

Schedule I

NUTLEY HIGH SCHOOL
COACHES' HANDBOOK

6/21/82.

TABLE OF CONTENTS

INTRODUCTION.....	1
CODE OF ETHICS FOR COACHES.....	2
ORGANIZATIONAL FLOW CHART.....	2A
GENERAL ADMINISTRATIVE POLICIES AND RESPONSIBILITIES.....	3
COACHES EXCUSED FROM SCHOOL MEETINGS.....	4
HIGH SCHOOL ATHLETIC CUT POLICY PROPOSAL.....	4
PREPARATION BEFORE FIRST PRACTICE.....	4
END OF SEASON REQUIREMENTS.....	5
SCHEDULES.....	5
POSTPONING GAMES.....	5
SCRIMMAGES.....	5
OFFICIALS.....	6
TRANSPORTATION.....	6
EQUIPMENT AND SUPPLIES.....	6
OVERLAPPING SEASONS.....	6
USE OF FACILITIES - START OF SEASON.....	6
ISSUING EQUIPMENT.....	7
EQUIPMENT RETURN POLICY.....	7
LETTER REQUIREMENTS AND AWARDS.....	7
ALL SPORTS DINNER.....	7
ATHLETIC AWARDS	8
LETTERS AND CERTIFICATES.....	8
SPECIFIC CRITERIA FOR LETTERS.....	8
RELEASE FROM CLASS.....	10
ATTENDING COACHING CLINICS.....	10
SCOUTING.....	11
INSURANCE.....	11
DUTIES OF COACH.....	11
DUTIES OF TRAINER.....	12
DUTIES OF EQUIPMENT MANAGER.....	13

FORMS

Entry Fee and Transportation (EF-T).....	14
Sports Eligibility List.....	15
Equipment and Supply Issue Form (ESIF).....	16
End of Season Report.....	17
End of Season Evaluation - Problem Area Sheet.....	18
Athletic Contest Report.....	19
Budget Items.....	20
.....	21
Open Gym Programs - Rules and Regulations (RRGUG).....	22
Agreement Sheet (AS-RRGUG).....	

INTRODUCTION

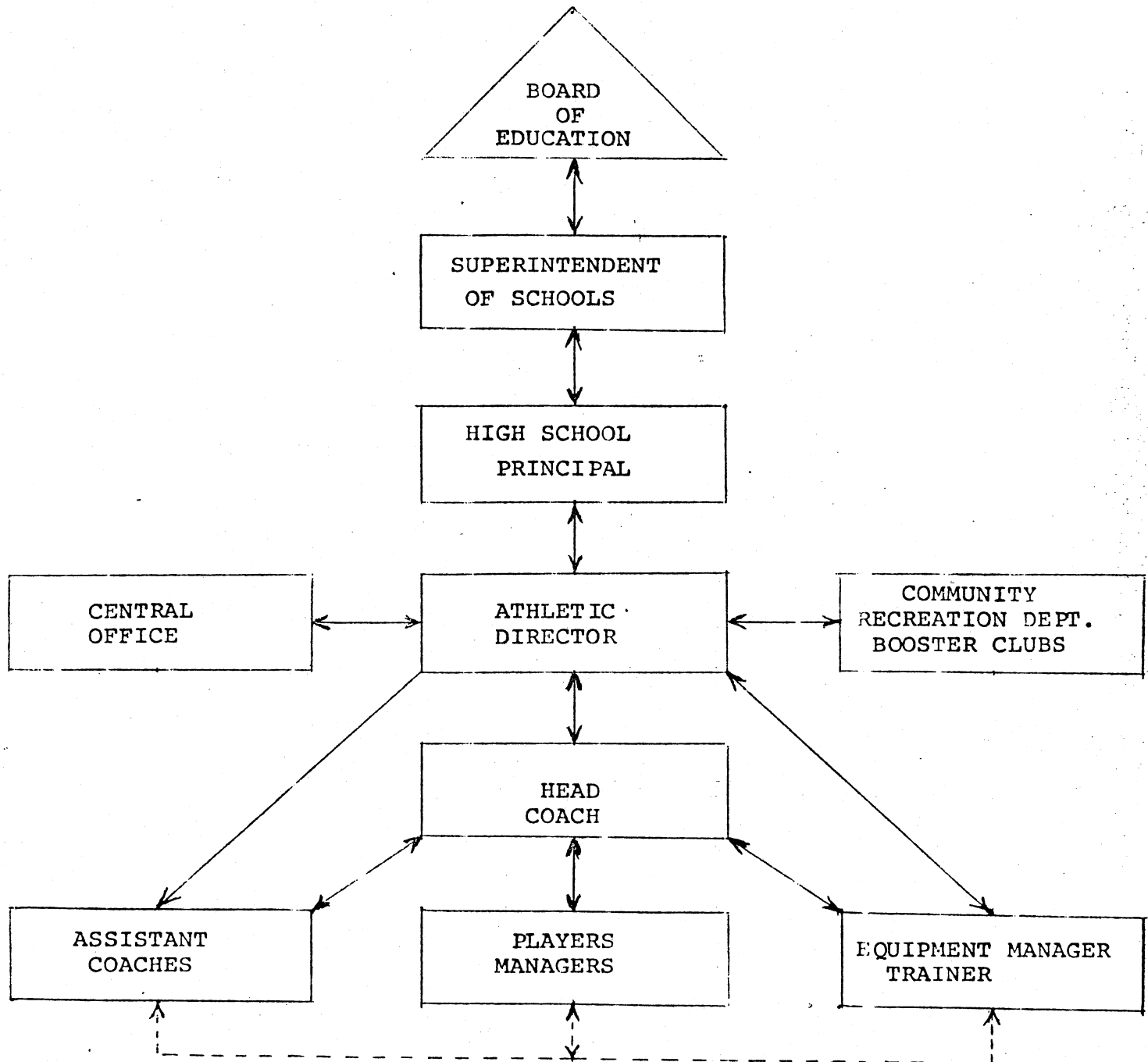
The interscholastic athletic program for Nutley High School is organized as an integral part of the total educational curriculum. Its purpose is to meet the needs and interests of students who possess athletic ability above and beyond that usually found in an intramural program.

The interscholastic program is an educational experience for the athlete as well as the spectator. A concerted effort should be made by school personnel to capitalize on all the potential educational values of school athletics. Athletics may also serve as a rallying point for the total school in the development of school pride and spirit.

CODE OF ETHICS FOR COACHES

- A. To understand that the purpose of interscholastic athletics is to promote the physical, mental, moral and social well-being of the students.
- B. To set an example of good conduct for his team members, students and the public.
- C. To act in a sportsmanlike manner at all times.
- D. The use of profane language while supervising athletes will not be tolerated.
- E. To maintain complete control of your team members at all practices and games.
- F. To respect the decisions of officials and remain calm during these decisions.
- G. To be courteous to visiting teams and officials.
- H. To strive for a good working relationship with the opposing coaches and schools.
- I. To strive for a good working relationship with the administration, teachers and fellow coaches in Nutley High School.
- J. To use and respect the chain of command at all times.

NUTLEY HIGH SCHOOL
ATHLETIC DEPARTMENT
ORGANIZATIONAL FLOW CHART



NOTE: Dotted line indicates there should be consultation with Head Coach first. The Head Coach should prescribe general or specific instructions with long and/or short range implications.

GENERAL ADMINISTRATIVE POLICIES AND RESPONSIBILITIES

All Head Coaches will see to it that all assistants, managers and players function within the rules and regulations of the NJSIAA, NNJIL, and NHS.

The coach is responsible for the behavior, safety, and welfare of the members of his squad during practices and games.

The following are suggestions for coaches in conducting activities for their teams:

- A. The athlete should attend all practices and be on time.
- B. The athlete must maintain clean locker habits and be encouraged to keep locker room clean.
- C. Profane language will not be tolerated at any time.
- D. Horseplay will not be tolerated.
- E. Good sportsmanship should be encouraged in victory as well as defeat.
- F. There must be respect for authority both on and off the field.
- G. Smoking, drug abuse and drinking are prohibited.
- H. Encourage athletes to develop good study habits.
- I. Be sure all injuries are given the proper care, and an insurance injury form is completed and submitted to the Athletic Director's office within 24 hours.
- J. Players must be supervised at all times. This includes the locker room and bus as well as on the field of play.
- K. At all athletic contests, the coach is the school authority unless otherwise directed by the Athletic Director and/or High School Administrator(s).
- L. No athlete should be allowed to quit a squad and try out for another unless approved by both coaches and the Athletic Director.
- M. There shall be no practice on Sundays and/or recognized Religious Holidays unless approved by the Principal and the Athletic Director.
- N. No athlete should participate in an activity unless he/she has been prepared to do so with the normal and accepted steps of progression and conditioning.

- O. All athletes should be encouraged to say "Good Night" to at least one coach before leaving practice or a game.
- P. Be sure all athletes dress properly during practice and games with the regular team uniforms.

COACHES EXCUSED FROM SCHOOL MEETINGS

Athletic Coaches may be excused from meetings on the day of the game or scrimmage when events start at 4:00 p.m. Coaches should inform concerned person(s) well in advance.

HIGH SCHOOL ATHLETIC CUT POLICY PROPOSAL

1. No candidate for an athletic team is to be cut from a squad within the first 10 days of practice.
2. A coach may cut a member of the squad after the first 10 days of practice and up to the first regularly scheduled contest.
3. A member of the squad may be dropped after the first regularly scheduled contest only after having the approval of the Athletic Director and High School Principal.

PREPARATION BEFORE FIRST PRACTICE

A meeting should be held for all students trying out for your sport. At this time you should explain what is expected and required of the youngster. PHYSICAL CARDS should be handed out, insurance explained and the dates for physicals and when to report for the first practice should be given.

Meetings for Winter and Spring seasons should be at least three weeks prior to physicals. The meeting for Fall season should be in late June.

Before your first practice, the completed insurance roster form must be submitted to the Athletic Director.

If any additional students join your squad after the list is submitted, it is the coach's responsibility to submit the name to the Athletic Director.

Check locker room, practice area and game area and report all damages or dangers to the Athletic Director. Do not move equipment, furniture, etc., unless you check with the Athletic Director first.

END OF SEASON REQUIREMENTS

- A. Coaches will submit to the Athletic Director a written summary of their activities on forms provided at the close of the sport season.
- B. A list of letter winners.
- C. A list for booster club awards.
- D. Recommendations for coaches to assist the head coach in following season.
- E. Coaches will submit Evaluation of Season to Athletic Director. Areas will include: Officials, Schedules and Related Problem Areas.

SCHEDULES

The Director of Athletics, with the approval of the building Principal, schedules all athletic contests. Any schedule changes requested by the coach will be given every consideration. A coach may not reschedule a contest without the approval of the Athletic Director.

POSTPONING GAMES

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices will be followed by the Athletic Director:

- A. The Athletic Director will confer with the coach whenever possible and make a decision.
- B. The Athletic Director will notify the Principal.
- C. A reasonable effort will be made to reschedule a postponed contest.

SCRIMMAGES

- A. Coaches will arrange for all scrimmages with the approval of the Athletic Director.
- B. All scrimmages will be conducted in compliance with NJSIAA regulations.

OFFICIALS

All officials are assigned by the Athletic Director. Whenever possible, the coach is consulted in this process.

TRANSPORTATION

All transportation will be arranged by the Athletic Director. It is the responsibility of the coach to have the members of his squad ready to board the bus at the designated time. The coach is responsible for the supervision of the bus to avoid vandalism. The coach will examine the bus before his team boards, and after they leave said bus or van.

No athletic team or cheerleaders will be transported in private cars for any reason without approval from the administration.

There shall be at least one coach sitting in the rear of the bus at all times to see if safety conditions are met.

EQUIPMENT AND SUPPLIES

The head coach of each sport is responsible for submitting a list of all the equipment and supplies needed for his sport at budget time. The head coach should confer with his assistants and equipment manager when preparing the order.

Necessary forms should be obtained from the Athletic Director.

Because these requisitions are used in determining the inter-scholastic budget, great care should be taken to include necessary needs and eliminate unnecessary or excessive items.

OVERLAPPING SEASONS

When seasons overlap, coaches of the previous sports shall continue to use the facilities and the athletes they have until their season is over, including state tournaments. In the event of inclement weather, outdoor sports will take precedence over indoor sports of next season in use of indoor facilities.

USE OF FACILITIES - START OF SEASON

Indoor sports shall have first choice of indoor facilities.

NOTE: Coaches will make every effort to cooperate in the use of facilities during inclement weather.

ISSUING EQUIPMENT

Athletic equipment issued to squad members may not be worn in or outside of school, except for practice or games.

Coaches must instruct their squad members of this regulation.

All equipment issued to athletes shall be recorded by the equipment manager. It is the coach's responsibility to see that all equipment is returned in good condition. If the equipment issued is lost or has been damaged other than normal wear, the athlete will be charged accordingly.

All athletic keys issued at the start of the season must be returned to the equipment manager at the end of the season.

EQUIPMENT RETURN POLICY

1. All equipment issued to an athlete will be recorded on Form ESIF by the Equipment Manager.
2. The form will be signed by the Coach, Equipment Manager and the Athlete.
3. All equipment must be returned within one week after the athlete leaves the team.
4. If equipment is not returned or paid for -
 - A. The coach will not be paid.
 - B. The athlete will not receive his/her athletic award or report card.

LETTER REQUIREMENTS AND AWARDS

Requirements for earning a letter have been established. Athletes should be informed of these requirements prior to the season.

ALL SPORTS DINNER

The All Sports Dinner is sponsored by the Third Half Club. All arrangements for the affair are completed by the Third Half Club. Coaches are expected to attend and present awards to their players and must inform the Athletic Director if they are unable to attend.

ATHLETIC AWARDS

AUTHORITY TO MAKE AWARDS

The coach shall recommend the members of his squad who have met the requirements for a letter. These recommendations are to be approved by the administration.

If any problems arise due to extenuating circumstances, a committee composed of the Principal, Athletic Director and Coach involved shall make the final decision regarding awarding of awards.

LETTERS AND CERTIFICATES

During the school year, the first time an athlete meets the requirements, he shall receive the appropriate Varsity Letter.

A Silver Certificate shall be awarded to an athlete who meets the requirements for a letter the second year in the same sport.

A Gold Certificate shall be awarded to an athlete who meets the requirements for a letter in his third and fourth year in the same sport.

All J.V. participants shall receive a certificate.

General criteria for a letter:

- A. Attendance - athletes should attend all practices unless excused.
- B. Sportsmanship - athletes should realize that they are representing their school and community and should conduct themselves properly.
- C. Adherence to training rules - athletes must abide by the rules set by the coach and the school.

SPECIFIC CRITERIA FOR LETTERS

A. Football

- | | |
|------------|------------------------|
| 1. Varsity | 50% of quarters played |
| 2. J.V. | 50% of quarters played |

B. Soccer

- | | |
|------------|------------------------|
| 1. Varsity | 50% of quarters played |
| 2. J.V. | 50% of quarters played |

C. Cross Country

1. Varsity 75% participation of dual meets
places 50% of the meets
first 15 in the County Meet
first 20 in the State Meet
2. J.V. 75% of the dual meets
50% of J.V. meets

D. Basketball

1. Varsity 50% of quarters played
2. J.V. 50% of quarters played

E. Wrestling

1. Varsity 40% or more of scheduled matches
Score 9 or more team points
2. J.V. Score six points in total in dual,
triangular, or quadrangular meets
throughout the season

F. Baseball

1. Varsity 50% of innings played
2. J.V. 50% of innings played

G. Softball

1. Varsity 50% of innings played
2. J.V. 50% of innings played

H. Rifle

1. Varsity 50% of matches played

I. Bowling

1. Varsity 1/3 of games played
2. J.V. 1/3 of games played

J. Crew

1. Varsity 2/3 of varsity regattas
The winning boat in an open
varsity race
2. J.V. 50% of participation

K. Track

1. Varsity Fifteen points in total in dual,
triangular or quadrangular meets
throughout the season

L. Volleyball

1. Varsity 50% participation

M. Tennis

1. Varsity 50% of matches played

N. Golf

1. Varsity 50% of meets played

O. Special situations

1. Managers fulfill the duties assigned by the coach. They receive a certificate the first year, a Silver Certificate the second year, a Gold Certificate the third year, and a letter the fourth year.
2. An athlete who has played the same sport for three years but who has not met the requirements for a letter may be recommended for one by the coach.
3. Under certain circumstances, the coach may recommend an injured athlete for a letter.

A letter will not be issued to an athlete until all equipment is returned and/or other obligations are met.

RELEASE FROM CLASS

It is the basic policy of the Nutley School System to keep to the very minimum the number of times a student is given permission to leave class for extracurricular activities. The time that students are to be dismissed for athletic activities will be decided by the building Principal after conferring with the Athletic Director.

After receiving permission for early dismissal, a list of students must be submitted to the Attendance Office.

ATTENDING COACHING CLINICS

All requests to attend coaching clinics will be submitted to the Athletic Director for his recommendation to the high school principal for approval.

Such requests are normally for a one-day period of time and limited to head coaches. Exceptions or special situations will be considered by the Superintendent of Schools or his designee.

SCOUTING

Five dollars per game is allotted for each team scouted. Scouting of other than regularly scheduled games must be approved by the Athletic Director. Vouchers for expenses will be submitted at the close of the season.

INSURANCE

All bills incurred by the athlete should first be submitted to the family's insurance company. Any bill not paid for by the athlete's own family insurance should be sent to the school insurance company.

In addition, the following procedure should be followed:

- A. All injuries must immediately be reported to the coach.
- B. If an athlete is going to his own doctor or hospital, the coach should fill out the insurance form and give one copy to the athlete to give to the attending physician. The other copy must be submitted to the Athletic Director.
- C. It is the athlete's responsibility to see that the physician treating him sends in the form to the school insurance company.
- D. The head coach has the ultimate responsibility to insure that the above procedures are implemented.
- E. Each coach should keep a record of each injury for his own records.
- F. Each coach should pick up insurance forms from the Athletic Director.
- G. If an athlete does not play or practice because of an injury, he/she may not resume play or practice unless the school doctor gives permission to return.

DUTIES OF COACH

Under the direct supervision of the Athletic Director, the coach is responsible for the welfare and conduct of the team members from the time they report to a practice or game until they leave.

He should also see to it that each athlete has successfully passed a physical exam by his family and team physician.

The athlete must also be eligible under the rules of the NJSIAA.

- A. Operate his program within the philosophy of the school.
- B. Organize and coordinate the entire program of that particular sport.
- C. Submit an Athletic Contest Report before the start of the next school day.
- D. Have a well organized plan.
- E. Administer game details for home and away games.
- F. Submit Entry Fee and Transportation Form to Athletic Director if additional events need entry fees and transportation such as tournaments, etc.
- G. Assign each assistant specific details from beginning to end of season.
- H. Assume any coaching duty in the event a sub-varsity coach is not present. This applies to sub-varsity coaches assuming varsity or sub-varsity duties also.

DUTIES OF TRAINER

- A. Work under the supervision of the team physician and the Athletic Director.
- B. Work with the coach in developing conditioning and training schedules for players.
- C. Report all injuries to the coach and team physician whenever possible.
- D. Recommend to the coach after consulting with the physician the athlete's returning to practice.
- E. Handle all first-aid i.e. taping, wrapping, minor cuts, etc.
- F. Clearing the use of the whirlpool, heatlamp, etc.
- G. Be present at all activities assigned by the Athletic Director.
- H. Notify the Athletic Director of any abuses concerned with the health and welfare of the athlete.

- I. Work with coaches on weight training.
- J. Any or all other duties prescribed by the Athletic Director.

DUTIES OF EQUIPMENT MANAGER

- A. Strive to fit each athlete properly.
- B. Work with the coaches on issuing, care of, and return of equipment.
- C. Keep a master list of all equipment.
- D. Keep a list of all equipment issued during a season.
(See sample Form ESIF)
- E. Keep all equipment stored in a proper manner.
- F. Check in all new and reconditioned equipment indicating date, etc.
- G. Notify the Athletic Director of any errors in shipment.
- H. Keep a list of all equipment sent out for reconditioning.
- I. Notify the Athletic Director of any abuses, shortages, or defects in equipment.
- J. Keep storage areas restricted to personnel in charge.
- K. Issue and collect with coaches all equipment.
- L. Be present at all football games.
- M. Assist the coaches and the Athletic Director in preparing budget items for the following year.
- N. Any or all other duties assigned by the Athletic Director.
- O. Set up a schedule for your services. This schedule should be agreed upon by the equipment manager, coaches, and Athletic Director.
- P. A complete inventory is to be submitted to the Athletic Director one month after the fall and winter seasons. An updated inventory of all sports will be submitted September 10th of each year to the office of the Athletic Director.

NUTLEY HIGH SCHOOL

Request for Entry Fee and Transportation

DATE: _____ AMOUNT \$ _____

CHECK PAYABLE TO: _____

IN PAYMENT OF: _____

REQUISITIONED BY: _____

APPROVED BY: _____

CHECK ISSUED # _____

BY: _____

DATE: _____

NOTE: IF TRANSPORTATION IS NEEDED, PLEASE DETACH THIS PORTION
AND RETURN TO MRS. PETERS

WILL TRANSPORTATION BE NEEDED? _____

NAME OF SPORT & TEAM (VARSITY, J.V., FRESHMEN) _____

NUMBER OF PEOPLE, INCLUDING COACHES, MGRS., ETC. _____

DEPARTURE: _____

DATE TIME FROM

DESTINATION: _____

RETURN: _____

DATE TIME FROM

NUTLEY HIGH SCHOOL
ATHLETIC DEPARTMENT
EQUIPMENT AND SUPPLY ISSUE FORM

ISSUEDRETURNEDPRACTICE UNIFORMCOMMENT

Sweat Top	# _____	# _____	_____
Sweat Bottom	# _____	# _____	_____
Shirt	# _____	# _____	_____
Pants	# _____	# _____	_____

GAME UNIFORM

Top	# _____	# _____	_____
Bottom	# _____	# _____	_____
Warm-Ups Top	# _____	# _____	_____
Warm-Ups Bottom	# _____	# _____	_____
Stockings	# _____	# _____	_____
Undershirts	# _____	# _____	_____
Jackets	# _____	# _____	_____

MISCELLANEOUS

Helmet -	# _____	# _____	_____
Hats	# _____	# _____	_____
Shoulder Pads	# _____	# _____	_____
Hip Pads	# _____	# _____	_____
Thigh Pads	# _____	# _____	_____
Knee Pads	# _____	# _____	_____
Rib Pads	# _____	# _____	_____
Shin Guards	# _____	# _____	_____
Socks	# _____	# _____	_____
"T" Shirts	# _____	# _____	_____
Jocks	# _____	# _____	_____

I have received the above checked items. I will return said items within one week of the end of season OR when I leave the team for any reason. I agree also to pay for all missing items.

Print Name

Address

Phone Number

Signature - Student

Date

Signature - Coach

Date

Signature - Equip. Mgr.

Date

[illegible]

END OF SEASON REPORT

WINTER

HEAD COACH:

SPRING

ASS'T. COACH:

SPORT:

ON SQUAD AT BEGINNING OF SEASON:

ON SQUAD AT END OF SEASON:

VARSAITY LETTER:

NAME OF PARTICIPANT

SILVER CERTIFICATES:

NAME OF PARTICIPANT

GRADE

[illegible]

Varsity Letter: 1st. year on Varsity Team

Silver Certificate: 2nd. year on Varsity Team (Same Sport)

3rd. Yr. Gold Certificate: 3rd. year on Varsity Team (Same Sport)

4th. Yr. Gold Certificate: 4th. Year on Varsity Team (Same Sport)

Junior Varsity Certificate: All J.V. Participants.

6/21/82

SCORES

RESULTS:

WON

LOST

TIED _____

TO: ALL ATHLETIC HEAD COACHES
FROM: T. C. GALLUCCI
RE: END OF SEASON EVALUATION

Please come to my office to check over your schedule for next year. N.N.J.I.L. events, as you know, cannot be changed. However, an attempt will be made to give you a complete schedule. If you wish to participate in scheduling, please see me.

In addition to the above, you will find a list of officials that worked our games this year. Again, if you have any constructive suggestions, additions or deletions, please indicate on the enclosed forms.

You will also find an evaluation form consisting of problems you are concerned about.

NOTE: Please return the following: (1) Official Sheets and (2) Evaluation Form on or before _____ with your signature on each sheet. If the sheets are not used, sign them and return them anyway.

Please be aware that this is not a final communication concerning your sport. Feel free to call on me at any time if you have a problem.

Thank you.

TCG:sp

Attachments

END OF SEASON EVALUATION - CONTINUED

NUTLEY HIGH SCHOOL

ATHLETIC DEPARTMENT

PROBLEM AREA SHEET

SPORT

Please indicate below problems you find in the listed areas.
If there are areas not listed, please add them in the
"Other Areas" slot.

LOCKER ROOM:

PRACTICE/PLAY AREA:

EMERGENCY COMMUNICATIONS:

TRANSPORTATION:

REPAIRS:

SECURITY:

OTHER AREAS:

----- Signature of Coach/Date -----

6/21/82

NUTLEY HIGH SCHOOL
ATHLETIC CONTEST REPORT

COACH

DATE

Our _____ Defeated()
_____ Lost to ()
Team _____ Tied () Opponent
to _____ on _____ at _____
Score _____ Date _____ Time _____

Significant Happenings: _____

Concerned Injuries: _____

BUDGETARY ITEMS -- 19

SPORT

[illegible]

RULES AND REGULATIONS

GOVERNING USE OF GYMNASIUM FACILITIES

BEFORE OR AFTER SCHOOL HOURS

1. No activity will be conducted that would violate any N.J.S.I.A.A. rule.
2. All rules and regulations that govern Nutley High School during regular hours will apply to off hours use of gymnasium.
3. Areas used will be left as you find them.
4. No posters, pictures, tapes, etc. shall be hung on walls, floors, windows, etc. unless permission is granted.
5. No activity shall be conducted during a scheduled Varsity Interscholastic Contest.
6. No outside coaches, helpers, speakers, etc. are allowed without permission.
7. Any and all Directors of activities must have expertness in the activity they are conducting.
8. Students are not to go into any part of school building other than the gymnasium area.
9. Students are to enter and leave by the Franklin Avenue doors.
10. All activities shall be open to all students of Nutley High School, with a P.A. Announcement indicating dates, time, place, etc.
11. No person shall conduct any after or before school activity in the gymnasium area unless he or she sign the "Agreement Sheet Form" (Form - AS - RRGUG.)

AGREEMENT SHEET

For Use of Gymnasium

I, _____ have read and understand
 Print - Last First
 all the rules and regulations that govern the use of the gymnasium
 after school, (Form - RRCUG) and agree to adhere to and enforce all
 the rules and regulations.

 Signature

 Today's Date

00000000000000000000000000000000

Time schedule for the above person is --

APEA	ACTIVITY	DATES FROM-TO	DAYS	COMMENTS
GYM I			M T W T F	
GYM II			M T W T F	
GYM III			M T W T F	
NEW GYM			M T W T F	
LOWER GYM			M T W T F	
UNIVERSAL			M T W T F	
WEIGHT ROOM			M T W T F	

6/21/82