

Trenton Public School

Athletic Handbook



Sharron Grady
Director of Health, PE, Family Life &
Athletics



TRENTON PUBLIC SCHOOLS

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Mission Statement

Trenton Public School District athletic department will create and foster an environment which provides opportunities for student-athletes to enrich their high school experience through participation on athletic teams that are competitive at the conference, state and national level. We are dedicated to providing opportunities to enhance the intellectual, physical, social, moral and cultural development of the whole person, while conducting all activities with honesty and integrity in accordance with the principles of good sportsmanship and ethical conduct.

PHILOSOPHY

We, the Coaches of the Trenton Public Schools, believe that the opportunity for participation in a wide variety of student-selected athletics is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, the sport, the student body, the community and to the student themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

Trenton Public School student athletics are considered a supplement to the school's program of education which strives to provide experiences that will help develop boys and girls physically, mentally, socially, and emotionally.

The interscholastic athletic program shall be conducted in accordance with the Trenton Board of Education policies, rules and regulations of the New Jersey State Interscholastic Athletic Association. The Board of Education takes great pride in winning, but it does not condone "**winning at any cost**" and discourages any and all pressures neglect good sportsmanship and good mental health. The athletic program must be conducted, at all times, in such a manner that justifies it as an educational activity.

ETHICS, STANDARDS & DECORUM

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coach's own children and their welfare shall be utmost at all times. In recognitions of this, the following guidelines for coaches have been adopted by Trenton Public Schools.

The coach must be aware that he or she must first carry out his or her responsibilities as an educator (coaching is an extra-curricular activity and does not supersede contractual obligations).

The coach must be aware that he or 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 director, school administrators, N.J.S.I.A.A., his/her peers, athletic associations, the media, and the public, the coach shall strive to 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 authorize their use.

The coach should not interfere with a player participating in a sport during another season but rather should encourage participation in other sports. (A player may only participate in one sport per season)

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 mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit and letter of the rules.

The coach shall actively participate in the recruitment and preparation for athletes desiring and projecting towards higher education.

Coaches shall actively use their influence to enhance sportsmanship by spectators, working closely with cheerleaders, pep club sponsor, booster clubs and administrators.

Contest officials shall have respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after each athletic contest, opposing coaches should meet and exchange friendly greetings to set the correct tone of the event.

A **coach** shall not exert or undue pressure on faculty members to give student athletes special consideration.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important. A coach should always set good examples. Being respected is much more important than being well liked. A coach must treat the faculty, the players and students with the same honor and respect they expect to be shown.

QUALITIES OF A GOOD COACH

Empathy: Great coaches never treat their players like robots or machines. They make it clear every day that they genuinely care about the feelings, struggles and disappointments, as well as the successes, of the athletes they supervise.

Sincerity: Coaches who earn the loyalty of their players don't do so with flowery speeches and empty promises, but with honesty and frankness.

A Positive Attitude: Coaches who believe their players are basically worthwhile and competent usually end up with players who are worthwhile and competitive.

Enthusiasm: Coaches inspire and constantly reinforce their player's honest efforts and good results. They help athletes feel good about themselves and the athletes, will forever be committed to working diligently for the coach.

Competence: A coach who earns the respect of his/her players knows their responsibilities.

Realistic Expectations: Coaches who inspire athletes to do their best have a realistic idea of their potential. An outstanding coach expects enough of the athletes to stretch their talents and willingness to work hard, but not so much that the athletes become discouraged.

Trustworthiness: Great coaches always tell the truth and treat players fairly. They don't have hidden agendas or present one face to the team and another to the news media or the fans.

Focus: Great coaches excel at remaining calm in the face of chaos, at keeping the goal in mind. That helps their teams focus on the results for which they are striving and provides a way to measure how successful or unsuccessful each team member is.

Respect for Others: The coaches and athletes understand that each team member has a unique set of talents, skills, knowledge and experience. Moreover, such coaches are aware that every athlete deserves to be treated with respect regardless of his or her abilities, race, gender, and background.

The Ability to Listen: Communication is a two-way street with successful coaches. They clear not only their calendars, but their minds when it's time for a talk and they listen actively by making eye contact, nodding, interjecting comments and asking relevant questions.

Good Communication Skills: All good coaches, must be able to express themselves clearly and concisely so that their students or players can easily understand what's expected of them.

Perceptiveness: A good coach must take the time to closely observe each player and must be able to perceive and understand what each needs in order to grow and mature.

Responsiveness: Great coaches are those who are willing to give players feedback, both positive and negative.

COACHING DUTIES & RESPONSIBILITIES

Coaches are to supervise their student/athletes at all times before, during and after practice. In additional coaches should remain at a given location until all student/athletics have left the premises.

Coaches must accompany student/athletes to and from athletic events.

Coaches are responsible for student/athletes conduct and behavior during practices and athletic events (especially during away events).

Coaches must promote and teach only clean aggressiveness, fair play and positive attitudes while strengthening good sportsmanship at all times.

Coaches must adhere to New Jersey State Interscholastic Athletic Association rules.

Coaches should not allow students/athletes to participate without proper physical papers.

Coaches should not allow students/athletes to participate in athletic events until the director of athletics gives you notice.

Coaches should attend clinic/workshops annually to keep current in the sports they are coaching.

Coaches are to report all injuries of the students/athletes to the trainer and Director of Athletics and must ensure follow-up with the nurse.

Coaches should display a positive attitude toward the media at all times.

Coaches should employ that student/athletes are properly dressed and practice good hygiene, during practice, home and away event(s).

Coaches must properly plan each practice on a daily/weekly basis.

Coaches should not keep their student athletes for instructional practice longer than 2 hours for any given day.

Coaches should follow the Trenton Board of Education & Athletic Disciplinary procedures during the season and off season.

Coaches should provide a safe environment for student athletes and staff.

Coaches are required to keep all relevant records.

Coaches should warn of the inherent risks of each sport.

Coaches should meet with the Director of Athletics after each season to discuss recommendations and/or concerns.

Head Coaches must complete all equipment and uniforms orders for the next season in a timely fashion.

Head Coaches should meet with athletes to increase opportunities to get accepted into college or trade school.

SEASON

Attendance

1. Coaches are expected to be at every practice (barring an emergency) during the season.
2. Coaches will ensure there is locker room supervision until all players have exited.

Practices

1. If a player does not have a physical, he or she may not practice.
2. Coaches must be present for the entire practice and are responsible for the player's safety, all equipment and its usage.
3. Coaches will maintain a proper dress code for their athletes, to include:
 - a.) A change of clothes (players are not to practice in the clothes they wear to school).
 - b.) Proper shoes.
 - c.) Clothes should be properly fitted (not too tight & not falling off).
4. Coaches must maintain a proper dress code for themselves for all practices and games.
5. Coaches will make sure all athletes maintain proper behavior for entire practice (no profanity).

Games/Meets/Matches/Tournaments

1. All players must be approved by the Director of Athletics for eligibility before they may participate.
2. A student shall not be permitted to participate in a scrimmage or a game (interschool) in any strenuous sport until he/she has completed **SIX DAYS OF PRACTICE IN THAT SPORT.**
3. Practice during the summer recess prior to the official opening of the sports season cannot be counted to fulfill this requirement.
4. The above restriction will be waived for student athletes who are members of a team participation in N.J.S.I.A.A. championship competition on a date which extends beyond the end of that school's regular season schedule for that sport.
5. Uniforms must be fitted and worn properly.
6. Home games:
 - Coaches must check fields, courts and track for proper maintenance prior to game time.
 - Coaches will make sure he/she and the team are prepared to compete at the time scheduled.
7. Away games:
 - Coaches will turn in attendance sheets the morning of the game for early dismissal of students.
 - Coaches will have the team ready to leave at the designated time.
 - Coaches will supervise the bus, to include:
 - Coaches must be on the bus,
 - No food or drink of any kind is left behind, and
 - Proper conduct adhered to all times.
 - Coaches will check the bus both at the opponent's school and again upon returning to Trenton Central High School to make sure all items have been removed.

TRANSFERS

After his/her initial enrollment in a secondary school, as provided for in Article V, Section 4G (2) of the Bylaws of NJSIAA rules, a student is subject to the following transfer rules:

A student who transfers from one secondary school to another because of a bona fide change of residence by his/her parents or guardians, or through assignment by the Board of Education, becomes eligible to represent his/her school immediately upon entrance unless recruitment of transfer for athletic advantage is proven and provided all other eligibility regulations are satisfied.

A student who becomes emancipated shall be deemed not to have made a bona fide change of residence absent proof that the change of residence was compelled by circumstances beyond his/her control.

Definition: A bona fide change of residence takes place when the parent/guardian moves with the student from one public high school district to another public high school district.

A student transferring from one secondary school to another, without a change of residency by that student's parent or guardian, shall be ineligible to participate for a period of (30) calendar days from the start of the present school's regular schedule for that sport.

To prevent possible recruitment or transfer for athletic advantage, a Transfer Waiver Form must still be executed by the two involved schools and filed with the N.J.S.I.A.A.

DISQUALIFICATION OF COACHES & PLAYERS

Any coach/player disqualified before, during or after an interscholastic event for unsportsmanlike flagrant verbal or physical misconduct will be disqualified from the next (2) regularly scheduled games/meet(s) in the interim at any level in addition to any other penalties which the N.J.S.I.A.A. or league/conference may assess. Such disqualification prevents a coach/player from being present at the site.

Any player/coach disqualified a second time will have the penalty doubled (i.e., in football – disqualified for two (2) games; all other sports – four (4) games. Disqualifications will count for one (1) calendar year from the date of the first disqualification.

OPEN – GYM

An “open-gym” program is one in which a variety of recreational type activities are offered, i.e., badminton, basketball, volleyball, table tennis, and the like.

Coaches, at any level, may not be present when their specific sport activity is a part of the Open-Gym Program.

Single sports programs, in which student athletes are involved, are interpreted as an attempt to circumvent the out-of-season rule if those sports are not on a rotation basis with at least two or more other sport activities during a calendar week using that facility.

Responsibility for monitoring Open-Gym Programs should be with the director of athletics and principal of the school.

All specific sport activities have to be recreational in nature; therefore, practice routines, such as, softball/baseball pitching, catching and batting, football place-kicking, golfing/putting, and similar routines are always interpreted as an attempt to circumvent the out-of-season rule.

CAMPS

The N.J.S.I.A.A. does not restrict an individual’s choice to attend any participatory camps or clinics; however, schools, school organizations, or school-related groups such as Booster Clubs may not assist the Student-Athletes’ attendance at any camp or clinic during the out-of-season period; this includes providing uniforms, equipment, and funds related to the camp or clinic, including transportation; and coaches may not instruct their Student-Athletes.

PARENTAL INVOLVEMENT

1. Conduct an orientation meeting during the pre-season.
2. Hold regular meetings throughout the season.
3. A weekly letter sent to the parents for information on event(s) and honors.
4. Have a phone number available for information purposes.

REPORTING OF INJURIES

1. Log all injuries and keep records.

MINOR

1. Report to Athletic Trainer
2. Report to School Nurse as soon possible
3. Complete and turn in all forms to Director of Athletics, School Nurse, Principal and parents as soon possible.

SERIOUS

1. Must seek medical attention at once. (Off-site)
 - Notify on-site trainer
 - Notify parents immediately
 - Notify School Nurse as soon as possible
 - Notify the Director of Athletics as soon as possible
 - Complete all forms and turn them in to the director of athletics, principal, school nurse, trainer, parents and coach (self).

WEIGHT ROOM REGULATIONS

1. All participants must show their student ID upon entrance to the weight room.
2. All weight lifters must use a spotter when benching.
3. No food or drinks present in the weight room
4. No “Horse playing” or profanity.
5. Weight lifters must warm up before lifting, stretching and starting with light weights.
6. All students must be under the supervision of the instructor or coach.
7. All students must follow a specific schedule given by the instructor or coach.
8. Every lift should be done slowly and strictly.
9. Always treat the equipment with respect so it will last longer.
10. When returning the weights, carefully lower to the floor or proper placement at all times. Please do not drop the weights when finished
11. Always remain alert for dangerous situations.
12. Everyone entering the weight room should be accompanied with another person at all times.
13. All students must have the proper clothes to train in.
14. Broken or worn equipment must be reported to the instructor or coach immediately.

PRE-SEASON

Coaching Staff

1. The head coach will review their expectations and basic program structure.
2. The head coach will clearly define and assign individual responsibilities, to include:
 - Locker room
 - Transportation (usually bus)
 - Practice: before, during, and after
 - Uniforms and equipment
 - Any other area the head coach seems necessary
3. The head coach will make sure that their coaching staff adheres to all New Jersey State Interscholastic Athletic Association.
- 4.

Meet with Players

1. The head coach will meet with all players and provide physical forms and the dates, time and location for the physical.
2. The head coach will review and clarify the N.J.S.I.A.A. and Trenton Central High School eligibility rules.
3. The head coach will review all necessary information in the following areas:
 - Team rules
 - Discipline/expected behavior
 - Possible equipment needed
 - Any other area the coach seems necessary

Sportsmanship

1. No player is to question, argue or negatively address any official, umpire, etc. at any time.
2. Players will not curse at any time.
3. Players will not fight any time (to include verbal fighting among teammates).
4. Athletes will demonstrate a positive attitude at all times.
5. Any athletes who commit an infraction of levels 1, 2, 3 or 4 will be removed from the game immediately.
6. All players and coaches on any Trenton team must shake hands at the end of each contest, when applicable.

Professionalism

1. Coaches will display a positive attitude toward the media at all times.
2. No coach shall interfere with another coach's practice or players at any time.
3. An athlete's right to participate in any sport should be respected and encouraged by all coaches.
4. All coaches will treat each other with respect and professionalism at all times.
5. Coaches must address all concerns and communicate professionally with all faculty members in a timely fashion.



Trenton Public Schools

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1. Maintain good behavior throughout the school year. If not, you may be ***not allowed to participate in the games, meets or matches. If the behavior persists, it may result in possible immediate removal from the game, meet or match or sport.***
2. Maintain good attendance throughout the school year. Excessive **absences** or **tardiness** will negatively your position with the team. ***Possible consequences include not being allowed to participate in game, meet or match, and possible immediate removal from the sport.***
3. Attend **all** scheduled practices and arrive **on time**. Excessive **absences** or **tardiness** will negatively your position with the team. ***Possible consequences include not being allowed to participate in game, meet or match, and possible immediate removal from the sport.***
4. No player is to question, argue or negatively address any official, umpire, etc. at any time.
5. Players will not fight any time (to include verbal fighting among teammates).
6. Athletes will demonstrate a positive attitude at all times.
7. Any athletes who commit an infraction of level 4, 5, or 6 will be removed from the game immediately.
8. All players and coaches on any Trenton team must shake hands at the end of each contest, when applicable.

I, _____, have agreed to the above regulations for the sport of _____ during the 2016-2017 school year.

Athlete's Signature

Parent's Signature

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Coaching Duties and Requirements

1. Visit all middle and high school in the district to promote their sport.
2. Check returning athletes grades to ensure those who need will attend summer school.
3. Monitor off season work outs in the summer.
4. Complete all equipment, uniform and supply orders for the season.
5. Monitor the physical process, once it has been scheduled.
6. Develop a roster of athletes, check academic eligibility, and medical clearance.
7. Develop a practice schedule/calendar submit to the Athletic Office and prepare for parent meeting.
8. Confirm all eligible athletes with the Athletic Office.
9. Confirm competition schedule.
10. Confirm bus pick up and drop off time for practice and games.
11. Ride the bus for daily practice and games.
12. Monitor practice before, during and after.
13. Submit vouchers for entry in games, meets, matches and tournaments to the Athletic office throughout the season.
14. Attend Colonial Valley Conference meetings with other schools throughout the season for their specific sport.
15. Recommend athletic award winners with all coaches in the sport and complete varsity letter and certificates winners.
16. Collect all uniforms and store them.
17. Stress sportsmanship to all students, at all times.
18. Practices for each sport should not last more than 2 hours on any given day. Coaches should be the last individuals to leave the practice site.
19. Conduct end of season report with all coaches in the sport.

I, _____, have agreed to the above job requirements for the sport of _____ during the 2016-2017 school year at a stipend of \$_____.

Coach's Signature

Athletic Director's Signature