



# **Paramus High School**

## ***Coaches Handbook***

Revised 12/11/23

**PARAMUS HIGH SCHOOL ATHLETIC HANDBOOK**  
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## Phone Directory

**Paramus High School Main Line 201-261-7800**

**Principal, Raymond J. Kiem 201-261-7800 ext. 3100**

**Athletic Director, Derek England 201-261-7800 ext. 3130 (W)**

**Athletic Assistant, Christa D'Amore 201-261-7800 ext. 3140**

**Athletic Trainer, John Conway 201-261-7800 ext. 3133 (W)**

**Paramus Police Front Desk 201-262-3400 ext. 536**

**Paramus Ambulance - Maureen Lodge 201-262-3400 ext. 566**

## Big North Conference

Paramus High School is a member of the Big North conference. Paramus is classified as a Group III school by the New Jersey State Interscholastic Athletic Association, meaning it is in the group of high schools containing the second largest student populations. The Big North Conference comprises 41 schools. The schools all come from Bergen and Passaic Counties. There are seven divisions. Paramus is in the Freedom Division for the majority of sports.

### Divisions of the Big North

#### ALL SPORTS DIVISIONS

UNITED	LIBERTY	FREEDOM	INDEPENDENCE	NATIONAL	PATRIOT	AMERICAN
Don Bosco	Clifton	N. Highlands	Wayne Hills	Tenafly	Pascack Hills	Fort Lee
IHA	PCT	Ridgewood	West Milford	Old Tappan	Westwood	Dw. Morrow
Bergen Cath.	Passaic	Hackensack	Wayne Valley	Pascack Valley	River Dell	Cliffside Park
St. Joe's	Kennedy	Paramus	Passaic Valley	Bergenfield	Ramsey	Dumont
Holy Angels	Eastside	Indian Hills	Lakeland	Demarest	Mahwah	Ridgefield Park
Paramus Cath.	Bergen Tech	Ramapo	Fair Lawn	Teaneck		
DePaul						

#### GIRLS GOLF DIVISIONS

DIVISION 1	DIVISION 2	DIVISION 3
Bergen Tech	Westwood	Tenafly
Mahwah	N. Highlands	Passaic County Tech
Paramus	Indian Hills	Ramsey
Immaculate Heart	River Dell	Demarest
Old Tappan	Ridgewood	Wayne Valley
Holy Angels	Ramapo	West Milford

#### SWIMMING DIVISIONS

DIVISION 1 UNITED	DIVISION 2 LIBERTY	DIVISION 3 FREEDOM	DIVISION 4 PATRIOT	DIVISION 5 AMERICAN
Don Bosco	Clifton	Ridgewood	Teaneck	Indian Hills
BC/IHA	Passaic	Fair Lawn	Old Tappan	Tenafly
Paramus Catholic	PCT	Wayne Hills	Paramus	Ramapo
De Paul	Pascack Valley/Hills	Wayne Valley	Northern Highlands	Mahwah
	River Dell/Westwood	Hackensack	Demarest	Ramsey
				Lakeland/West Milford

#### ICE HOCKEY DIVISIONS

Patriot	Freedom	Liberty Stripes	Liberty Stars
Clifton	Northern Valley	Ramsey	Lakeland
Passaic Valley	Tenafly	Ridgewood	Mahwah
River Dell/Westwood	Pascack	Indian Hills	Wayne Schools
Fair Lawn	Northern Highlands	Ramapo	West Milford
Paramus Catholic	Paramus/Hackensack		

### Super Football Conference

#### PATRIOT: RED DIVISION

Paramus  
 River Dell  
 Ramapo  
 Pascack Valley  
 Bergenfield  
 Demarest

**PARAMUS, NEW JERSEY**

**ATHLETIC PROGRAM OFFERINGS**

**2023-2024 School Year**

**FALL VARSITY J.V. FRESHMEN**

Football X X X Boys Cross Country X X  
Boys Soccer X X X Girls Cross Country X X  
Girls Soccer X X X Girls Tennis X X  
Girls Volleyball X X X **Fall Totals 7 7 4**

**WINTER VARSITY J.V. FRESHMAN**

Boys Basketball X X X Boys Bowling X X  
Ice Hockey X X  
Boys Swimming X X  
Boys Winter Track X X  
Wrestling X X  
Girls Basketball X X X Girls Bowling X X  
Girls Swimming X X  
Girls Winter Track X X  
**Winter Totals 10 10 2**

**SPRING VARSITY J.V. FRESHMAN**

Baseball X X X Boys Golf X X  
Girls Golf X X  
Boys Tennis X X  
Boys Track and Field X X  
Softball X X X Girls Track and Field X X  
Boys Lacrosse X X X Girls Lacrosse X X X **Spring Totals 9 9 4**

**Program Totals 26 26 10 5**

**PARAMUS HIGH SCHOOL COACHES' MANDATES**

The impact of a coach on a student-athlete can be one of the most significant experiences in high school. The coach can never underestimate his/her role in the development of a high school student. We ask a great deal of our coaches; be a positive role model, have a strong work ethic, maintain an expertise of knowledge in the sport, structure organized practices, make appropriate decisions, and prioritize the safety and development of each student-athlete.

Paramus coaches must possess the skills necessary to be “great coaches”. They must possess the ability to be positive role models and consistently demonstrate character, sportsmanship, emotional stability, and self-control. These characteristics will help develop Paramus students into more responsible

citizens with the understanding that athletics is a valuable educational experience.

Most of this athletic handbook stresses the positive aspects of coaching and guiding athletes, however the list below are actions that will not be tolerated of the coaches at Paramus High School.

1. **Berating game officials and their decisions.** Be a role model. Question an officials call, do not go over the line.
2. **Overt criticism of athletes.** While it is understood that coaches must make immediate corrective action in game situations, this action must uphold the integrity and self-esteem of the athlete. There is no place for vulgarity or in-your-face confrontations, which embarrass, demean or verbally abuse an athlete. Feedback should be productive.
3. **Inappropriate sideline antics during contests, which are directed at, game officials or athletes.** Inappropriate sideline behavior can incite a situation. Professional behavior can diffuse difficult situations.
  - i. Coaches should continuously remind themselves that the athletic arena is an extension of the classroom and that coaches should basically use the same criteria that is expected of teachers.
  - ii. Coaches who cannot adhere to the mandates regarding abuse of players or officials will be subject to prompt corrective actions. Letters of reprimand, suspensions, and the annual evaluative process will consider inability to handle these aspects of coaching.
4. **Handle the public properly.** Be aware that remarks made to the press or to a group at their function will have an impact on athletes. Choose your words carefully as half-quotes, sentences taken out of context, or even misquotes can come back to haunt player and team morale.
5. **Be positive at awards dinners.** End of the year functions should be used as positive opportunities for athletes, parents, and friends to enjoy athletic acknowledgement. Refrain from sarcasm or tongue-in-cheek humor which may be appreciated by a few as an inside joke, but which often embarrasses an athlete or his/her family. Be diligent when compiling lists of award winners; an omission of any athlete is an unhappy and disappointing situation.
6. **Ethics** - Coaches are to set a good example for students. They must follow the Board of Education policies and procedures that deal with this.

### **HEAD COACH RESPONSIBILITIES AND DUTIES**

The head coach is directly responsible to the director of athletics and in turn to the building principal. He or she is responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction. Listed below are specific duties and responsibilities.

1. Promote his/her sport through publicity releases, school displays, and periodic announcements.
2. Recommend the repair of all equipment and facilities via work orders to the Athletic Director.

3. Arrange for managers and statisticians.
4. Set up a scrimmage schedule with the Athletic Director.
5. The Supervisor, with the approval of the Principal, schedules all interscholastic contests. As a member of the Big North Conference, we are naturally obligated to schedule all conference teams. Any non-conference schedule changes requested by the coach will be given every consideration. No coach is to schedule or reschedule any athletic contest without the approval of the Athletic Director.
6. The one exception to this rule is scrimmages. Coaches can schedule their own scrimmages with the approval of the Athletic Director. Coaches should make themselves aware of the maximum number of scrimmages and games allowed by the NJSIAA.
7. Meet with his/her assistant coaches and assign them specific duties.
8. Evaluate the junior varsity and freshman programs and work toward their improvement.
9. Consult with the Director of Athletics and the Certified Athletic Trainer for the schedule of the required physical exam.
10. Publicize the tryouts for the sport and encourage participation.
11. Conduct a pre-season meeting of all candidates. At this meeting the following topics should be fully discussed and explained:
  - Physical examination procedures.
  - Insurance requirements.
  - The proper and appropriate wearing and care of equipment.
  - All local, county, league and state rules and regulations.
  - Rules and policies which govern the athlete's conduct and performance on the field, in school, and out of school.
  - All training, health and safety procedures and guidelines.
12. Work toward improving his/her own knowledge of the sport and that of his/her staff by attendance at clinics and professional meetings.
13. Be responsible for school property during practices and games.
14. Assure all coaches, and/or volunteer coaches, are processed and approved before allowing contact with any student-athletes.
15. All coaches will be responsible for knowing the rules and regulations of the league and NJSIAA. This information is available in the Athletic Director's office. It is the coaches' responsibility to familiarize themselves and assistant coaches with this information.
16. Plan, organize, and conduct all staff meetings, squad meetings, and practice sessions.
17. Prepare public information releases concerning his/her sport and use other methods to promote interest and attendance by both students and adults.
18. Supervise players at all times. The head coach or coach who has been designated must supervise athletes on the bus, and in the locker room whether the game is home or away. Supervision should eliminate vandalism and any form of hazing. The head coach is responsible for all students in the program.
19. Maintain an up-to-date squad roster. This must be submitted to the Athletic Director prior to the first mandated date by NJSIAA eligibility certification.
20. Serve as an advisor to the students on his/her squad and help them by providing advice or direction with problems.
21. Immediately report all injuries to the Athletic Trainer.
22. Have all phone numbers available to handle emergency situations.
23. Be fully aware of all rules and regulations, which govern his/her sport.
24. Be responsible for all equipment. Handle in-season repair and replacement through the Equipment Manager and the Athletic Director.
25. Make certain that all students have met the State requirements before they participate by

- signing the completed eligibility list.
26. Encourage, at all times, academic excellence by members of the squad.
  27. Check with the Athletic Director as to game officials and means of transportation.
  28. Organize and conduct all practices while considering the health and safety of the participants.
  29. Verify that all athletes have been medically approved before any practice or game participation.  
Coaches have access to FamilyID which is the official portal used for tracking medical clearance.
  30. Make sure injuries have been reported and facilities have been secured before leaving for the day, this includes assuring the locker room is in a condition that allows for the custodial staff to clean.
  31. Report any unusual events, serious injuries, etc. immediately to the Athletic Director.
  32. Any unusual occurrence at an athletic event; fight, dispute, serious injury forfeit, etc., should be reported to the Athletic Director immediately. He/She will determine if the building principal should be notified. If the Athletic Director cannot be reached, the coach should notify the building principal or vice principal. A written report should follow such an emergency. This report will be submitted to the Athletic Director.
  33. Familiarize themselves with the Emergency Action Plan and submit the Emergency Care Plan to the Athletic Director and Certified Athletic Trainer prior to the start of the season.
  34. Be responsible for the team at practices and games and on their way to and from practices and games. The coach or his/her assistant must be with the team at all times.

### **POSTSEASON DUTIES AND RESPONSIBILITIES**

- A. Submit to the Athletic Director a list of letter winners, award winners, sportsmanship forms, and a summary report on the season.
- B. Promote and take part in the awards presentation.
- C. Prepare equipment for storage, cleaning or reconditioning via equipment manager. D. Prepare detailed equipment and supply budget.
- E. Within two weeks after the season has been completed file a final report to be discussed at a conference with the Athletic Director.
- F. Attend all league, county and state meetings pertaining to his/her sport.
- G. Assist his/her athletes in gaining entrance to an institution of higher education via contacting schools and writing letters of recommendation. Coach should work closely with the parent, athlete, and guidance department.
- H. Submit a written evaluation using the prepared form for assistant coaches to be discussed at the end of season conference.
- I. Clean and organize storage closets and areas used by the specific athletic program.
- J. Check that all locker rooms used by the team are cleaned and emptied out for use by other programs.

### **ASSISTANT COACH**

- A. **Responsibility:** The assistant coach is responsible directly to the head coach and ultimately to the Director of Athletics.
- B. **Duties:**
  1. Support the head coach in supervising, planning and coordinating the activities of the program of the particular sport.
  2. Display loyalty to the head coach, fellow coaches and the team.
  3. Carry out all duties as assigned by the head coach.
  4. In the absence of the head coach, he/she shall assume all responsibilities herein designated as



those of the head coach.

5. He/she should make every attempt to improve his/her own knowledge and background in that particular sport during the season and in the “off” season.

### **FRESHMAN COACH**

A. **Responsibility:** Although specifically designated as the Freshman Coach, he/she is classified as an assistant coach and therefore is responsible to the head coach of the sport.

B. **Duties:** Since teams practice and play independently, the freshman coach has the same basic duties as the head coach.

### **CLINICS/WORKSHOPS**

It is the responsibility of the Head Coach to keep abreast of current trends and techniques regarding his/her sport. If approved in advance, expenses will be paid by the Board of Education for attendance at coaching clinics or workshops. Requests for attendance must be submitted with proper forms through the Athletic Director.

### **EQUIPMENT RESPONSIBILITIES**

The Head Coach, under the direction of the Athletic Director, shall observe the following duties and responsibilities:

- A. Prepare and submit to the Director of Athletics a detailed yearly equipment and supply budget.
- B. Prepare equipment for storage, cleaning, or reconditioning during and at the end of the year.
- C. Submit to the Main Office the **Individual Student Unfulfilled Commitment** forms on all outstanding uniforms and equipment.
- D. Distribute and collect all equipment.
- E. Keep individual as well as team records of all equipment distributed and collected.
- F. Prepare and submit yearly inventory list to the Athletic Director, for submission to the Office of the Principal.
- G. Keep equipment rooms neat and organized so that in event of absence, equipment will be accessible to the Athletic Director.

Athletic equipment is defined as any equipment used in athletic programs not limited to uniforms.

Example: Sleds, mats, bases, various pads and bats, etc.

### **ATHLETIC EQUIPMENT**

The following guidelines have been established for the care and responsibility of athletic equipment.

1. Two weeks prior to the start of any sports season, a coach is to check all their equipment for their needs for the upcoming season. Head Coach and assistant coaches should be present when any equipment is issued.
  - a. The Head Coach is responsible for maintaining a list of each piece of equipment issued to any participant or coach.
  - b. Each athlete will have an individual listing containing all pieces of equipment issued to him or her. This listing is to be kept on file by the head coach so that he/she may use it for checkout purposes at the end of each sports season.

2. It is the coaches' responsibility to impress upon the athletes the importance of taking care of the equipment issued to them. Also, in the event that the athlete does not return equipment one week after the completion of the season, it will be the responsibility of the coach to secure the equipment. This can be accomplished via student conference, phone call to parents, and written notification to the equipment manager, who will in turn submit an unfulfilled commitment form to the Main Office if the student fails to return the school equipment.

Equipment that is not issued to students, but is necessary for instruction and function of a sport, is the direct and sole responsibility of the coach. It is his/her responsibility to see that this equipment is used and taken care of properly, and returned to the equipment manager in order to be checked out for the season.

A coach shall not receive his/her check until the return of all equipment has been satisfactorily resolved with the Athletic Director. An athlete shall not be permitted to participate in another sport unless all equipment is accounted for from previous sports.

Important: Any athlete that does not hand in their equipment or pay the fines will not be allowed to participate in any other sports.

### **GAMES PROCEDURES**

All bus schedules and dismissal times will be prepared by the Director of Athletics and given to each coach. It is their responsibility to be sure that athletes are notified of dismissal and bus times. It is also the coaches' responsibility to be sure that all athletes are on the bus going to and from a contest.

Away Contest: The coach will supervise athletes when they are using locker room facilities. He/she will check the locker room upon arrival and report any damage to the person in charge before his/her team makes use of the facility.

At the end of the game athletes should sit in the bleachers or other area designated by the coach until the whole team is assembled at which time they will travel to the bus as a unit. **DO NOT** permit athletes to wander around the building unsupervised. In the event of a problem, the coach will contact the person in charge before leaving the site.

All athletes participating at away contests must return on the school bus. In certain cases, the Principal or Vice Principal and the Athletic Director may give permission for athletes to return with parents.

### **POLICY FOR AWAY CONTESTS FOR LEAVING WITH PARENTS**

Any student who requests permission to leave away games and contests on their own must:

1. Have written permission signed by the Parent, Coach, and the Athletic Director. Athletes must leave with parents or a guardian (Not permitted to ride with another student).
2. Give note to coach before leaving the game (Alternate Transportation Form found in the Athletic Office and at the end of this handbook).
3. Alternate Transportation Form must be completed and submitted to the Athletic Office prior to the start of the event.

### **USE OF PRIVATE AUTOMOBILES TO TRANSPORT STUDENTS**

The Board of Education authorizes the use of private automobiles for the transportation of students in cases of emergency and on an occasional basis to and from school activities and events provided the Principal, or his designee(s), has approved the use of such automobile in advance and has evidence of the owner's authorization for use of the car, evidence that the driver is properly licensed, and evidence of liability insurance on the vehicle of no less than \$100,000 per person and \$200,000 per accident. Board

liability insurance becomes the secondary source of coverage should an award exceed these limits. The Superintendent is directed to establish procedures necessary for the implementation of this policy.

An authorization form must be filled out and submitted to the Athletic Director for processing. These forms are available in the Business Office or Athletic Director's office.

### **EMERGENCY MEDICAL PROCEDURES FOR COACHES** **HOME OR AWAY EVENTS**

Recently enacted legislation requires district Boards of Education to adopt emergency medical procedures for all practice sessions and athletic events. The coach for each interscholastic athletic activity shall be responsible for assuring the following procedures are carried out in case of a student injury or accident.

1. Parents shall be notified as soon as possible after an accident or injury occurs.
2. If medical assistance is urgent, the coach, in conjunction with the Athletic Trainer, will call at once for the police or ambulance. A coach or trainer will accompany the injured athlete to the doctor or hospital whenever possible. If he/she is the only coach at the contest, he/she will remain with the team and be sure someone takes care of the necessary details such as contacting the parents, etc. Coaches will always have a list of athletes' home phone numbers with them at away and home games.
3. In a game played away from home, the coach will get assistance from local police, doctor or ambulance.
4. In all cases, the coach will call the parents, hospital or doctor to find out the extent of injury and the condition of the athlete.
5. If it is a minor injury requiring a doctor, the coach will have the student dress, contact parents, and have the parents pick up the student and take him/her to the doctor. If the parents are not available and it may be necessary to see a doctor immediately, the coach will call the First Aid Squad or Police Department and have another coach accompany the student to a doctor.
6. Administer first aid if appropriate, but do not diagnose the injury. Always have the student follow up with his/her own personal physician. If an Athletic Trainer is present, they shall oversee the coach.
7. Ensure that members of the team are fully aware that in order to process the insurance forms and receive payment for medical services, an information card must be completed as soon as possible so that the coach can complete the insurance forms. If any athlete goes to a physician for an athletic related injury, he/she must report it to the coach and Athletic Trainer. This must be done within 24 hours of the time the student sees the physician, preferably immediately following the doctor's visitation.
8. Coaches must follow up to make certain all injuries are reported and insurance forms processed within 48 hours of the injury. This is considered each coach's responsibility.
9. The coach will take all steps necessary to ensure the safety of students and to give proper instruction and training in the care and prevention of injuries in each phase of the sport.
10. In the case of serious injury requiring the hospitalization of an athlete, the coach will inform the Athletic Director and Principal.
11. Coaches will bring a well-stocked first aid kit to all games. Affixed to the kit should be the number of John Conway, Athletic Trainer. A copy of the emergency athletic card should be available in the first aid kit.
12. Coaches are to exercise prudent judgment following the injury of a student. Do not make changes or in any way risk more serious injury.
13. See that the health and safety of each player is given priority over everything else.
14. No student is to practice or participate in games until he/she has a signed permission slip by his/her

parents and is medically cleared by a physician to participate in sports.

15. Make certain students and parents are aware of our insurance program.

16. Explain school policy on athletic training and treatment of injuries to the coaching staff, parents and students.

17. Coaches must receive clearance from the trainer's office before they allow an athlete to begin, or return to practice.

### **SUPERVISION OF ATHLETES AND FACILITIES**

The coaches' responsibility is to supervise their athletes during their seasons. This includes all school facilities, playing fields, gymnasiums, storage rooms, locker rooms and other areas used. All school areas used for practice must be cleaned and locked following a team's use. At least one coach will remain in the locker room area until all athletes have left. Coaches should not leave early or leave athletes unsupervised.

Safety of the students should be foremost in every coach's mind. In the event that a circumstance or situation arises that can be construed as dangerous or hazardous and which may compromise the safety of any students, the Athletic Director should be notified immediately. The Athletic Director will then notify the administration and/or maintenance with a recommendation for correcting or improving the situation.

Coaches should remain in the building until all team members have left the facility. Coaches are responsible for their athletes and are not to leave them unsupervised for any reason at any time. Coaches are expected to accompany their athletes to and from any school sponsored event. Under no circumstances will the student be permitted to take a trip alone. If a coach cannot accompany their team for any reason, it shall be their responsibility to inform the Director of Athletics so that action may be taken that is in line with the Board of Education policy.

All coaches will be required to submit to the Director of Athletics a list of days and times when his/her team is to practice over holiday recesses. A schedule will be drawn by the Athletic Director and will be strictly adhered to by the coach.

Coaches must supervise all athletes without exception. Keys are not to be given to any pupil to unlock areas. No athletes are to be in the building unless supervised. Students are to leave the area immediately after practices. If practice is canceled, athletes are to leave the premises. The coach must make sure the building is secure. If school is closed for an emergency, there will be no athletic practices unless permission is given by the Athletic Director or his/her designee.

### **SECURING FACILITIES**

1. For Practice and Games: After the team leaves the building, be certain to lock all exits and doors even if the other sports are still dressing. Each head coach will see to it that the gym area is locked upon leaving the area.
2. All coaches are responsible for making sure the coaches' office is locked at all times.
3. If you are the only one dressing, lock up. If you are the last one to leave, lock the door even though others are still using the room but are not present.
4. Keep all equipment rooms locked at all times.
5. Do not expect someone else to lock up; do it yourself. Remember it is the responsibility of all coaches and accountability for assistant coaches will fall on each head coach.
6. Coaches are instructed to:
  - a. Lock the gym and locker room area after use and shut off showers and lights.
  - b. When returning from a game, secure the area.
  - c. On non-school days, be on time and open doors before team members arrive and upon leaving secure the area.

- d. Make sure floors and benches are clear so custodial staff can clean and disinfect locker rooms each night.

### **BIG NORTH PROTESTS AND CONTROVERSIES PROCEDURES**

Under no conditions shall a protest be permitted, if based on a judgment decision of an official. However, in the event a school wishes to protest a game because an official's decision is believed to be in violation of the rules under which the contest is being played, the following steps must be taken:

1. At the point in the game where an official's decision is believed to be in violation of the rules under which the contest is being played, it is to be announced verbally to the officials of the game and to the coach of the opposing school, that the game is being played under protest from this point to completion. This announcement is to come from the coach of the protesting school.
2. A written protest, giving in detail the events of the game and the rule in question, is to be signed by the coach, the athletic director, and the principal of the protesting school, and is to be mailed to the league secretary-treasurer bearing a postmark no later than two school days from the time of the end of the protested game.
3. The league secretary, upon receipt of a protest, will inform the president of the league and request that the president set a date, place, and time for a special meeting of the league protest committee to hear the protest and reach a decision on the protest. The protest committee shall consist of five members, namely; the league president, chairman of the sport involved in the protest who shall be the committee chairman, and three additional members to be selected by the league president. A majority vote would be needed to uphold a protest. The decision of the protest chairman of the sport involved in the protest will disqualify themselves from the protest committee. A member may be a staff member of the schools involved in the protest.
4. Upon receipt of a protest, the protest committee chairman shall immediately request a detailed written report of the game being protested from the game officials and the coach of the opposing school.
5. The protest committee chairman shall request an official interpretation of the rule in question from the official interpreter, or the interpretation committee of the proper local officials' or umpires' association. If deemed necessary, the presence of the interpreter or interpretation committee is to be requested for the meeting at which a decision on the protest is to be rendered.
6. The league shall decide all third party requests for interpretations of rules, policies, and procedures by a majority vote of the member schools and its decision shall be final.
7. In the event the protest committee upholds the protest of a baseball game, said baseball game shall be replayed from the point of protest, with the lineups and other conditions of the game to be the same as at the point of protest.
8. Controversies:
  - a. The protest committee shall also deal with any controversies which arise within the league. b. The grievant shall send a statement of the grievance in writing to the president of the Big North with copies to the principals of the schools involved, to bear postmark no later than two school days after the incident.
  - c. If the grievance is upheld, the president shall send an official letter of reprimand or censure to the person found responsible, a copy to the principal and superintendent of that district, such a letter to be read at the next meeting of the Big North Executive Committee meeting.
9. Coaches are not to take their teams off the field of play until completion of the contest. This is an NJSIAA rule and penalties are enforced if violated.

### **NJSIAA PROTESTS AND CONTROVERSIES PROCEDURES**

Protest – The NJSIAA Bylaws, Article VII, Section 1 provides that:

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Section 1: Protests against alleged violations of contracts, violations of the accepted standards of good sportsmanship, or of the Constitution and Bylaws of this Association, must be reported in writing and posted by the Principals of the participating schools or the game officials to the Executive Committee, through the Executive Director, within one hundred twenty (120) hours of the time of such violation, with a copy to the alleged violator. Protests based upon an official's judgment or misinterpretation of the playing rules will not be honored.

The one hundred twenty (120) hour provision will be satisfied, if the school's Principal notifies the League or Conference President, in writing, prior to the expiration of this time period since disputes and controversies involving League or Conference members must be initially heard at that level.

Note: See CL 1 – Article VII, Section 1.

“Protests based upon an official's judgment or misinterpretation (misapplication) of the playing rules will not be honored” does not preclude a League or Conference from addressing same; however, the NJSIAA will not honor such protests for non-conference games/meets, neither will the NJSIAA hear appeals to a League or Conference decision based upon an official's judgment or misinterpretation of the playing rule.

Forfeit – Schools may not mutually agree to a forfeit; only Leagues or Conferences or the NJSIAA may award forfeits.

When submitting records for tournament qualification, schools listing forfeit wins/losses must attach an explanation for the game.

Coaches must be cautioned not to refuse to play or to complete a game/meet. Such decisions are within the jurisdiction of the game/meet officials once game/meet has started, or rest with home management and/or tournament director if the game/meet has not started.

Forfeit – League/Conference – Non-Conference

When a penalty involving a forfeit is assessed against a member school by a League or Conference it is mandatory that the conference/league Secretary submit, immediately in writing, the action taken, reason why, schools involved, date and site of the game/meet/match to the Central Office. This applies to all sports.

If a member school in a non-conference game/meet/match feels a forfeit might be warranted, relevant information as stated above should be forwarded by the Principal, immediately in writing, to the Central Office for the Executive Director's decision.

*CL: When forfeits are received, a member school may not compete on the “forfeit day” when such competition would put the school in conflict with the number of games permitted per day/week/season unless the forfeiture is expunged from the record by League or Conference action or by mutual agreement of the schools*

### **ELIGIBILITY OF ATHLETES**

In order for students to compete in interscholastic athletics, they must completely fulfill all the regulations and requirements set forth by the New Jersey State Interscholastic Athletic Association.

A. The major state requirements for ALL ATHLETES are:

1. Must be amateurs
2. Cannot play under an assumed name
3. Cannot receive money or valuable award for playing
4. Cannot sign contract to play on professional team
5. Must not have reached 19<sup>th</sup> birthday before September 1<sup>st</sup>
6. Are ineligible after the class in which they entered in the 9<sup>th</sup> grade has graduated.

B. The local requirements for ALL ATHLETES are:

1. Must attend school the day of the game (be in school by mid-day), if the game is on a Saturday, must attend school Friday. Any exception to this rule must have the prior approval of the Principal and the Athletic Director.
2. Must be a student in good standing (behavior unbecoming an athlete could result in the Principal and/or the Athletic Director revoking the privilege of a student to participate on an athletic team temporarily or permanently.)
3. Must have satisfactorily passed a physical examination given by the school physician or family doctor.
4. Must have the consent of their parent or guardian in order to participate in interscholastic athletics.
5. An athlete who has been dropped from a team because of disciplinary conduct or breaking of training rules cannot go out for another sport during the same sport season. Sport seasons consist of fall, winter and spring.
6. Any student under suspension is ineligible during that period of suspension.

### **ACADEMIC ELIGIBILITY OF ATHLETES**

Coaches must submit a complete list of candidates to the Athletic Director who shall check academic eligibility. Coaches must also inform their squads of NJSIAA academic eligibility standards at the preseason meeting.

#### 1. Fall and Winter Athletic Season

- a. To be eligible for athletic competition for the fall and winter athletic seasons, students must have successfully fulfilled the academic and attendance requirements for 30.0 credits of coursework from the preceding academic year. The first semester rule does not apply to incoming ninth grade students for the fall and winter seasons.

#### 2. Spring Athletic Season

- a. To be eligible for athletic competition for the spring season, students must have successfully fulfilled the academic and attendance requirements for 15.0 credits of coursework from the preceding academic semester.

### **TRAINING RULES AND PERSONAL CONDUCT OF ATHLETES**

Physical and moral training should rank high in our aims and objectives through athletics. Generally, it is the individual coach's responsibility to establish training rules for the team. There are, however, certain basic factors that should be constant for all teams and participants in the athletic program.

Violation of these rules or conditions will result in penalties in proportion to the offense.

1. The conduct of all team members is the responsibility of the coach. Conduct on buses, in locker

rooms, on the practice fields, etc., must be supervised at all times. You are responsible for, and expected to, enforce strict discipline at all times.

2. Coaches should also be concerned about the behavior of athletes outside of school as well. 15
3. The use of drugs, drinking and smoking are direct violations of the most basic training rules and school rules. Any report of a squad member being involved in these actions demands immediate response by the coaching staff and a report to the Athletic Director and Principal. .
4. Practice sessions are important to the success of our teams. Each athlete has an obligation to the team, the school, the coach, and to himself/herself to be at every practice. Each absence from practice must be investigated and reviewed. Attendance records should be maintained. Excessive absences from practice may result in dismissal. Each coach should develop a policy approved by the supervisor and the policy should be reviewed and explained to athletes.
5. If an athlete is dismissed from a team, the coach should inform him/her as to the specific reason; the Athletic Director should be notified as well.
6. It is important that coaches constantly remind players of the following sportsmanship responsibilities:
  - a. Student athletes should treat opponents with respect that is due to them as guests and as fellow human beings.
  - b. Student athletes should shake hands with opponents.
  - c. Student athletes should exercise self control at all times, respect officials, and not argue calls or make gestures.
  - d. Student athletes should accept victory or defeat with pride.
  - e. Student athletes should accept seriously the responsibility and privilege of representing the school and community.



**PARAMUS PUBLIC SCHOOLS****PARAMUS, NEW JERSEY  
JOB DESCRIPTION****TITLE:** COACH AND/OR ASSISTANT COACH**QUALIFICATIONS:**

1. New Jersey certification as a teacher or holder of a County Substitute Teachers Certificate. 2. Experience as a player and/or coach in a sport coupled with a knowledge of the fundamentals, strategies, rules, etc.
3. Willingness to serve as a coach for only one sports team each season.
4. A philosophy consistent with Paramus High School's athletic program
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** HIGH SCHOOL PRINCIPAL AND/OR ATHLETIC DIRECTOR **JOB GOAL:** To assist each participating student to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self esteem.

## **PERFORMANCE RESPONSIBILITIES:**

1. Coaches individual participants in the skills necessary for successful achievement in the sport involved.
2. Plans, organizes, and schedules a regular program of practice in season and is responsible for implementing an offseason training program for their athletes.
3. Works closely with the Athletic Director in scheduling interscholastic contests.
4. Recommends purchase of equipment, supplies, and uniforms, as appropriate.
5. Maintains necessary attendance forms, insurance records, and similar required paperwork.
6. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Establishes criteria for eligibility in interscholastic competition in his/her sport. Sets academic and team rules, guidelines and expectations for their athletes.
8. Enforces disciplined and sportsmanlike behavior at all times.
9. Abides by the rules and regulations of the school administration and follows the guidelines of the "Paramus Coaches' Handbook."
10. Helps to foster a positive public image of our programs and practices.
11. Oversees the supervision of the locker room, showers, toilet area, transportation and other designated areas.
12. Assumes responsibility for the issuance and collection of supplies and equipment.
13. Assists student athletes in the process of college placement in obtaining information relative to college scholarships and college placement.
14. Assumes such other duties as directed by the head coach and/or Athletic Director.
15. Head coaches are responsible for positively interacting with recreation sponsored teams. They will establish a positive rapport through attendance at clinics, practices and competition.
16. Responsible for assuring all required preseason testing is complete. The testing includes baseline concussion testing, heat acclimatization testing, first aid and CPR testing, hydration testing and any courses required by the NJSIAA.
17. All new, first time coaches are required to participate in the NJSIAA program, "Principles in Coaching". Participation will be arranged through the athletic Director.

**TERMS OF** Compensation in accordance with the negotiated Agreement between the Education

**EMPLOYMENT:** Association of Paramus and the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually by the Principal and the Athletic Director.

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## **PARAMUS PUBLIC SCHOOLS PARAMUS, NEW JERSEY JOB DESCRIPTION**

**TITLE:** ASSISTANT VOLUNTEER COACH

### **QUALIFICATIONS:**

1. High school graduate
2. Highly recommended by the head coach and Supervisor of Wellness/Athletic Director
3. Experience as a player and/or coach in a sport coupled with a knowledge of the fundamentals, strategies, rules, etc.
4. A philosophy consistent with Paramus High School's athletic program
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Required criminal history background check.

**REPORTS TO:** HEAD COACH and/or ATHLETIC DIRECTOR

**JOB GOAL:** Works with the head coach to help each athlete achieve a high level of skill, an appreciation for the values of sportsmanship, and an increased level of self-esteem.

**PERFORMANCE RESPONSIBILITIES:**

1. Reports directly to the head coach for duties and responsibilities
2. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
3. Enforces discipline and sportsmanship at all times under the supervision of the head coach
4. Fosters a positive public image for our programs
5. Works with athletes in the presence of the Head Coach
6. Attends all scheduled practices and competitions of the team
7. Assumes such other duties as directed by the head coach and/or Supervisor of Wellness/Athletic Director

**TERMS OF EMPLOYMENT:** One sport season – this is a voluntary position

**EVALUATION:** Performance evaluated annually by the Head Coach



**PARAMUS HIGH SCHOOL** East 99

Century Road, Paramus, New Jersey 07652 • 201.261.7800 • 201.634.0791 (f)

Derek England  
*Athletic Director*

**TRAVEL RELEASE FORM**

This is to certify that \_\_\_\_\_ has my permission to travel with

\_\_\_\_\_ from the \_\_\_\_\_  
(Parent/Guardian/Adult transporting the student) (sport)

event on \_\_\_\_\_, at \_\_\_\_\_  
(date) (location)

The reason for not riding the bus is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that Paramus High School Athletic Policies require that students ride the team bus to and from all athletic events and a departure from this requirement will release the Paramus Board of Education from all liability for any adverse results that may occur.

I agree to release the Paramus Board of Education and its employees and officers from all liability with reference to the above stated transportation.

This form, **signed by both the coach and parent/guardian**, must be on file in the Athletic office prior to the start of the event.

\_\_\_\_\_  
Signature of Parent or Guardian Phone Number

\_\_\_\_\_  
Signature of Coach Phone Number

APPROVED: \_\_\_\_\_  
Derek England  
Athletic Director

**PARAMUS HIGH SCHOOL**

**HEAD COACH SUMMATIVE EVALUATION REPORT**

COACH: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

1 = Ineffective 2=Developing 3=Effective 4= Highly Effective

**COACHING PERFORMANCE:**

\_\_\_\_\_ Conducts himself/herself in a professional and sportsmanlike manner at all times and

- \_\_\_\_\_ maintains an appropriate perspective on winning/losing.
- \_\_\_\_\_ Effectively teaches the fundamental philosophy, skill and knowledge of the respective sport and emphasizes the importance of sportsmanship.
- \_\_\_\_\_ Develops a well organized practice schedule and maintains effective discipline at both practices and games including accurate attendance.
- \_\_\_\_\_ Praises positive performances and offers constructive criticism for sub-par performances.
- \_\_\_\_\_ Constructs effective game plans by utilizing acceptable scouting procedures.
- \_\_\_\_\_ Keeps up to date on new strategies and trends of the sport by attending clinics and/or reading coaching publications.

**RELATIONSHIPS:**

- \_\_\_\_\_ Demonstrates positive enthusiasm for working with athletes.
  - \_\_\_\_\_ Communicates effectively with athletes and parents.
  - \_\_\_\_\_ Shows an interest in academic requirements by monitoring academic progress.
  - \_\_\_\_\_ Supports team as well as individual accomplishments.
  - \_\_\_\_\_ Is respectful to athletes, parents, other coaches and officials.
  - \_\_\_\_\_ Maintains a positive rapport with coaching staff, administration and faculty. \_\_\_\_\_
- Models positive behavior, sportsmanship, and fair play through their coaching methods.

**ADMINISTRATIVE RESPONSIBILITIES:**

- \_\_\_\_\_ Cooperates with the Athletic Office regarding paperwork and information in a timely manner.
- \_\_\_\_\_ Attends the required sportsmanship summits.
- \_\_\_\_\_ Conducts a pre-season meeting and communicates expectations, physical procedures, and important season dates.
- \_\_\_\_\_ Communicates effectively with the Athletic Office regarding specific needs, scheduling, transportation, etc.
- \_\_\_\_\_ Abides by the district's policy for medical/academic clearance for participation.
- \_\_\_\_\_ Communicates with assistant coaches with regard to roles, duties and expectations.
- \_\_\_\_\_ Abides by all relevant Board of Education Policies, administrative, NJSIAA, Big North, and county guidelines.
- \_\_\_\_\_ Follows proper budget and purchase order procedures, including submission deadlines.
- \_\_\_\_\_ Maintains and updates team and individual records including attendance.
- \_\_\_\_\_ Supervises practices and locker room when athletes are present.
- \_\_\_\_\_ Demonstrates care of school facilities and equipment and submits a detailed inventory of team equipment after each season.
- \_\_\_\_\_ Submits end of season reports in a timely manner.
- \_\_\_\_\_ Is available to counsel and assist all participants in decision making relative to college choice, vocation or daily problems. In addition, Coach is up to date on NCAA clearinghouse requirements.

**Related Responsibilities:**

- Compliance with: Meeting Deadlines NA 1 2 3 4 Inventory NA 1 2 3 4
- Equipment NA 1 2 3 4
- Pre-Season NA 1 2 3 4
- Communication NA 1 2 3 4
- Clearance Procedures NA 1 2 3 4

**Assess the team and your performance this year:**

**What are your goals for next year:**

**What can the Athletic Office do to assist you in achieving your goals:**

**Additional Comments (Athletic Director):**

**Coach's Comments:**

\_\_\_\_\_ **Athletic Director's**

**Signature Date**

\_\_\_\_\_ **Coach's Signature Date**

**PARAMUS HIGH SCHOOL**

**ASSISTANT COACH SUMMATIVE EVALUATION REPORT**

COACH: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

S = Satisfactory N = Needs Improvement = Unsatisfactory N/A = Non-applicable

**ADMINISTRATION/MANAGEMENT:**

- \_\_\_\_\_ Adheres to Athletic Department and school policies
- \_\_\_\_\_ Administration and coordination of Varsity and Sub Varsity levels
- \_\_\_\_\_ Organization of practice/game time
- \_\_\_\_\_ Submits requested forms promptly
- \_\_\_\_\_ Attends requested meetings
- \_\_\_\_\_ Supervision of athletes
- \_\_\_\_\_ Maintains discipline
- \_\_\_\_\_ Preparation of budget
- \_\_\_\_\_ Care and maintenance of equipment and facilities
- \_\_\_\_\_ Distribution and collection of equipment

**PERSONAL:**

- \_\_\_\_\_ Leadership
- \_\_\_\_\_ Self-control and poise
- \_\_\_\_\_ Application of good judgment
- \_\_\_\_\_ Physical appearance
- \_\_\_\_\_ Relationship with administration
- \_\_\_\_\_ Relationship with staff
- \_\_\_\_\_ Relationship with athletes
- \_\_\_\_\_ Initiative and enthusiasm
- \_\_\_\_\_ Pride in work
- \_\_\_\_\_ Initiating
- \_\_\_\_\_ Knowledge of sport
- \_\_\_\_\_ Professional growth
- \_\_\_\_\_ Concern for the athletes' welfare

**SKILLS AND TECHNIQUES**

- \_\_\_\_\_ Ability to teach fundamentals
- \_\_\_\_\_ Ability to evaluate athletes' skill levels
- \_\_\_\_\_ Ability to improve the athletes' levels

- \_\_\_\_\_ Ability to stimulate sportsmanship
- \_\_\_\_\_ Ability to develop good team spirit
- \_\_\_\_\_ Ability to develop leadership
- \_\_\_\_\_ Ability to instill self-confidence
- \_\_\_\_\_ Ability to be fair and objective

**ADDITIONAL COMMENTS:**

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**Recommended for:** \_\_\_\_\_ **Not Recommended for:** \_\_\_\_\_

**Head Coach:** \_\_\_\_\_ **Assistant Coach:** \_\_\_\_\_

**Principal:** \_\_\_\_\_ **Athletic Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_






**I. Overall Team Records:**

**a. Varsity:**

**b. Junior Varsity:**

**c. Freshman:**

**Big North League Record:**

**Varsity League Record:**

**Place in Division:**

**II. Individual Recognition (All League, County, State)**

