granted by the Board of Education and along with this privilege and its benefits come certain responsibilities, which every athlete must accept:

- The athlete must recognize that the primary reason for attending school is to become a responsible citizen and educated person.
- The athletes must conduct themselves in the community in a manner, which will bring credit to their team, sport and school.
- The athletes must adhere to all rules set forth in the student handbook.
- The athlete must strive to reach the upper limits of his/her individual athletic potential.

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

## **UNEXCUSED ABSENCE FROM PRACTICE**

- First Violation - Coach records violation and the penalty is up to the discretion of the coach.
- Second Violation - The athlete will not participate in the next game or contest.

## **UNEXCUSED ABSENCE FROM A CONTEST**

- First Violation - The athlete will not participate in the next comparable contest (i.e. if an athlete is absent from a contest, they sit a contest; if they are absent for a festival/county/state/tournament contest(s) they may sit more than one contest or a similar contest at the coaches' discretion.
- Second Violation - The athlete will be suspended from the team for a period of time determined by the head coach and Athletic Director. Whenever a student-athlete is prohibited from playing due to a rules infraction the Athletic Director must be notified.

## **ATTENDANCE DURING SCHOOL VACATIONS**

- Varsity players are expected at all practices and games, including those scheduled during the times when school is not in session.
- Junior Varsity and Freshmen athletes are also expected at all practices, but may be excused by their coaches in the event of a family commitment during vacation times. Athletes should notify their coaches at least one week prior to the expected absence. It is expected, however, that no athlete will be absent from games or contests.

## ATHLETIC DEPARTMENT DISCIPLINE PROCEDURES

- A student that is suspended from school will be ineligible for contests or practices during that time.
- **A student must be in attendance for at least a half day (10:00 a.m.), if they are to practice or participate in a contest. Friday will declare the eligibility for Saturday contests.**
- Student-Athletes are NOT excused from their Central/Saturday Detention obligations for any athletic events.
- Fighting during a contest is strictly forbidden. Since athletic contests are a school function a student-athlete involved in a fight during an athletic activity is subject to the same discipline as if they were in school or on a field trip. After an investigation of a fighting incident, consequences will be determined by the coach, Athletic Director and Assistant Principal and may include suspension from the team and school. If a second offense occurs during the same season or a subsequent season during the same school year the athlete will be removed from the team, forfeit all awards and the athlete may no longer participate in any sport for the remainder of the school year.
- For other offenses see the Athletic Code of Conduct.

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 Pequannock Township athletics program.

## **ATHLETIC AWARDS**

It is important that student-athletes be recognized for their hard work and efforts when participating in the Pequannock Township Athletic Program. At the conclusion of every season, coaches will conduct end of season ceremonies/banquets for the purpose of recognizing these student-athletes in the presence of their families and friends. The Athletic Department has established awards that are distributed to qualifying athletes. The criteria for the disbursement of these awards are different from sport to sport and are listed in this section. Our purpose is to recognize as many athletes as possible with the highest accolades as possible.

### **Awards Procedure**

Any athletic recognition for a student-athlete will be awarded if in the opinion of the awarding coach, the student-athlete's performance has met the established criteria and therefore merits recognition. Each Varsity Coach must establish award criteria for their sport. A copy of the criteria will be kept on file in the athletic office.

### **Awards**

- First year varsity letter winners will receive a varsity letter and the pin representing the sport
- 2nd year varsity letter winners will receive a bar representing a year of varsity service
- 3rd year varsity letter winners will receive a bar representing a year of varsity service
- 4th year varsity letter winners will receive a 4 Year pin

\* Individual awards may be presented by each individual program, however the cost of the plaques/trophies will not be provided by the district.

\* Only one letter is issued per athlete. For example, if an athlete receives a varsity letter in a Fall sport and achieves varsity status in a Winter sport, he/she will not receive another letter.

\*\* Replacement cost for a lost pin will be \$1.00.

### **Special Considerations**

Seniors who have not met the established criteria for a varsity letter but have participated for three seasons in the sport may receive a varsity letter. A Head Coach may recommend awards in special cases to athletes who have not met the established criteria after consultation with the Athletic Director.

### **Individual and Team Academic Awards**

Listed below are several local, county and state scholar athlete awards. The Principal and Athletic Director select the recipients for the awards sponsored by outside organizations based on athletic ability, academic standing, community service and character. Every effort will be made to select several students for these awards.

**NJSIAA Scholar Athlete Award** - Selected by the Principal and Athletic Director, this award is given to one male **or** female senior athlete that best exemplifies the term “Scholar Athlete” and is chosen on the basis of high academic scholarship and outstanding athleticism.

**Morris County Scholar Athlete Award** - Selected by the Principal and Athletic Director, this award is given to one male **and** female senior athlete that best exemplifies the term “Scholar Athlete” and is chosen on the basis of high academic scholarship, outstanding athleticism and character.

**Northwest Jersey Athletic Conference Scholar Athlete Award-** Selected by the Principal and Athletic Director, this award is given to the male and female athlete in our athletic conference who has attained excellence both academically and athletically.

**National Girls and Women in Sports Award-** The program will include a state-wide awards luncheon, where outstanding high school and college/university female athletes will be presented with special awards from the National Association for Girls and Women in Sport.

**Greater Morris County and National Football Hall of Fame Scholar Athlete Award-** Selected by the Head Football Coach and Athletic Director, this award is given to one senior member of the football team that best exemplifies the term “Scholar Athlete” and is chosen on the basis of high academic scholarship, outstanding athleticism and character

#### **Other Award Regulations**

- All awards (letters and pins) should be worn on appropriate clothing only.
- Only award recipients should wear any award received.
- Coaches should avoid discussion of awards unless specific questions arise regarding the established written criteria.
- Award lists must be submitted in advance (10 working days) of any ceremony and must be approved by the Athletic Director.
- Coaches are responsible for accurate award request lists and must gather all awards located in the athletic office.

## **Team Athletic Award Criteria**

In addition to the criteria listed within each sport players who have demonstrated commitment and dedication to the level/team they are assigned will be awarded the recognition established for that level/team at the discretion of the coach. This includes attendance at competitions, matches, meets and games.

### **BASEBALL**

- Student-Athletes must participate in 50% or more of all of the games.

### **BASKETBALL – BOYS**

- Student-Athletes must participate in 50% or more of all of the games.
- Players who have demonstrated commitment and dedication to the level/team they are assigned will be awarded the recognition established for that level/team at the discretion of the coach.

### **BASKETBALL - GIRLS**

- Student-Athletes must participate in 50% or more of the games.
- Players who have demonstrated commitment and dedication to the level/team they are assigned will be awarded the recognition established for that level/team at the discretion of the coach.

### **CHEERLEADING**

- Cheerleaders who have demonstrated commitment and dedication to the level/team they are assigned will be awarded the recognition established for that level/team.

### **CROSS COUNTRY - BOYS AND GIRLS**

- Run varsity in all dual/tri meets and more than 50% of invitational meets.

### **FIELD HOCKEY**

- Student-Athletes must participate in 50% of the halves of the games played. (i.e. if the team plays twenty games – 40 halves - the player must have competed in at least twenty halves)

### **FOOTBALL**

- Any athlete with at least 20 quarters of varsity playing time during the varsity season.

### **GOLF BOYS AND GIRLS**

- Student-Athletes must participate in 50% of all scheduled matches, or be a senior in good standing and attend all practices.

### **ICE HOCKEY- (PER WEST MILFORD POLICY)**

- Student- Athletes must have participated in 50% or more of all of the games.

### **LACROSSE - BOYS**

- A Student-Athlete must participate in the equivalent of 50% of all varsity quarters played in varsity seasonal competitions.

### **LACROSSE - GIRLS**

- A Student-Athlete must participate in the equivalent of 50% of all varsity halves played in varsity seasonal competitions.

## **MARCHING BAND**

- 90% attendance is mandatory for all required events as per the Marching Band Director. The Schedule will be provided to each participant at the start of each season.

## **SOCCER - BOYS AND GIRLS**

- A Student-Athlete must have participated in 50% or more of the total number of halves during the season.

## **SOFTBALL**

- Student-Athletes must participate in 50% or more of all of the games.
- Players who have demonstrated commitment and dedication to the level/team they are assigned will be awarded the recognition established for that level/team at the discretion of the coach

## **SWIMMING BOYS AND GIRLS**

- Student Athletes must attend 90% of pool practices and meets
- Student Athletes must attend 50% of dryland practices
- Club swimmers must attend 90% of swim meets and come to at least one practice a week (a dryland practice can count).

## **TENNIS- BOYS AND GIRLS**

- Student-Athletes must have competed in at least 50% of the total dual matches on the schedule.

## **TRACK AND FIELD - BOYS AND GIRLS- WINTER AND SPRING**

- (Spring) Student-Athletes will earn a varsity letter by scoring a minimum average of one (1) point for every team competed against throughout the regular season or placing in a varsity championship meet.
- (Winter) Athletes participate in 90% of all meets and practices as per the head track coach. The schedule will be provided to each participant at the start of each season.

## **UNIFIED TRACK AND FIELD**

- 90% attendance is mandatory for all required events as per the unified coach. The Schedule will be provided to each participant at the start of each season.

## **VOLLEYBALL- GIRLS**

- Student-Athletes must participate in 50% or more of the total number of scheduled matches during the season.

## **WRESTLING**

- Any wrestler who wrestles (not weighs-in) in at least one-third of the scheduled varsity matches achieves varsity designation.



## **Pequannock Township Pupil Fundraising Policy (5830R)**

For the purposes of this policy “student fund raising” shall include the solicitation and collection of money by individuals, organizations or entities for any purpose and shall include the collection of money in exchange for tickets, papers, or any goods or service.

The Pequannock Township Board of Education prohibits student fund raising in school or on school property or at any school sponsored event by a student for his/her personal benefit. Fund raising by school organizations outside the schools or by students on behalf of such organizations, must be recommended by the Superintendent and approved by the building principal prior to any fund raising activity. The Principal or his/her designee will supervise fund raising activities.

Permission to solicit funds from students will be granted only to those organizations or individuals whose purposes are consistent with the goals of this district and the interests of the community. Solicitation must take place at those times and places and in a manner specified by the Superintendent of schools and which does not interfere with the orderly operation of the schools.

Collection of money by teaching staff members for the purposes of tickets, books, or other materials not required by the curriculum must be approved by the Superintendent, supervised by the Principal, and monitored by the School Business Administrator/Board Secretary.

No person or organization may solicit funds on school property without the express permission from the building principal.

Effective and full utilization of class and school time places a restriction on the nature and frequency of any form of soliciting and selling within the school day. The Home and School Association may engage in fund raising activities in all the schools. The high school have additional interests in raising funds and selling, such as yearbooks, class rings, etc. The Board will permit activity only after careful scrutiny and study, and upon the recommendation of the Superintendent of Schools of the effects of such activity on the students, staff, parents/guardians and community.

Funds raised by district sponsored or school sponsored activities are to be deposited in the proper district accounts and shall conform to the internal control promulgated by the School Business Administrator/Board Secretary. Funds solicited for non-sponsored activities are not to be deposited in any district account. The Board disclaims all responsibility for the protection of, or account for, such funds.

The Board of Education does not permit fund raising activities involving unsupervised solicitation.

Out-of-school solicitation of money for school organizations must be approved by the Principal.

Pupils may solicit and collect money on behalf of nonschool organizations provided the fund raising has been approved by the Principal. Nonschool organizations shall include, but not be limited to, booster clubs, parent organizations, and/or music/band organizations.

Out-of-school solicitation of money for nonschool organizations must be approved by the Principal.

The Superintendent of Schools shall formulate regulations to implement this policy in accordance with the restrictions imposed by other applicable policies of the Board.

A copy of this policy shall be given to any individual or group granted permission to raise funds on district policy.

## **Pequannock Township High School Athletic Code of Conduct**

The following Code of Conduct has been developed to help you become the “best you can be”. As a Student-Athlete representing Pequannock Township High School it is important to represent the integrity and dignity of our district. It is equally important to train and avoid these distractions, which will affect performance and safety in your sport. This policy is enforced in conjunction with the school district’s Substance Abuse Policy, which has an impact on Student-Athletes both in and out of season.

Any Student-Athlete violating this policy “out of season” may forfeit the right to represent the school in any athletic activity (All Star games, award ceremonies, banquets, etc.).

Each participant and parent in an interscholastic sport in the Pequannock Township School District will read the following athletic rules, sign and return this form to the head coach.

### **Use of Controlled Dangerous Substances, Alcohol, Tobacco Products, Weapons:**

Use of the following substances is prohibited and will not be tolerated in school, after school, or weekends:

1. Tobacco products (smoking, chewing, dipping, vaping/electronic cigarettes)
2. Alcoholic beverages
3. Controlled substances

**Disciplinary Action:** Student-Athletes will be referred to the appropriate school personnel for discipline. All student athletes will be referred to the substance abuse counselor in cases that involve tobacco, alcohol, and/or controlled dangerous substances for appropriate counseling. Student-Athletes found to be in possession of a weapon and/or using a weapon will be terminated immediately.

**Theft/Stealing:** Theft will not be tolerated. Theft is considered any act of stealing when visiting other schools or if it is determined that property was stolen from our school or from members of a team. Vandalism is considered any injury to school, or athletic property. Student athletes who steal will be sent to appropriate school personnel for discipline. Furthermore, the first offense for theft will result in suspension and restitution if applicable. A second offense for theft will result in exclusion from the team for the remainder of the season and forfeit the rights to receive any awards or school related scholarships in that sport. A third offense will result in exclusion from all sports for the remainder of the school year and forfeit the rights to receive any awards or school related scholarships in those sports.

**Attendance:** Attendance at practice is important. An athlete missing practice without notifying his/her coach or without a valid excuse (detention is not a valid excuse) will lose playing time as determined by the coach. School team practices and games must take priority over non-school team events. A player who is exempt from Physical Education or sports for medical reasons will not be permitted to participate in sport activities until **approved by the school nurse**. Students must be in attendance for a minimum of 4 hours to participate in games or practices.

**Transportation:** It is important for team members to travel to and from athletic contests on transportation provided by the school district. Should a student wish to ride to or from a contest with a parent, permission must be received from the coach and approved by Administration. Parents must complete the Pequannock Township School District Parent Pick-Up letter declining transportation services. A change should be made only in extenuating circumstances.

**Disqualification:** Any student or coach disqualified before, during, or after an interscholastic event for unsportsmanlike and flagrant verbal or physical misconduct will be disqualified from the next two (2) regularly scheduled games/meets with the exception of football, which will carry a one (1) game disqualification at that level of competition and all other games/meets in the interim at any level in addition to any other penalties, which the NJSIAA or league/conference may assess. A disqualified player or coach may not be physically present at any contest in that sport during the period of disqualification. Any player or coach disqualified a second time will have the penalty doubled (i.e. in football – two games; in all other sports – four games). Disqualifications will count for one (1) calendar year from the date of the first offense. Third offense players will be suspended and must apply in writing to the NJSIAA through the office of the Principal for reinstatement for the subsequent school year. Disqualification in all sports will count towards accumulation of offenses. Should a player/coach be disqualified from the final game/meet of the season, said disqualification will carry over to the next year in the sport. In the case of the student/athlete, the same degree of penalty shall apply if said athlete retains eligibility in that sport. Seniors who are disqualified from their last game of their high school careers, member schools are required to take proper administrative action to discipline the offending student (NJSIAA Rules and Regulations).

**Hazing:** In recent years the hazing of younger athletes by older team members has become a problem throughout the athletic world. We, here at Pequannock Township High School, will not tolerate any hazing, whether it is physical, verbal, or sexual by our athletes. Termination will result immediately as well as further disciplinary action as dictated by Policy 5512.

**Sportsmanship:** Student-Athletes represent their team, school, and community and have an obligation to be true sportsman. As a member of a team, student-athletes will act accordingly and exercise self-control at all times. Whether attending an event as a member of a team or as a spectator, a student-athlete will not heckle opponents or officials, avoids the use of profane and obnoxious language and behavior, and respects officials' decisions without gestures or comments. Student-athletes should set the example for others to follow, always remembering that it is a privilege to represent the school and community. A student-athlete found to be guilty of unsportsmanlike behavior will be disciplined according to the discipline set below.

**Discipline:** Discipline will rest with the Head Coach as well as Administration. Examples include (1) breaking squad/team or school rules, (2) disrespect and/or profanity, (3) Unsportsmanlike conduct, (4) Hazing, etc. Disciplinary action may include but is not limited to: verbal reprimand and/or warning, conference with coach/parent, suspension from contest(s), or dismissal from the squad/team. Discipline infractions may also include school disciplines such as central detentions, Saturday Detentions, and possible out of school suspensions. Student-Athletes who have lost privileges are ineligible to participate in athletics until the obligation is fulfilled.

During a period of school suspension, Student-Athletes may not participate in any activities nor attend any event representing Pequannock Township High School.

**Uniform and Equipment Responsibilities:** Participants are financially responsible for all issued equipment. Any uniforms and equipment distributed to student-athletes must be returned to the coach at the end of each season. If not returned, the athletes are responsible for the value of the equipment. This pertains to damaged, misplaced, or stolen uniforms/equipment. Failure to return all issued items will result in students not being allowed to participate in any sports programs until the obligation is met.

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**This sheet must be signed and returned to the Head Coach of the sport that you are trying out for.**

Student Agreement: I have read the Pequannock Township High School Athletic Rules and agree to abide by them or accept the consequences.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_  
(PLEASE PRINT)

Parents Sportsmanship Agreement: In an effort to promote good sportsmanship and team spirit, I agree to follow the rules of conduct as described above. I understand that any action on my part that is contrary to school district policy (such as verbal abuse towards athletes, coaches, or officials) will result in my removal from the premises and/or event as well as a possible ban to future events.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

### **STUDENT ATHLETICS**

For athletic schedules please go to [www.hs.pequannock.org](http://www.hs.pequannock.org) Click on the athletics tab.

All contests are subject to change with respect to weather, time conflicts, site, or other mutual agreements between the schools involved. The athletic director will make such changes with the consent of the principal.

<b><u>Fall Season</u></b>	<b><u>Winter Season</u></b>	<b><u>Spring Season</u></b>
Cheerleading	Cheerleading	Baseball
Boys Cross Country	Boys Basketball	Boys Golf
Girls Cross Country	Girls Basketball	Girls Golf
Girls Volleyball	Girls Swimming	Softball
Field Hockey	Boys Swimming	Boys Tennis
Football	Winter Track	Boys Track
Boys Soccer	Wrestling	Girls Track
Girls Soccer	Ice Hockey(Co-Op w/West Milford)	Boys Lacrosse
Girls Tennis	Unified Sports	Girls Lacrosse
Unified Sports		Unified Sports



