

Coaches Handbook

2017-2018



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 Bergen County Technical School District.

- **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.
- **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.
- **A coach** shall 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 NJSIAA.
- **A coach** should not be texting or calling athletes on personal cellphones.
- **A coach** should not be communicating with student-athletes through personal social media sites.

RULES OF CONDUCT FOR COACHES

(www.charactercounts.org)

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 done 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.
- Provide a sports environment that is free of drugs, tobacco, and alcohol.
- Control your players.
- Maintain open lines of communication with the parents of your athletes.

Fairness

- Support everyone in your program.
- 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.

COACHING EXPECTATIONS & RESPONSIBILITIES

Coaching Relationships

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 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, and physical condition - all should be exemplary. Public demeanor and decorum should always reflect positively on the school, school district and athletic department.

Discipline

Every 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, good sportsmanship, and behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, to win gracefully, and 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

1. Use sound and acceptable teaching practices.
2. Run well-organized practice sessions.
3. Complete pre-season planning well in advance of starting date.
4. Inform teams about all policies and procedures at the beginning of the season.
5. Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with athletes, trainer, doctor, and parents.
6. Construct a well-organized game plan.
7. Develop a sound system for equipment accountability, including seasonal inventory, distribution, collection, and replacement if needed. All purchasing should be accomplished through the allocated budget.
8. Keep assistant coaches, student managers, and statisticians well informed as to what is expected. Cooperate fully with 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 means to accomplishing this aim. We must promote and teach only ethical, aggressive 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 high-level visibility throughout the community and may love your impact on the home, the work place, and at the 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 Bergen County Technical School District. Much can be done by the coach in 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 important 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 continuing attempts to improve in 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 Bergen County Technical School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should participate in professional growth opportunities whenever possible.

To fellow coaches

Although the head coach must assume leadership responsibilities, all staff members should encourage independent thought. 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 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 or 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. A strong, harmonious, interpersonal relationship 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

Physical plan

Each coach is responsible for the following:

1. Keeping practice areas and locker rooms in order
2. Storing equipment and using equipment properly - pride in the equipment and facilities (both home and away) is of primary importance to all athletes and coaches
3. Keeping storage areas secure

Coaches Area of Responsibility

1. All athletes shall be taught appropriate protective skills.
2. All athletes should be taught fundamentals at an educational progression.
3. Synthesize individual skills to develop more complex capabilities
4. Athletes should be praised or encouraged
5. Stress hard work (effort)
6. Assistant coaches and volunteer coaches must be qualified to carry out specific duties and responsibilities.

Supervision

Coaches must be physically present during all activity related to practice and competition whether coaching opposite or same gender teams. Coaches of teams must specify locker room expectations, team room expectations and remain in the general area until all athletes have departed.

Duties of a Coach

1. Provide a safe practice or competitive environment.
2. Properly plan and supervise an activity.
3. Know site-specific emergency plans.
4. Evaluate athletes for injury and response with approved first aid/emergency response techniques.
5. Provide or maintain appropriate, safe, and properly fitted equipment.
6. Supervise appropriately before, during, and following practice, conditioning or competition.
7. Keep thorough records.
8. Document any confrontations with parents.
9. Follow the correct procedures for any fundraising activity.

Athletic Equipment

Issuing Athletic Equipment

Each head coach is directly responsible for the care of all equipment used in his/her program.

1. The coach shall document what equipment/uniforms are distributed.
2. The head coach, although he/she may delegate the issuing of equipment to assistant coaches, is ultimately responsible for the security of athletic equipment issued to all team personnel. The coach who issues equipment must have the knowledge required to ensure proper fitting of equipment.
3. Players are to be instructed in the proper use, care (washing), and maintenance of their

equipment at the time of issue.

4. Athletes will be responsible for all equipment issued to them. If the equipment is lost the athlete will be charged accordingly.
5. Deactivate unsafe or defective equipment.
6. All general equipment used by more than one sport (video equipment, pylons, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.

Collection and Storage of Athletic Equipment

Coaches are responsible for collecting all equipment which is issued to players during the year. When equipment is collected immediately after the season, more of it is returned with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day of, and directly after their last contest. In order to encourage this practice, the athletic director will accept the responsibility for laundering and storing equipment when it is returned.

1. The head coach shall supervise the collection, inventory, and storage of all the equipment issued within his/her sports program.
2. As athletes turn in their equipment, it should be checked off.
3. If any equipment is lost or has abnormal usage, the athlete will be charged replacement costs.
4. The coach shall inform each athlete that he/she will not receive any athletic awards until all financial obligations are met.
5. Within two weeks after the season's end, all equipment is to be collected, inventoried, and stored in the designated storage area.
6. No equipment is to be discarded without approval of the athletic director.
7. The head coach shall turn in his/her equipment inventory with any outstanding player obligations to the athletic director.
8. The teams designated storage area should be kept organized and clean.

Coaching Throughout the Year

Pre-Season Period

1. Establish a date for a pre-season meeting and organize an agenda with the following items:
 - a. Date of physicals (distribute physical forms).
 - b. Discuss practice schedules.
 - c. Rules regarding attendance at practices, etc.
 - d. Equipment needed.
 - e. Collect e-mail addresses.
 - f. Discuss expectations
 - g. Other pertinent information for your sport.
2. Organize initial practice sessions – be prepared for opening day. Input practice schedule in advance on the team's webpage including location, time, and date.

3. Meet with assistant coaches regarding safety, supervision, sportsmanship, expectations, etc.
4. Update inventory list of all equipment and uniforms by adding new off-season acquisitions.
5. Check roster and ensure that all athletes have an eligible physical to participate.
6. 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. A posted team list is not an appropriate form of cutting players.
7. Submit any written documentation you are distributing to players or parents to the athletic director for approval.
8. Distribute and collect all necessary forms.
9. Conduct pre-season parent meeting to discuss expectations, boosters, fundraising, etc.
10. 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.
11. Attend mandatory pre-season coaches meeting held by the athletic director. Any coach that is unable to attend must make-up all information missed.
12. Make sure all certifications are up-to-date. (First Aid, CPR/AED, Heat Acclimatization, & Concussion)

In-Season Period

1. Uses sound and acceptable teaching/coaching practices and run well-organized practices.
2. Adhere to an efficient and technically sound program of injury prevention. When injuries occur, contact the athletic trainer, athletic director, and parents of the athlete.
3. 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).
4. Examine locker rooms before and after practices and games, checking on general cleanliness of the facility and to report any damages.
5. Submit all game reports, update rosters, update website, input games into www.njschoolsports.com, and communicate any scheduling changes in a timely manner.
6. Keeps possession of all emergency forms at all times, and supervises all athletes every day until the last player leaves campus.
7. Make sure all our athletes are supervised and practicing good sportsmanship.
8. Coaches should make contact to all local newspapers after every contest. 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 athletic director.
9. Inform athletic director of any incidents, which concern sportsmanship, injury, parental conferences, disciplinary action, or any other problems that are significant. A full written report should be submitted regarding any disqualification of a coach, athlete, or fan that occurs during a contest.
10. Coaches should keep themselves up-to-date with board policies and NJSIAA rules.

Post-Season Period

1. Submit all end of the season reports after all equipment is accounted for and post season honors have been selected. (Head Coach)

2. Update any game, season, or career records for individuals or the team and report any information that needs to be updated (Head Coach)
3. Prepare for an end-of-season awards ceremony for your particular program. Each program should work with their program's parents.
4. Develops and implements an out-of-season conditioning and/or weight training program. Plans, develops, and implements summer activities to enhance program.
5. Researches, collects, and distributes any clinic/camp information for athletes.
6. Prepare the equipment room for upcoming season by collecting all leftover equipment and submitting a damage report with names.
7. Coaches will meet with the athletic director to go over his/her year-end evaluation.
8. Hand-in keys.

Out-of-Season Period

The out-of-season period shall be from the end of the season until the next official starting practice date for that sport, excluding the **Summer Recess**, that period from the last scheduled date for NJSIAA championships in the Spring Sport Season until the beginning of the fall season.

Out-of-Season practice is not permitted under the direction of a coach or student leaders. This eliminates any kind of equipment under any form of instruction. The object of this explanation is to make clear the point that there shall be absolutely no practice during the out-of-season period for a particular sport. Any subterfuge or "sharp practice" shall be construed as a violation of this rule.

Weight-lifting or other conditioning programs during the out-of-season period are permissible when not limited to student-athletes.

Coaches may supervise or serve as directors, including officiating of intramurals, recreational, club, camp, or open-gym programs when the school district's student-athletes are not involved in their specific phase of the program during the out-of-season period.

Open-Gym: Student-Athletes are permitted to take part in this type of recreational program, but a coach of a specific sport activity in that open-gym program is not permitted to be involved. Coaches may supervise open-gym programs only when their student-athletes are not involved in that specific phase of the program during the out-of-season period. Open-Gym programs involving a single sport in which only student-athletes are involved are interpreted as an attempt to circumvent the out-of-season rules.

An "open-gym" program is one in which a variety of recreational type activities are offered like 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 sports activities during a calendar week using that facility.

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.

Bergen County Technical High School

Athletic Department



Head Athletic Coach Job Description

- Qualifications:**
- a. Valid NJ teacher certification or county substitute credential
 - b. Has previous successful coaching experience in the assigned sport
 - c. Has the ability to organize and supervise a total sports program
 - d. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the sport
 - e. Completion of NFHS/District courses
- Reports To:** Athletic Director
- Supervises:** A staff of high school assistant coaches and the group of participating student-athletes within the sport.
- Job Goal:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the recognition of acceptable behavior, self-discipline and self-confidence.
- Duties and Responsibilities:**
- a. Prepare athletes with conditioning, tactical, and technical sport-specific training
 - b. Informs and delegates responsibilities to assistant coaches
 - c. Prepare program budget
 - d. Organize equipment distribution and collection
 - e. Complete equipment inventory list at the end of year
 - f. Ensure completion of emergency forms by athletes
 - g. Develop an open communication with athletes, parents, bus drivers, officials
 - h. Conduct orientation program for athletes, parents, and staff
 - i. Complete and distribute team rosters and schedules to the athletic office, parents, and athletes
 - j. Input rosters & schedules on njshoolsports.com
 - k. Ability to use approved CPR/AED skills
 - l. Implement school athletic code of conduct
 - m. Proper supervision of student-athletes before, during, and after practices/competitions.
 - n. Athletes must be supervised until all athletes on their particular teams have been pick-up or have taken the late bus home**
 - o. Report games to the media
 - p. Conduct exit meetings for staff and athletes
 - q. Coordinate end of the year awards ceremony with parents
 - r. Communicates with parents about fundraising opportunities and Booster Club participation
 - s. Perform such other duties that may be assigned by the Athletic Director

Bergen County Technical High School

Athletic Department



Assistant Athletic Coach Job Description

Title: Assistant Coach

Qualifications:

- Valid NJ teacher certification or county substitute credential
- Has previous successful coaching experience in the assigned sport
- Has the ability to organize and supervise a total sports program
- Completion of NFHS courses

Reports To: Head Coach, Athletic Director, & Principals

Supervises: Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed.

Job Goal: To carry out aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

Duties and Responsibilities:

- Prepare athletes with conditioning, tactical, and technical sport-specific training
- Assists the head coach in carrying out his/her responsibilities
- Helps organize equipment distribution and collection
- Ensure completion of emergency forms by athletes
- Develop an open communication with parents and athletes
- Helps in the planning and implementation out-of-season conditioning
- Complete and distribute team rosters and schedules to the athletic office, parents, and athletes
- Ability to use approved CPR/AED skills
- Implement school athletic code of conduct
- Works within the basic framework and philosophy of the head coach of that sport
- Conduct exit meetings for athletes
- Supervises athletes before and after practice
- Assists with the coordination of the end of the year awards program
- Performs other duties that are consistent with the nature of the position and that may be required by the head coach or athletic administration

POLICIES

HIB Policy

1. The Harassment, Bullying, and Intimation policy will be presented at our coaches meeting by our anti-bullying coordinator.
2. Coaches should follow this policy.
3. If a coaches hears or sees any form of the HIB policy being broken them he/she is mandated to contact the athletic director immediately.
4. Coaches will sign that they have attended the HIB presentation.

Contacting Athletes/ Social Media Policy

1. All coaches should always use their Bergen.org e-mails to contact their athletes.
2. Coaches should not be texting or calling their athletes.
3. The Social Media Policy will be handed out and explained at the coaches meeting prior to each season.
4. Coaches should be familiar with the policy.
5. Coaches should not be friends with their athletes on any social media accounts.
6. Coaches will sign that they have attended this presentation.

Substance Abuse/Alcohol Awareness Policy

1. One of our Substance Abuse Counselors will be giving a presentation about substance abuse awareness at our coaches meeting.
2. Coaches are expected to follow this policy and report any incidents to the Athletic Director.
3. Coaches will sign that they attended this presentation.

Cutting Policy

Responsibility

1. Choosing the members of the athletic teams is the sole responsibility of the coaches.
2. Non-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters.
3. Prior to team selection, the coach shall provide the following information to all candidates:
 - a. Extent of try-out period
 - b. Criteria used to select the team
 - c. Expected number to be selected
 - d. Practice & game commitments

Procedure

When a squad selection becomes necessary, coaches will:

1. Ensure each participant had equal time to try-out and have their skills assessed.
2. Personally inform each athlete that does not make the team and be prepared to tell the athlete why he/she did not make the team. Cut lists are **NOT** permitted.
3. Discuss alternate possibilities with the athletes.
4. Contact the athletic director if a conflict with a student or parent arises.

PARENT-COACH RELATIONSHIP

As a coach, dealing with parents just comes with the territory. But, handling overzealous parents is never fun. These are the parents who show up at practice demanding to know why their son or daughter isn't getting more playing time. Or, the ones that come up to you at halftime to let you know that what you are doing is not working and they had some ideas that might win the game during the second half if you wanted to hear them. Although dealing with these parents is never going to be easiest thing, it is something that we have to learn to get better at.

Communicate to Parents:

Coaching philosophy of the program

Expectations for all players on the team

Location and times of all practices and contests

Team requirements, fees, special equipment, off-season conditioning, and fundraisers

Procedures should your son/daughter be injured during participation

Team rules, guidelines, and consequences for infractions

Communicating w/ Disgruntled Parents

Keep your cool

Try to make sure you have another coach with you

Remember that many times they are looking to get a negative response for the coach

Ask them to a make a meeting for another day

FUNDRAISING

Many of our teams conduct fundraisers in order to fund trips, purchase new equipment, or get team apparel. All fundraising events must be pre-approved by the athletic director by using the fundraising form on the next page. These events should occur during the active "in-season" period (after the Knights Athletics Apparel Fundraiser). Participation in fundraising activities is voluntary. All fundraising monies will be collected and handed into the athletic office. The monies will get deposited into the "Knights Athletics" fund and each team will have their own account where all the fundraising money will go specifically. Coaches should work with parents on fundraising ideas and events. The Athletic Department will also be working with the Booster Club on departmental fundraisers that will serve the entire athletic community.

Bergen County Technical High School Athletic Department



FUNDRAISER REQUEST FORM

Sport _____ In Season _____ Out of Season

Description of the activity

What is the purpose of this fund raising activity?

Length of activity _____

Cost out of pocket _____

Coach Print _____ Date submitted _____

Coach Signature _____

Athletic Director approval: _____ Date approved: _____

Academic Eligibility

A minimum GPA of 2.8 is required for all athletes. Students are ineligible to register, try-out, or participate in sports if their GPA falls below the required 2.8 minimum requirement. If a student is failing any of his or her classes during the season, he or she will be placed on academic probation for a period of two weeks. During that period, the student may continue to participate but must also construct a contract with the teacher(s). The contract will articulate the requirements for satisfactory grade improvement and must be completed to improve their grade. If the terms of that contract are not fulfilled after two weeks, the player will not be able to participate. All academic eligibility will be conducted by the athletic office after the coach submits his/her team list.

Physicals & Other Forms

Every athlete needs to have a current physical, up-to-date health questionnaire, and emergency form to participate in interscholastic athletics. Physicals are good for one calendar year and every student athlete must be checked off by the athletic director before they are eligible to try-out. New emergency forms and questionnaires are needed each season.

NFHS Fundamentals of Coaching Course

Beginning with the 2006-2007 school year, all new coaches will need to take fundamentals of coaching course (blended version course).

Concussion/ Heat Acclimatization

All coaches need complete a concussion and heat acclimatization course each year. Both courses are available at <http://www.nfhslearn.com/> and are free of charge. Our online Knights Handbook has a detailed description of both policies.

First Aid & CPR/AED

All coaches need to have current CPR and AED certification. Beginning with the 2006-2007 school year, all new coaches will need to be Sports First Aid certified.

AED

Coaches that travel off-site for practices or are alone will each be getting an AED that he/she can travel with. The AED will be signed out through our trainer and each coach will be responsible for it throughout the season.

Accident/Injury Report Procedures

Reporting Procedures

1. The coach should notify the athletic office immediately following any injury to a student.
2. The trainer/athletic director will complete the accident report form immediately following all athletic injuries or accidents that involve any student under their supervision during a practice, contest, or while traveling to or from a contest.
3. Copies of the report will be immediately given to all parties involved.
4. The trainer shall list the injury on the log that is kept in the athletic training room.
5. Coaches should follow-up on all injuries by making personal contact with the parent(s).

Return to Participation

Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.

Athletic Training Policy & Procedures Manual

All coaches should be familiar and follow the Athletic Training Policy & Procedures Manual from our Athletic Trainer. In case of an emergency, please be familiar with off-campus sites to evacuate with the athletes.

Lightening Procedures

The BCA Campus is now equipped with a lightening detection system that will alert us when there is lightening in the area. The horn will sound once for approximately 5 seconds when lightening is detected in a dangerous proximately to the fields. At this time, all players and coaches should enter the building until the all clear alter is hear. The all-clear alert will be three consecutive horn alerts that last a few seconds each.

ADDITIONAL INFORMATION

Athletic Office Contact Information

Will Muller
Supervisor of Athletics
200 Hackensack Ave.
Hackensack, NJ 07601
Phone: 201.343.6000 x2277
Cell: 908.278.4013
Fax: 201.518.9232
Email: wilmul@bergen.org

Yvonne Kruse
Secretary to the Athletic Director
Phone: 201.343.6000 x2287
Email: yvokru@bergen.org

Jennifer Harmande
Athletic Trainer
Phone: 201.343.6000 x2362
Email: jenhar@bergen.org

Awards Night

At the conclusion of each sports season there will be an awards ceremony held at our Hackensack Campus. All levels from each program will meet in the auditorium where each head coach will speak about their program. Each program will then move to another location in the building to have a sport specific presentation with their players and parents. The coaches will coordinate with parents about each program's ceremony. An agenda for each awards night will be sent prior to the event.

- Fall- December 12th, 2017
- Winter- March 6th, 2018
- Spring- June 12th, 2018