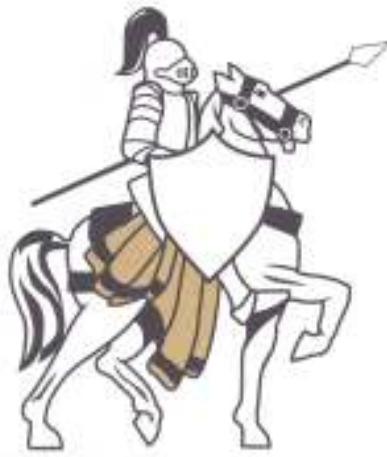


NANUET PUBLIC SCHOOLS ATHLETIC DEPARTMENT



COACHES GUIDE

**FRANK MAZZUCA
DIRECTOR OF ATHLETICS**

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EMERGENCY PHONE NUMBERS

AMBULANCE

202 So. Main Street
Nanuet, NY 10954
Tel. No. 623-6387

FIRE COMPANY

7 Prospect Street
Nanuet, NY 10954
Tel. No. 623-9690

SCHOOL DOCTORS

Nanuet Medical Professionals
Dr. Joseph Ingrassia
Tel. No. 623-2456

HOSPITALS

Good Samaritan Hospital
Route 59
Suffern, NY
368-5000

Nyack Hospital
No. Midland Avenue
Nyack, NY
Tel. No. 348-2000

POLICE DEPARTMENT

Clarkstown Police
Maple Avenue
New City, NY 10965
Tel. No. 639-5800

ALL EMERGENCIES: DIAL 911

INTRODUCTION

This handbook is presented to all coaches so that there will be no uncertainty as to what is expected and required of them. All information in this handbook concerns N.Y.S.P.H.S.A.A. rules and regulations, Nanuet Public School's Board of Education adopted policies, and school administration policies and practices.

CARDINAL ATHLETIC PRINCIPLES

To be of maximum effectiveness, the athletic program will:

1. Be a well-coordinated part of the secondary school curriculum.
2. Justify the use of the tax funds and school facilities because of the educational aims achieved.
3. Be based on the spirit of amateurism.
4. Be conducted by school authorities.
5. Provide opportunities for many students to participate in a wide variety of sports in every sports season.
6. Eliminate professionalism and commercialism.
7. Foster training in conduct, game ethics, and sportsmanship for participants and spectators.
8. Engender respect for local, state, and national rules and policies under which the school program is conducted.

RELATIONSHIP OF INTERSCHOLASTIC ATHLETICS TO EDUCATION

Athletics have a powerful appeal for young people during their formative years. Because of this appeal, interscholastic athletics can be a positive force for the betterment of the school in general, and in particular, for the students who compete. Through a successful interscholastic athletic program, school spirit and student pride in their school can be fostered. The individual student who competes as a representative of their school has available to him/her one of the best opportunities in our school program to develop the traits of self-esteem, competitiveness, and leadership. This opportunity will allow the student to put into practice positive ways of dealing with pressure situations. However, it must be stated that the interscholastic athletic program is only a part of a much larger educational program. The purpose of this handbook is to keep these two programs in perspective.

Relationship to the Academic Program:

The academic program is primary. The interscholastic athletic program along with all other extra-curricular programs is secondary to it.

Relationship to Other Extra-Curricular Programs:

The interscholastic program is on an equal basis with other extra-curricular programs. In scheduling the numerous activities into the limited time which is available after school, the principal is directed to schedule so that major activities do not conflict with each other. Those student conflicts which still exist after all reasonable efforts of scheduling have been exhausted are to be resolved by the student involved without pressure being exerted on the athlete by the advisors to the conflicting activities.

Relationship of the Coach to the Program:

As good teaching is essential to the academic program, good coaching is the heart of the athletic program. In the same way that we seek top teachers for our academic subjects, we must also seek top coaches for our athletic program. Good coaching is good teaching! The relationship which develops between the coach and the athlete must be one of mutual respect. The coach must be well versed in his/her sport and must recognize that he/she is dealing with boys and girls in their formative years who, in many instances, find themselves in highly charged emotional situations. Utilizing good educational psychology, he/she must inspire the players and lead them to develop confidence in themselves. A coach should emphasize the positive and eliminate the negative. The head coach must supply leadership and direction to the athletic programs for which he/she is responsible. He/she must see that good programs are developed, that assistant and lower level coaches implement the program, and that the athletes participating in the programs are skilled in the fundamentals of the sports. The varsity coach is also responsible for monitoring the modified programs.

ATHLETIC POLICIES

1. Nanuet Public Schools is a member of the New York State Public High School Athletic Association (NYSPHSAA).
2. Nanuet Public Schools is a member of NYSPHSAA, Section I, Conference II, League B, for our basic alignment.
3. Nanuet Public Schools is a member of the Rockland County Public School Athletic League (RCPSAL).
4. Nanuet Public Schools is opposed to playing any contest when in the judgment of the Superintendent of Schools, the High School Principal, and/or the Director of Athletics the playing conditions present a hazard to the health or safety of our students as participants.
5. Nanuet Public Schools will compete against schools of similar size whenever possible.
6. Nanuet Public Schools prescribes to the code of good sportsmanship in all its contests with opponents and would deplore any conduct in which this code would be disregarded by Nanuet athletes.
7. All athletes must pass a physical examination administered by a school physician each school year in order to become an active participant in any school team. After injury or prolonged absence, at the discretion of the Director of Athletics, athletes must be re-cleared by the school physician.
8. All athletes must have a medical update done by the school nurse within ten days of the start of the first practice. The nurse must physically see the athlete.
9. All athletes must present a completed emergency card and permission slip to the school nurse prior to the first practice who forwards approval to the coach.
10. All students who go out for an athletic team must maintain their scholastic requirements as determined by the Principal. Athletic eligibility is subjected to the Principal's discretion.
11. Criteria for awards should be explained prior to the first contest.
12. No interscholastic contests will be scheduled during exam week except on Friday of that week. No contests shall be scheduled on designated holidays.

13. At the start of each season, the coach must explain in detail to his/her team members the eligibility rules prescribed by the NYSPHSAA.
14. Awards will be given at the conclusion of each season at the varsity banquet or at the junior varsity/freshman awards assembly.
15. A team member must attend school the day of a contest, or if a contest occurred on a holiday or Saturday, he/she must attend school on the day previous to the game. Extenuating circumstances will be considered by the Principal or the Director of Athletics.
16. If a student does not participate in physical education, he or she may not participate in any interscholastic activity, practice, or contest that day.
17. An athlete may not change from one sport to another after the first interscholastic contest (excluding scrimmages).
18. There shall be no use or possession of alcoholic beverages and/or narcotics and drugs and/or tobacco in the locker rooms, on school grounds, in vehicles, and in the buildings of the Nanuet Public Schools.
19. Rules of good conduct and citizenship must be followed.

CODE OF ETHICS

The coach should:

1. Emphasize good sportsmanship, upright conduct, and the spirit of fair play by example and by his/her teaching style.
2. Place a premium on the values which accrue from fair play.
3. Eliminate and discourage as far as possible the practices which tend to destroy the worthwhile values of the game.
4. Teach respect and consideration for opponents as either the guests or the hosts at the game.
5. Cultivate respect for the authority of school personnel, coaches, and game officials.
6. Develop self-control, self-direction, and sound judgment.
7. Prohibit profanity and obscene language and gestures at all times.
8. Emphasize and demonstrate that the rules of the game are mutual agreements between both teams and officials. To violate one or any of these rules is to do a disservice to the team and the game itself.
9. Convince everyone that athletics really aim to promote the mental, social, and moral welfare of the participant, as well as his physical health.
10. Promote the game for the players as a game only, not as a matter of life and death, of lasting glory in victory, or of disgrace in defeat.

A real sportsperson:

- (a) is always a gentleman or lady;
- (b) plays fair at all times;
- (c) is clean of body, mind, and soul;
- (d) associates with honest men and women;
- (e) is courteous to friend and foe;
- (f) is sensitive to the feelings of others;
- (g) is too sensible to lower his/her respect for himself/herself;
- (h) has hopes and dreams that are founded on the rock of determination;
- (i) meets victory without boasting, defeat without bitterness, and all life with a smile;
- (j) loves his/her friends and his/her country.

In order to insure the comfort and safety of all students going on bus trips, as well as to present our school in its most favorable light, the following code of behavior will be observed by all students on buses.

1. All students are expected to behave in a mature and responsible manner befitting their own dignity and reflecting their pride for their school.
2. Seat belts are to be used when available.
3. Students are to board buses, find seats, and remain seated throughout the trip.
4. There will be no loud or boisterous behavior.
5. Students are not to converse with the driver while the bus is in motion.
6. There will be no talking, waving, shouting, etc. through open bus windows.
7. Athletes should be encouraged to travel to and from all contests together. It promotes team unity, and it allows for further instruction by the coaches.
8. Students going to games on the bus must return on the bus unless picked up by his/her own parent/guardian with prior written approval.
9. Students may not leave a game with a parent/guardian other than their own.

Spectator Bus:

A student-spectator bus may be provided when approved by the Principal and the Director of Athletics. Students who do not sign up for transportation will be permitted to board the bus only if room is available. Spectators must return on the spectator bus. A fee may be charged for spectator transportation. Supervisors and coaches should sit in the back of the bus.

GUIDELINES FOR COACHES OF INTERSCHOLASTIC SPORTS

1. No one can participate in any interscholastic activity, practice, scrimmage, or game unless he/she has:
 - (a) passed and completed a medical examination by the school doctor.
 - (b) completed an Emergency Card (Form 2).
 - (c) completed a Medical Update Form (Form 4).
 - (d) completed an Athletic Consent Form (Form 3).
 - (e) had an update from the school nurse (returning of Forms 2, 3 and 4).
 - (f) has the school nurse's written approval.After prolonged absence from school or practice or if seen by a physician, a second clearance may be needed as determined by the Director of Athletics.
2. Soon after the team is selected, a meeting shall be held to explain eligibility rules, injury/emergency procedures, absences, equipment, and uniforms, schedules (games, scrimmages and practices), transportation, communications, earning of awards (see criteria page). It is suggested that informational sheets be distributed to each team member.
3. Each coach must submit an attendance form (Form 7) to the Director of Athletics prior to the first scrimmage. Additions and deletions must be forwarded as they occur.
4. Review and know the NYSPHSAA Handbook, Section I rules and guidelines, the Nanuet Coaches Guide, and game/scrimmage rules.
5. All team members must go to and from "AWAY" contests together unless there is prior written approval. Coaches should encourage the practice of traveling as a team as it promotes team unity and spirit.
6. No one practices without supervision.

7. Check with the Athletic Department for officials, transportation, time, directions, and specific game sites in advance.
8. Locker rooms at "HOME" and "AWAY" contests shall be left clean and orderly.
9. Any change or contemplated change for a practice or scheduled scrimmage or game shall be immediately reported to the Director of Athletics for approval. There shall be no unscheduled practice, scrimmage, or game.
10. A record with signatures must be maintained of all equipment, uniforms, lockers, etc. issued to athletes (Form 9).
11. All equipment must be returned within 48 hours of the participant's/team's last contest.
12. Each coach must complete and hand in to the Director of Athletics the "End of the Season Report" (Form 22) within two weeks of the last contest.

COACHING POLICIES AND CONCEPTS

Coaching has been defined by the New York State Education Department as a teaching situation. This implies that teacher responsibility for supervision, preparation, and training is as essential in coaching as it is in the classroom, especially if we are to justify our interscholastic program on a sound educational philosophy. Therefore, we must assume that the individual coach will apply him/herself to these athletic assignments in much the same professional manner displayed in a formal classroom situation. Specific instruction in athletic skills will not completely fulfill our concept of the professional coach. In addition to technical knowledge, we expect that there should be a common understanding and implementation of the following policies and concepts:

1. Supervision and Administration of Activities:
 - A. Students on athletic teams become your "class". From the time they report for practice, or games until they are on their way home, you are responsible for their instruction, health, safety, discipline, treatment of equipment and facilities, and their overall conduct.
 - B. Coaches are responsible for supervision of their teams in the locker room as well as on the field or court. You must make every effort to be with your team at the start of practice.
 - C. A student may need extra help and wish to stay later than the end of the academic day. If such is the case, the coach will not consider the student as being late for practice and will not penalize him or her. A signed note from the teacher may be required of the student (advise athlete to use the locker room prior to going for extra help).
 - D. Every effort must be made to see that there is supervision in the locker room at all times. No athlete or group of athletes should be sent to the locker room unless supervision is provided.
 - E. If, on occasion, you are forced to leave your team early or are detained before reporting, notify the Director of Athletics who will plan accordingly.
 - F. Perform duties in a manner that will impart the highest possible standards of professional conduct.
 - G. See that participants are properly equipped and that uniforms are correctly worn at all times as determined by the Director of Athletics.
 - H. Know the rules of the game and keep abreast of coaching techniques so that teams are trained to the point of highest efficiency and in accordance with good educational practices.

- I. Impress upon students that they will not receive special privileges as athletes in studies or school conduct. We must insist that our athletes set themselves up as examples of outstanding leaders and good citizens.
 - J. Team members must be made to realize that they are personal representatives of our school district. Such representation must, therefore, entail responsibility on the part of the student to maintain the highest possible standards of conduct at all times.
 - K. Head coaches are responsible for the care and return of all equipment issued to his/her teams. Inventories are to be prepared at the conclusion of each season and submitted to the Director of Athletics. Budget requests are made on the basis of this information.
 - L. Inform students that athletic issued items are to be worn for contests and/or when given approval by the coach prior to a contest.
 - M. Coaches will board the same bus as the team. A Nanuet coach will not consent to a student providing their own transportation to a game. If a student has a note stating that their parents want to provide transportation for a definite reason, the Director of Athletics shall be informed before a decision is made and permission may only be given by the Principal, or his/her designee.
 - N. The Coach will submit to the Director of Athletics a roster of his/her team at the start of each season. The coach will make necessary alterations as required during the season. At the conclusion of the season, the coach will submit a complete roster, season record and names of individuals who have earned Varsity, Junior Varsity, or Freshman letters, or any other recognition, such as All-League Honorable Mention, All-League, All-Section Honorable Mention, All-Section, All County Honorable Mention, All County, and All-State honors.
 - O. No coach will use any tobacco product in the presence of athletes. Athletes do not always understand why a coach may use tobacco but they may not.
2. Office Facilities and Locker Assignments:

All coaches are welcome to use the coaches' locker room which is located downstairs. A large locker will be assigned to each coach during a particular sport season. It will be the responsibility of each coach to maintain orderliness in the office, the dressing room, and the storage closet. It will be the responsibility of the Director of Athletics to see that each Coach is not negligent in this respect.
 3. Training Rules:

The Director of Athletics is responsible for having each athlete read and sign Training Rules (Appendix A).
 4. Physical Examination:

Under NO circumstances shall any student be permitted to participate in practice sessions or scrimmages or games before a medical examination by a school physician. Any injury or absence which forces an athlete to miss a number of days of school and/or practice may require another clearance through the school nurse and/or school physician. The Director of Athletics must be notified.
 5. Practice:
 - A. All high school teams are scheduled for practice and/or games Monday through Saturday. Note: Circumstances may require Sunday practices or games.

- B. All high school teams may have practice during extended school vacations with the approval of the Director of Athletics (see Guidelines Regarding Absences from Practices and/or games during Vacation Periods - Appendix A).
 - C. All high school teams are scheduled to start practice at the beginning of each sport season as indicated by Section I except where conflicts arise in coaching assignments or facilities. These conflicts shall be modified as required by the Director of Athletics and the individual coaches involved.
 - D. Practices can be canceled or changed only with the approval of the Director of Athletics.
6. Discipline:
- A. Coaches may establish any additional regulations for their specific teams (in addition to basic requirements) that they deem necessary for the good of all concerned with the approval of the Director of Athletics.
 - B. Violations of training regulations should be dealt with promptly, consistently, and fairly through the Director of Athletics.
 - C. In case of any suspension for any reason, inform the Director of Athletics so that official notice to this effect may be sent to the Principal and parent.
 - D. Yellow cards given to athletes must be reported to the Director of Athletics.
 - E. Red cards and game ejections must be reported to the Director of Athletics. Red cards or ejections due to unsportsmanlike behavior will result in a two game suspension after due process.

AWARD SYSTEM

- A. Award Policies:
- 1. Requirements for earning an athletic award are to be made known to all team members at the start of each sport season.
 - 2. Awards for all sports will be similar.
 - 3. A student may receive only one Varsity, one Junior Varsity, and one Freshman chenille letter during his/her school career.
 - 4. Varsity athletes also receive a sport insert after the first season.
 - 5. After the insert, a returning Varsity athlete gets a bar.
 - 6. An athlete should receive a certificate stating the athletic sport he/she has participated in each season each year.
 - 7. No awards are to be given by any coach or outside agency without the prior consent of the administration.
 - 8. A "Varsity" Club is formed of any student who has earned at least two Varsity letters and has the recommendation of a coach.
 - 9. Athletic awards will be given at the end of each season or at the end of the school year.
 - 10. A Most Improved Player and a Most Valuable Player shall be named for each Varsity Sport.
 - 11. Captains of each Varsity team shall receive a captain's pin.
- B. Suggested Requirements for Earning Awards:
- A Varsity letter is earned by:
- 1. Attending at least 80% of practices.
 - 2. Attending at least 90% of the games.

3. Participation in 50% of the games played.
 4. Refraining from any severe inappropriate behavior which would cause embarrassment to him/herself, coach, team, or school.
- C. Exceptions:
1. Lengthy recovery time from an injury or illness.
 2. Seniors who have been involved in the program for at least three years.
 3. Transfer students.
 4. Coach's discretion with Director of Athletics' prior approval.

ATHLETIC AWARDS

VARSIITY:

- | | |
|----------|-------------------------------|
| 1st Year | chenille letter, metal insert |
| 2nd Year | bar (when same team) |
| 3rd Year | bar (when same team) |
| 4th Year | bar (when same team) |

Only one chenille letter is awarded for each level - Varsity, J.V. or Freshman.

CAPTAIN OF TEAM:

Captain metal insignia

ALL-LEAGUE:

All-League athletes receive a plaque from the Conference. All-League Honorable Mention athletes receive a certificate from the Conference.

ALL-SECTION:

Coaches Associations have named All-Section and All-Section Honorable Mention athletes. However, the School District has not provided an award for this outside organization. The Black & Gold Club will present each All-Section athlete with a plaque and each All-Section Honorable Mention athlete with a certificate at the awards dinner.

ALL-COUNTY:

All-County players are chosen by the Journal News.

CABLEVISION AWARD:

Up to six athletes are nominated for this award per year. Recognition is provided by the organization.

LEAGUE/SECTION/STATE CHAMPIONS:

Teams which are League Champions, Sectional Champions, and/or State Champions receive an individual plaque. The district provides the school with a banner.

BLACK & GOLD CLUB SPORTS AWARD:

The Black & Gold Club and the Harvey Conklin Scholarship Award winners are presented a framed certificate by the Athletic Department.

SCHOLAR-ATHLETE TEAM AWARDS:

NYSPPHSAA recognizes Scholar-Athlete Teams. The minimum team requirement is 90% of unweighted grades. The state gives pins and certificates to all qualifiers.

OTHER AWARDS:

Journal News Scholar/Athlete of the Week, Jerry Leo Scholarship, Tom Dillon Scholarship, Robert McKiernan Scholarship, James Woods Scholarship, Marchbanks Scholarship, and Varsity Coaches Sportsmanship Award. See the following pages for detailed information regarding each award.

JUNIOR VARSITY:

A smaller chenille letter and a certificate are the only two awards given. Similar criteria is used. Note: J.V. players who move up for sectional play are generally not eligible for Varsity letters (this must be clearly stated to the athlete prior to the move).

FRESHMAN:

A smaller chenille letter and a certificate are given. Similar criteria is used.

DESCRIPTION OF ATHLETIC AWARDS

HARVEY CONKLIN SCHOLARSHIP/BLACK AND GOLD AWARD:

The Black and Gold Club is a booster club which has established a scholarship and athletic award. Senior athletes are evaluated by the information forwarded to them from the Varsity Coaches, and a point system is used to determine the recipient or recipients. The required form is #14. At the end of the season, complete the form and submit it to the Athletic Department. The Black & Gold Club will determine the winner(s) of the Harvey Conklin Scholarship and the Black and Gold Athletic Award(s).

JOURNAL NEWS SCHOLAR-ATHLETE OF THE WEEK:

The local newspaper has established a procedure to recognize one senior athlete from the county each week. To submit an athlete, complete form #17 and return the form to the Athletic Department in order to get the signature of the High School Principal or Director of Athletics. Athletes can only be recognized once throughout their high school career. However, their application can be updated until he/she is recognized. Applicants must be a senior. At the end of the school year, some of these outstanding athletes win scholarships from the Journal News.

CABLEVISION SCHOLARSHIP AWARD:

Candidates are nominated for this award by coaches. A coach submits a candidate with supporting evidence to the Director of Athletics who makes the final selection. Up to six athletes are then submitted to Cablevision each year. An awards dinner is held at the end of the school year for the athlete and one parent. Scholarships are given to county athletes at the dinner.

JERRY LEO SCHOLARSHIP:

The objective is to award to a graduating senior (or seniors) of the Nanuet Senior High School a (one year) scholarship in recognition of having demonstrated character, leadership, courage, and sportsmanship, and compassion as exemplified in the school career of Jerry Leo. The qualifications are that the athlete must have received two or more Nanuet High School Varsity letters in two or more sports and must be accepted scholastically to an accredited (or recognized) institution of higher learning. The criteria for selection is that the athlete possess those qualities that best emphasize the picture of Jerry Leo: athlete, leader, and sportsman as known to the school and community and need will not be a deciding factor.

TOM DILLON SCHOLARSHIP:

The objective is to award to a graduating senior athlete of the Nanuet Senior High School a (1) year scholarship in the amount of \$500.00 in recognition of having demonstrated character, leadership, humility, the ability to bring out the best in others, courage, and compassion as exemplified in the school career of Thomas Dillon. The qualifications are that the athlete meets the criteria as set forth by the Scholarship Fund Committee and must be accepted scholastically to an accredited (or recognized) institution of higher learning. The criteria for selection is that the athlete possess those qualities that best exemplify the picture of Thomas Dillon as student, leader, and sportsman as known to the school and community and need will not be a deciding factor.

ROBERT MCKIERNAN SCHOLARSHIP:

The objective of the scholarship is to award a graduating senior athlete of the Nanuet Senior High School a one (1) year scholarship in recognition of having demonstrated character, leadership, humility, enthusiasm, goodness, and the ability to bring out the best in others, courage, and compassion as exemplified by Robert McKiernan in his school career. The qualifications are that the athlete meet the criteria as set forth by the Scholarship Committee. The student must be accepted scholastically to an accredited (or recognized) institution of higher learning. The criteria for selection is that the athlete possess those qualities that best exemplify the picture of Robert McKiernan as student, leader, and sportsman as known to the school and community. The student must be a senior varsity athlete and need will not be a deciding factor.

VARSITY COACHES SPORTSMANSHIP AWARD:

Each year every Varsity coach nominates one athlete for the Varsity Coaches Sportsmanship Award. It is based on the athlete's ability to demonstrate characteristics of the finest sportsmanship. The votes are compiled at the end of the year. If there is a tie, a final vote will be used to determine one winner. A plaque is presented at the Senior Awards Assembly.

TEAM MEMBERSHIP AND ELIGIBILITY

- A. It is the responsibility of each coach to inform his/her team of county, section, league, and state regulations pertaining to eligibility. We play under a combination of National Federation, New York State, Section I, Conference, League, and R.C.P.S.A.L. rules.
- B. A student is considered to be a team member once he or she has started to practice. No student may transfer from one team to another unless the permission of both coaches and the Director of Athletics is granted (must be prior to the first scrimmage).
- C. At no time should any coach attempt to induce a student to switch from one team to their own team. Such tampering is highly unprofessional.
- D. If a student is absent from school the day of a game, he or she cannot play in that scheduled game. A student must be in school one full 1/2 day. The 1/2 day must consist of the afternoon school session.
- E. If a student is absent on Friday, he/she cannot play or practice on Saturday. See the Director of Athletics for unusual circumstance. The same applies to the day prior to a vacation.

EMERGENCY CARE OF INJURIES TO ATHLETES:

The coach is responsible for having an adequate First Aid Kit with emergency cards (Form #2) for athletes and phone cards (Form #16) available at all practice sessions and games. Accessibility to a phone should be checked in advance. A kit will be issued to each coach by the Athletic Trainer. If the Trainer is available to deal immediately with the injury, the Trainer becomes responsible for that athlete. When a school physician is present at a contest, the physician is in complete authority and is responsible for the welfare of any injured team member.

PRACTICE OR GAMES WHEN A NANUET SCHOOL PHYSICIAN IS NOT PRESENT:

1. If a student suffers an injury during a practice or game, the Athletic Trainer or coach will administer First Aid following Standard First Aid Procedure. Advise the athlete to see the trainer as soon as possible. Only immediate first aid care can be administered.
2. If the injury is of a serious life threatening nature or the athlete needs immediate professional medical care, call Clarkstown Police at 639-5800 or 911, then notify the parents and apprise them of the situation. Stay with the injured athlete. Send someone else to the phone. (Review emergency procedures with the team at the start of the season. Repeat it periodically.)
3. If the injury is serious but not life threatening, notify the parents and determine if they will move the athlete or request you to call an ambulance through Clarkstown Police at 639-5800 or 911.
4. If parents or "in case of emergency person" cannot be reached, then call Clarkstown Police 639-5800 or 911.
5. When possible, a supervisor, administrator, or adult should accompany the ambulance to the hospital and wait a reasonable amount of time for the arrival of the parents. If no adult is available, it is proper for the ambulance to proceed to the nearest hospital. The coach remains with the team. Contact with the parents must be made by school personnel.
6. The Director of Athletics must be notified as soon as possible. A follow-up call to the athlete's home by the coach that evening or next morning is in order. Speak to the parent (as well as the athlete).

INJURY TO AN ATHLETE AT AWAY CONTESTS:

Injury to a Nanuet student while playing an "Away" game should be guided by the preceding procedure, using the medical services of the other school and community, if needed. Athletic trainers from other schools should not be giving care to our athletes.

INJURY TO A VISITING PLAYER:

Injury to a visiting player should be handled by the visiting coach and their school personnel. All of the preceding Nanuet procedures should be made available upon request.

INJURY REPORTING PROCEDURE:

Whenever an athlete is injured or reports an injury to the coach, a student accident form (Form 13) must be completed. At the high school and the middle school, it is the responsibility of the coach to see that the report is filed in the Nurse's Office as soon as possible, but no later than the next school day. Advise the athlete to see the nurse the following school day with all injuries. The nurse will complete the form. The

coach needs to read it and sign it. Signing by the coach means that the information noted is correct. The athlete may not return for participation until the injury is reported. Any athlete whose safe participation is in question as a result of injury or prolonged absence from school and/or athletic participation, must be re-qualified by a physician before returning to athletic participation. Determination of the need for a re-qualifying examination will be made by the coach, school nurse, and/or the Director of Athletics. A note from a private physician returning the student to athletic activities must be approved by the school physician in writing before the student resumes participation. This note must go to the school nurse prior to participation. Consecutive absences from school and/or athletic participation may also require a second clearance (five days, an approximation, is cause for great concern).

IMPORTANT TELEPHONE NUMBERS

- | | |
|--------------------------|---|
| 1. AMBULANCE (POLICE) | 911 or 639-5800 |
| 2. DOCTORS (SCHOOL) | 623-2456 (Nanuet Medical Professionals) |
| 3. DIRECTOR OF ATHLETICS | 627-9811 or 222-8273 |
| 4. PRINCIPAL - H.S. | 627-9800 |
| 5. PRINCIPAL - M.S. | 627-4040 |
| 6. H.S. NURSE | 627-9810 |
| 7. M.S. NURSE | 627-4041 |
| 8. EMERGENCY H.S. | 627-5520 |

The telephone in the Physical Education Office will be available at all times for emergencies. DIAL 911

COACHING ETHICS

1. Practice sessions should not be unduly long. Athletes are more highly subject to injury when they are tired (2 - 2-1/2 hours at most).
2. Practice sessions should be planned for every day's practice. It is good practice to write down each day's plans and keep these records.
3. Coaches should always be ready before players report.
4. Practice sessions should begin on time. It develops sound discipline.
5. Coaches must supervise the locker rooms, showers, and surrounding areas. Lock all facilities.
6. Coaches must insist on and stress safety at all times.
7. Coaches must never teach or tolerate actions which are unfair, harmful, or derogatory.
8. Coaches must escort his/her team together in and out of the schools visited.
9. Coaches should emphasize good sportsmanship, upright conduct, and the spirit of fair play.
10. Coaches should eliminate and discourage those practices which tend to destroy the worthwhile values of the game.
11. Coaches should teach respect and consideration for opponents as either the guest or the host at the game.
12. Coaches should cultivate respect for the authority of school personnel, coaches, and game officials.
13. Coaches should develop self-control, self-direction, and sound judgment.

14. Coaches should prohibit profanity and obscene language at all times.
15. Coaches should demonstrate that the rules of the game are mutual agreements and that the stealing of an advantage in sports is dishonorable.
16. Convince everyone that athletics really aim to promote the inner social and moral welfare of the participant, as well as his physical well-being.
17. Promote the game for the players as a game only, not as a matter of life and death, of lasting glory in victory, or of disgrace in defeat.
18. Coaches must attend all meetings involving their sport (expect a sports pre-season and post-season meeting).
19. Coaches must promote athletes in the appropriate light for all awards.

JOB DESCRIPTION

HEAD COACH:

The basic function of the head coach is to exercise direct authority for the entire program of his/her respective sport. He/she shall structure and give direction to the Modified B, Freshman, Junior Varsity, and Varsity programs. He/she shall act as advisor to the Director of Athletics and/or Principal in relation to the athletic program in which he/she is engaged.

PRINCIPLE ACTIVITIES:

In carrying out his/her basic function, the head coach will engage in the following:
Program -

1. Evaluate the development and success of the program on an annual basis.
2. Keep abreast with latest developments and modifications of his/her respective sport.
3. Establish good public relations and a good working relationship with news-media and community.
4. Make recommendations for use and improvement of facilities.
5. Act as supervisor for equipment.
6. Develop budget and equipment requests.
7. Supervise the maintenance, issuance, and inventory of equipment for his/her sport.
8. Attend meetings involving the sport and to select athletes for awards when appropriate.
9. Use videotaping when appropriate (Form 12).
10. Advise athletes of college opportunities when necessary.

Coaching Staff –

1. Make recommendations to the Director of Athletics for appointment of assistant and lower level coaches.
2. Write a job description for his/her assistant coaches.
3. Be responsible for the development of the assistant coaches.
4. Formally evaluate the performance of the assistant and lower level coaches on an annual basis.
5. Assume leadership of his/her staff and be responsible for harmony and professional behavior of his/her staff.
6. Develop seasonal and long term goals for the program.

Athletes –

1. Develop the athletes with the following expectations:
 - a. That they become well schooled in the basic skills of the sport, and further, that they develop into fine scholar-athletes.
 - b. That they develop a strong competitive spirit and a desire to win.
 - c. That they develop confidence in themselves and their team.
 - d. That they develop a desire to excel.
 - e. That they develop sportsmanship.
 - f. That they develop loyalty to their school and a desire to serve their school and their classmates.
 - g. That they develop pride in themselves, their team, and their school.
 - h. That they develop solid "work ethics" in all endeavors.
2. Direct and control his/her own squad and act as consultant for direction and control of his/her assistant's squads.

PRIMARY RELATIONSHIPS:

Principal	Advisory relationship on matters pertinent to the program of the respective sport.
Director of Athletics	The Director of Athletics is the head coach's immediate supervisor. All new programs and essential changes must be approved by the Director of Athletics. The director will be responsible for the annual evaluation of the head coach.
Coaching Staff	The head coach shall have direct supervision over the members of his/her staff. He/she shall make annual written evaluations of the coaching staff for the purpose of improving the quality of their work.

NOTE: All coaching positions are yearly appointments.

JUNIOR VARSITY COACH:

The basic function of the Junior Varsity (J.V.) coach will be to take his/her lead from the Varsity coach. The J.V. program will be a link between the modified program(s) and the varsity program.

PRINCIPLE ACTIVITIES:

In carrying out his/her basic function, the J.V. coach will engage in the following:

1. Assist the varsity coach when needed.
2. Keep abreast with latest developments and modifications of his/her respective sport.
3. Establish good public relations and a good working relationship with news-media and community.
4. Make recommendations for use and improvement of facilities.
5. Supervise the maintenance, issuance, and inventory of equipment for his/her sport.

ATHLETES:

1. Develop the athletes with the following expectations:
 - a. That they become well schooled in the basic skills of the sport and further that they develop into fine scholar-athletes.
 - b. That they develop a strong competitive spirit and a desire to win.
 - c. That they develop confidence in themselves and their team.
 - d. That they develop a desire to excel.

- e. That they develop sportsmanship.
- f. That they develop loyalty to their school and a desire to serve their school and their classmates.
- g. That they develop pride in themselves, their team, and their school.
- h. That they develop solid "work ethics" in all endeavors.

PRIMARY RELATIONSHIPS:

Principal Advisory relationship on matters pertinent to the program of the respective sport.

Director of Athletics The J.V. coach shall keep the Director of Athletics aware of all happenings at this level.

Head Coach The J.V. coach shall work closely with the Varsity Coach.

NOTE: The head coach is the immediate supervisor.

MODIFIED COACH:

The basic function of the Modified Coach is to take his/her lead from the Varsity coach. The program will be an introduction to the Nanuet program.

PRINCIPLE ACTIVITIES:

In carrying out his/her basic function, the modified coach will introduce athletes:

- a. To skills involved in the sport.
- b. Introduce the spirit of healthy competition.
- c. Help the athlete to develop self-confidence and self-esteem.
- d. Help the athlete to develop confidence in their team.
- e. Help the athlete to develop a desire to excel.
- f. Help the athlete to develop sportsmanship.
- g. Help the athlete to develop loyalty to their school and a desire to serve their school and classmates.
- h. Help the athlete to develop a pride in themselves, their team, and their school.
- i. Help the athlete develop the discipline needed in all endeavors.

EVALUATIVE CRITERIA FOR COACHING PERSONNEL:

A. Technical Competence:

- 1. Possesses necessary technical skill and knowledge required for the assignment.
- 2. Is able to impart such knowledge to team personnel.
- 3. Is able to impart such knowledge to his/her assistants.
- 4. Plans practice sessions in an orderly and educationally sound manner.
- 5. Utilizes a variety of teaching techniques in his/her coaching.
- 6. Game strategy is well planned and implemented.
- 7. Players show evidence of being well versed in the fundamentals of play and game concepts.
- 8. Good sportsmanship must be shown by coach and players in all situations.

B. Professional Status:

- 1. Has an understanding of and willingness to function within administrative procedures.
- 2. Cooperates with and supports other staff members and school personnel.
- 3. Understands the educational contribution of athletes to the total school program.
- 4. Keeps abreast of latest coaching techniques so that teams are trained to the point of highest efficiency in accordance with sound educational practices.

5. Keeps accurate and complete personnel records and supply and equipment inventories.
 6. Commands respect of associates.
 7. Commands respect of students.
 8. Instructs from a positive point of view.
 9. Attempts to identify and correct team related problems.
 10. Instills a sense of team spirit, loyalty, and awareness of individual and team responsibility.
 11. Is dependable and loyal.
 12. Follows directions and carries out to the best of his/her ability instructions of the head coach and/or Director and/or Principal.
 13. Recognizes personal strengths and weaknesses and plans accordingly.
 14. Displays emotional stability and mature judgment in his/her interpersonal relationships and a high capacity for concentration under emotional stress.
- C. Personal:
1. Possesses a forthright, substantial character and inspiring personality which makes for worthy association and offers personal example for boys and girls, both on and off the playing field.
 2. Displays a strong love for sports and respect for boys and girls who play them.
- Form #20 is used for Evaluation.

BUSES:

In order to avoid confusion, each coach will check bus requests at the start of the season. In the event of a change by the coach, notify the Athletic Department immediately. Board the bus on time.

PURCHASE OF EQUIPMENT:

During December, each coach will submit a budget to the Athletic Department for the next year based on equipment and supplies on hand. All equipment and supplies are bid annually. Capital outlay (Appendix B) is included in this request. (Capital outlay includes single items over \$250 each.)

EQUIPMENT ROOM:

Each coach is responsible for the cleanliness of the equipment room during his/her season.

USE OF FACILITIES ON "NO SCHOOL" DAYS:

If school facilities (indoor and outdoor) are to be used on holidays or days when school is not in session, each coach will submit a written request to the Director of Athletics. In this way, arrangements can be made for cleaning and supervision. A phone must be available for any game, scrimmage, or practice.

SELECTIVE CLASSIFICATION:

Selective classification is a procedure which allows an extremely talented seventh or eighth grader to participate at the high school level. This out-of-level competition is used only for that purpose.

The following procedure is recommended for determining the eligibility of youngsters who seek out-of-level athletic team membership.

- I. Referral to Principal of inquiry requiring at least:
 - A. Parental Consent in writing

- B. Guidance Department evaluation considering:
 - 1. Scholastic Record
 - 2. Emotional Maturity
 - 3. Review of disciplinary proceedings, if any
- C. Athletic Director evaluation considering:
 - 1. The result of the medical examination to determine physical maturation.*
 - 2. Physical Fitness Achievement Level **
 - 3. Skills Proficiency Judgment
 - 4. Prior sport experience
- II. Director of Athletics denies permission or recommends approval to the Superintendent based on evaluation of coach and guidance.
- III. Superintendent reviews the principal's recommendation and denies request or forwards it to the Board of Education.
- IV. Board of Education makes the final decision.

* Tanner scale is used.

** Outlined in NYSPHSAA Handbook

SUMMER CAMP:

Fall athletic teams may choose to go to camp to start the season. It has been past practice that female teams wanting to go to camp will go first. The boys follow them. Each group has attended camp for three or four nights. Any fall coach wishing to take his/her team to camp should notify the Director of Athletics. Athletes are transported by the school.

- 1. Coaches must ride with athletes and must stay on the facilities.
- 2. Athletes submit cash or money orders to the Nanuet High School.
- 3. See the Director of Athletics if any athlete is unable to attend camp.
- 4. Athletes must submit permission slips (Form 6) prior to departure.
- 5. Coaches keep the permission slip for camps.

Attending this camp or any camp does not guarantee becoming a team member.

PRE-SEASON ACTIVITIES:

Coaches should hold pre-season organizational meetings. At this meeting, coaches should review expectations of the athletes in terms of being in condition and ready to go, practice, and policy procedures. All written correspondence must have approval prior to distribution. This includes correspondence from athletes.

END OF SPORT SEASON:

All teams using the team locker room must remove equipment and locks within a week after the conclusion of the season so the teams coming in the next season will be able to receive lockers. Combinations are changed between seasons. All coaches not coaching are to vacate their locker in the coaches' room. Coaches are responsible for turning in completed End-of-the-Season Report (Form 22).

PROCEDURES:

TEAM LIST:

Submit a list of all team members prior to the first scrimmage or game to the Director of Athletics (Form 7). Notify the Athletic Department of any changes, additions, and deletions.

PHYSICALS:

Be positively sure that each boy or girl is listed on the clearance list before allowing him/her to practice. This indicates that the individual has passed a physical, turned in completed emergency card, consent form, and parental/guardian permission to the nurse. Any athlete starting practice after the initial lists are made, must present a late clearance form signed by the nurse (Form 5).

DRESS:

It is expected that all athletes either in practice or games will wear equipment supplied by our school. We will not tolerate other jerseys, sweatshirts, protective gear, etc. All athletes are to be dressed in full uniform correctly to participate in any competition. Any questions or concerns are to be brought to the Director of Athletics.

SUPERVISION OF LOCKER ROOMS:

It is the responsibility of the coaches to supervise and lock the locker rooms before and after practices. All coaches may share this duty. It is an absolute must that a coach be in the area at all times when athletes are dressing. A schedule may be worked out by the head coaches so each sport coach will be assigned duty by the week. This is part of your coaching assignment.

AFTER SCHOOL PROCEDURE:

Instruct your squad members to bring to the locker room all items from their hall locker prior to practice.

COACHES' ROOM:

All coaches may have a locker in the coaches room located downstairs. Keep this room clean and neat. Be sure and lock all your personal items.

ELIGIBILITY:

If you have any doubts as to the eligibility of any of your players for a Varsity or Junior Varsity team, see the Director of Athletics immediately. In order to be a bonafide student:

1. They must be taking 4 subjects and Physical Education.
2. They must not have attained their 19th birthday prior to September 1st of that school year.
3. They must be in attendance 80% of the time (bonafide absences caused by illness are excepted).
4. Be sure they have enrolled within the first 15 days of each semester.
5. Review transfer rule in the NYSPHSAA Handbook.

APPEARANCE:

It is expected that any player representing our school will be neatly dressed. For games, meets, or matches away from home, it is expected that our athletes will be dressed neatly (if we dress at our opponent's facilities).

ACCIDENTS:

If an athlete is injured, no matter how slight it may seem, send the athlete to the nurse's office the next day to complete an accident report. You are also expected to sign the form after it is completed by the nurse.

UNIFORMS:

All athletes must wear the school issued uniform appropriately as determined by the Director of Athletics in order to participate.

USE OF CARS:

No student will drive to or from a contest or away practice session. Coaches should not transport athletes.