South Plainfield High School
Coaching Manual
South Plainfield High School
Athletic Program

I acknowledge that I have received a copy of the South Plainfield High School Coaching Manual, which describes important information about our athletic program, policies, and coaching expectations.

I understand that I should consult with the Athletic Director if I have questions or concerns with the information in the Coaching Manual.

I understand and agree that I will read and comply with the policies and program information contained in this Coaching Manual.

___________________________________
Coaches Name (Printed)

___________________________________
Coaches Signature

___________________________________
Date
“Without self-discipline, success is impossible – **period**!”
Lou Holtz, Notre Dame

“Never give up! Failure and rejection are only the 1st steps to success.”
Jim Valvano, NC State University

**Philosophy**

The coaching staff of South Plainfield High School has dedicated itself to the development of the total student-athlete. Both the physical and psychological growth of each person is conscientiously considered when planning and implementing our athletic program.

Our staff is aware of the individual needs of youth as well as the social implications of being able to work as a member of a team. Our goals are to produce young men and women who have the capacity to be successful citizens in our highly competitive society.

We also want students to graduate and be able to say they were proud to have been a part of South Plainfield Athletics.
South Plainfield High School Athletic Program

We are very proud of our student athletes at South Plainfield High School. We have numerous District Championships, GMC Division Championships, GMC Conference Championships, Sectional Championships, and State Championships and many of our athletes have garnered All-State and All-County recognition, and our athletic program is well respected by both the NJSIAA and Greater Middlesex Conference.

The “program”, whether a particular sport or a combination of all the sports in our school, is a body of people and procedures that seek common goals. The goals involve striving to win, participation, teamwork, a sense of accomplishment, personal growth in the classroom and on the playing field, and a range of individual needs that coaches and athletes bring to school each day.

The “program” is all of them, and the SUCCESS of the program is yesterday’s, today’s, and tomorrow’s athletes, all of whom are or will be seeking the benefits that it can provide. The role of contributing to a tradition, which brings honor to students, school and community, is worthy of the best efforts of all concerned.

Sports Seasons – Beginning to End

Coaches are to begin their seasons in accordance with NJSIAA regulations, which are as follows:

- **Fall Sports** – August until the conclusion of the Varsity season
- **Winter Sports** – Monday before Thanksgiving until the conclusion of the Varsity season/Swimming and Bowling season will begin one week prior.
- **Spring Sports** – the first Friday in March until the conclusion of the Varsity season

- All coaches are required to work until the last Varsity contest
- Officiating during your season is frowned upon unless it is done after regular coaching hours and does not interfere with your team
- Each coach is appointed on a yearly basis, and all coaches are evaluated at the conclusion of each season, after all games are completed and the end of season report is turned into the Athletic Office
- Coaches shall be paid in accordance with the South Plainfield Board of Education and SPEA salary guide. Coaches will be paid ½ their stipend 30 days (approx.) from start of season and remaining ½ at the conclusion of their season.

Chain of Command

Board of Education
Superintendent
Principal
Director of Athletics
Head Coach
Assistant Coaches
Parents/Guardians
Student/Athletes
We will make every effort to keep everything “in-house” and out of the Main Office or Central Office.

Any problems should be dealt with accordingly, by following the proper steps. Athletes and parents will be told to speak to coaches first, and head coaches should always talk to the Director of Athletics before going any further with problems. Assistant coaches should talk to head coaches first, and so on.

**Characteristics of Highly Successful Coaches**

1. Continues to pursue excellence  
2. Strong organizational skills  
3. Ability to communicate  
4. Enthusiasm/passion for your sport  
5. Empathy/show players you care  
6. Sportsmanship/Integrity  
7. Strong work ethic  
8. Knowledgeable  
9. Disciplined  
10. Tough, but fair  
11. Honesty/loyalty  
12. Leadership  
13. Positive attitude  
14. Value relationships  
15. “Now” person  
16. Emotionally stable  
17. Inspiring personality/role model (on/off field)  
18. Power to concentrate and analyze under emotional situations

Overall, it is the coach who sets the tone and leads by example for their players. It is how a coach lives and what he/she stands for that players will remember in their future. All young people need positive role models to follow, and coaches are often placed in a position to lead by example. It is a very large and rewarding opportunity.

**Coaches Sportsmanship**

The *American Heritage Dictionary* defines sportsmanship as “*one who abides by the rules of a contest and accepts victory or defeat graciously*”

The NJSIAA defines sportsmanship as “*those qualities that are characterized by generosity and genuine concern for others*”

In its simplest form, sportsmanship is “*basic civility*”

**Integrity, fairness and respect** – these are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.
A coach who is a good sport believes and teaches that athletic competition is an ethical pursuit, one which builds character and shapes lifetime attitudes.

As a coach at our school, your sportsmanship goals should include:

- Helping your athletes develop a positive self-image
- Promoting respect for the rules, officials and their decisions, and opponents; and display no behavior that could incite fans
- Encouraging a constructive attitude toward competition; shake hands with officials and the opposing coach in public
- Developing a sense of dignity under all circumstances
- Always setting a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior
- Demanding that your athletes make sportsmanship a #1 priority
- Developing and enforcing penalties for your athletes who do not abide by sportsmanship standards

You are one of the most influential people in a student athlete’s life. Your job is not only to teach the skills of the game, but also to teach how to win and lose graciously. You must also remind them that sport is meant to be fun. The athletic skills these young people learn from you may only be used for a few years. The attitudes they develop toward themselves and others will last a lifetime.

*Always keep in mind that you are coaching a student/athlete, not a particular sport.*

**Coach**

- In choosing to be a coach, you have chosen one of the toughest, most influential and rewarding positions in the field of education. Coaches are part parent, part drill sergeant. A coach can never tell the ever-lasting influence they have on their athletes until many years later. Coaches must be willing to give freely of their time, and in return they must expect little financial reward, little privacy, little praise and plenty of criticism.
- A coach must always follow the credo of: “Athletes first, winning second”.
- According to sports psychologists, the two most important needs of young athletes are:
  1. To have fun, which includes the need for stimulation and excitement
  2. To feel worthy, which includes the need to feel competent and successful

- All coaches must practice the 3 S’s:
  1. Safety
  2. Supervision
  3. Sportsmanship
- A good coach is respected in their community, a leader in their school, and make lasting friendships wherever they go. They have the satisfaction of seeing athletes develop and improve in ability. They learn the thrill of victory and how to accept defeat with grace. Their association with their players keeps them young in mind and spirit. In their heart they know that in spite of inconveniences, criticisms and demands on their time, they are proud of their profession, for they are **THE COACH!**
• All coaches have a love and passion for their sport – remember why you started in this profession in the first place
• Be on time, be where you are supposed to be, and do what you are supposed to do – **ALWAYS**
• Measure yourself and your teams first against other coaches and teams in our school
• Then measure yourself and your teams against other coaches and teams in your division, County, State, etc.

**Coaches Dress Code**

• Coaches should set the example, both for practice and for games, of proper coaching attire for your sport – “look” like a coach
• We want our athletes to be aware of their role as representatives of their school, and coaches should contribute to this awareness by being properly, professionally attired at all times.

*One of the greatest qualities of successful leaders is vision.*

* - Father Hesburgh
  Former President, University of Notre Dame

**John Wooden’s Five Laws of Teaching**

1. Tell them
2. Then show them
3. Have them demonstrate
4. Then correct them (correction)
5. Then have them repeat (repetition)

**Head Coach**

• There are two kinds of people:
  1. Those that do the work
  2. Those that take the credit
     * Try to be in the first group because the second group is too crowded
• Head coaches should be involved in all areas of their program (rec leagues, summer leagues, 8th grade program, off-season conditioning, etc.)
• Being a head coach is a tremendous responsibility and it has become a year-round profession (pre-season, in-season, off-season, etc.)
• Head coaches should be enthusiastic and show a definite passion for their sport – this will most certainly rub-off on your athletes and your entire program
• Keep kids #1 – we wouldn’t have jobs if it were not for the kids
• The head coach must create a vision, set goals and involve everyone.
• The head coach must get everyone working together to achieve success – make everyone (staff, players, etc.) accountable to each other
• Head coaches are expected to attend all Conference/County meetings as they pertain to your sport
Head coaches are required to take the fundamentals of coaching course that is mandated by the NJSIAA
Head coaches are required to take the concussion and heat & acclimation courses
Head coaches will be required to take any/all other courses mandated by the NJSIAA

“The Chinese built the Great Wall, but did not build trust in the guardsmen - they were bribed and China was invaded 3 times through the gates”.

Assistant Coaches
- Assistant coaches should show 100% loyalty to the head coach and to the program
- Discuss all problems directly to the head coach
- Please do not discuss problems with players, etc., with other teachers in the faculty room or with other coaches in the coaches’ office.
- Assistant coaches are under the direction of the head coach of that sport – any concerns or problems should be brought to your head coach first, and then the head coach will take it through the proper channels
- All assistant coaches must be involved with the Varsity program when not practicing or playing games themselves
- Assistant coaches are required to work from the start of the season until the last Varsity game played
- Assistant coaches must also be involved in all post season duties (equipment, meetings, etc.)
- Assistant coaches should also be as involved as possible in off-season duties (weight room, conditioning, summer, etc.)
- Assistant coaches are required to take the fundamentals of coaching course that is mandated by the NJSIAA
- Assistant coaches are required to take the concussion and heat & acclimation courses
- Assistant coaches will be required to take any/all other courses mandated by the NJSIAA
SOUTH PLAINFIELD HIGH SCHOOL
COACHES CHECKLIST

Being organized is a key for success. This checklist should help eliminate oversights. All items listed are considered part of your coaching duties.

1. Announce the dates for physicals to your team and help when they are scheduled.
2. Meet with assistants prior to the first practice.
3. Develop a practice schedule which includes non-school days and distribute to coaches, players, trainer, and Athletic Director.
4. Submit a tentative roster by grade and alphabetical order.
5. Announce and distribute written team rules, including the South Plainfield Athletic Contract. Collect and return the signed contracts to the Athletic Office.
6. Meet with seniors seeking college placement assistance.
7. Remind athletes about attendance policy.
8. Remind athletes to study and maintain good grades. Let them know how to arrange for extra help and that you will be monitoring their progress.
9. Review the list of students with medical problems distributed by the Nurse’s Office.
10. Distribute and collect athletic permission and emergency cards.
11. Obtain a first aid kit and water cooler from the trainer.

The items listed below need to be completed prior to receiving your final check.

12. Collect and pursue all missing equipment. The Equipment Manager will sign off when everything is accounted for.
13. Turn in a fully completed end of year report.
14. Turn in any material you want considered for your assistant coaches evaluation.
15. Turn in a list of players who earned varsity letters at least two weeks prior to Letter Winner Awards night.
16. Make an appointment with the Athletic Director to receive final check, review the budget for next season, and discuss your coaches’ evaluation.

MJB/sk
JOB DESCRIPTION

A person who is asked to coach a competitive team has every right to be given a clear understanding of what coaching entails. The following Job description will serve to introduce the coach to the broad spectrum of responsibilities that the job requires.

Title: Head Coach

Reports to: Athletic Director or Building Principal

Function: To coordinate all aspects of the assigned interscholastic sport and to work cooperatively with all personnel in maintaining a quality program within the policy framework of the South Plainfield School District.

Duties:

1. Be responsible for all matters pertaining to the organization, administration, and coaching of the team under his/her direction. Understand and enforce all rules of the NJSIAA and the South Plainfield School District.
2. Monitor and evaluate the athletes academic progress and assist with post high school planning.
3. Cooperate with the administration, athletic director, fellow coaches, and students to support the best interest of the entire athletic program.
4. Work with the athletic director in the appointment and dismissal of sub varsity coaches in grades 6-12.
5. Have meetings with sub varsity coaches to coordinate coaching methods at different levels; assign to all coaches; provide information to the athletic director necessary for evaluating the performance of sub varsity coaches in grades 6 - 12.
6. Conform to athletic department policy regarding equipment and supplies including budget recommendations, and distribution, collection, care, and use of uniforms and equipment.
7. Monitor for safety and make recommendations concerning maintenance and repair of athletic facilities.
8. Represent the team at Conference, District, and State meetings pertaining to the sport. Attend seeding and All-Star selection meetings.
9. Prepare a roster of all team members participants, complete return: permission cards, emergency cards, and the South Plainfield Athletic Contract.
10. Assume responsibility for teaching sportsmanship, fair play, and proper conduct before, during, and after events.
11. Assume responsibility for all athletes until they have dressed and have left the building, practice area or game site. This responsibility can be delegated to an assistant coach. Secure all gates, locker rooms, and gymnasium or fieldhouse facilities before leaving the area.
12. Accompany and supervise the team to and from all contests.
13. Plan and supervise all practice sessions which should stress fundamentals while effectively integrating proven methods with innovative coaching techniques.
14. Be willing to devote sufficient time and effort to coaching duties (both in-season and out-of-season).
15. Conform to athletic policy to assure that students are not given keys to enter areas when a coach is not present, or to practice or train when a coach is not present.
16. Conform to school policies in handling injuries; report all serious injuries immediately to the athletic trainer with a follow-up report to the athletic director.
17. Attend scheduled school meetings unless excused. When excused during sports season, coaches should check with the principal or department chairperson to determine what transpired at a meeting.
18. Turn in a complete inventory of all equipment, including uniform numbers and sizes, to the athletic director at the conclusion of the season.
19. Complete and return the Coaches End of Season Report form to the athletic director within two weeks after the last contest.
20. Perform other duties as assigned by the athletic director or principal.

Title: Sub Varsity Coach

Responsible to: Head Coach, Athletic Director, Building Principal

Function: To cooperate with and assist the head coach of the assigned interscholastic sport in maintaining a quality program within the policy framework of the South Plainfield School District.

Duties:
1. Cooperate with the head coach, athletic director, and the principal in performing duties related to the school athletic program.
2. Monitor and evaluate the athletes' academic progress.
3. Support the head coach in conducting the athletic program of that particular sport and the total athletic program of the school district.
4. Remain loyal to the head coach and to the team regarding team strategy, philosophy, and overall practice routine as set forth by the head coach.
5. Attend all practices beginning the first day and continuing to the end of the season. Be available for all staff meetings and scouting assignments. Collect emergency cards, permission cards, and Athletic Contracts.
6. Assume the responsibility for maintenance of facilities and personnel in the absence of the head coach.
7. Report all injuries, misconduct, or other unusual situations to the head coach and athletic director.
8. Assist the head coach with uniform/equipment collection and inventory at the end of the season.
9. Assume all duties as assigned by the head coach. This could include direct responsibility for a sub varsity team (i.e., J.V., 7/8 grade).
10. Complete and return an End of Season Report form to the athletic director within two weeks after the last contest when applicable.
11. Monitor for safety and make recommendations concerning maintenance and repair of athletic facilities.
12. Perform other duties as assigned by the head coach or athletic director.
13. Develop an understanding of all participatory requirements mandated by the N.J.S.I.A.A. and the South Plainfield School District.
“There is a vast difference between making a suggestion and making a decision.”

Volunteer Coaches

- Coaches who are not employed by the Board of Education are not permitted to coach our Athletes
- Volunteer coaches can be brought in as a “clinician”, but only under the supervision of the coach, and must be approved by the Director of Athletics and Board of Education pursuant to Policy 9181
- Volunteer coaches are never to be left alone with athletes
- Volunteer coaches will be required to take any/all courses mandated by the NJSIAA.

“The leader who stands still is not progressing, and he will not remain a leader for long”.

Leadership

- Leadership is an acquired skill (you did not come out of the womb directing traffic)
- Leadership is the ability to attract followers, and good leaders will not only attract followers, but they will help to create new leaders
- Effective leaders know that 5 basic skills must be mastered to be an effective leader:
  1. Get out front – initiate things; plan and invest time in people
  2. Be positive – provide hope for your athletes
  3. Have high expectations – don’t settle for less
  4. Take risks –
     “We will either find a way, or we will make one”
     • Hannibal over the Alps
  5. Be innovative – look at different ways to do the same thing

Evaluation of Coaches

Coaches are evaluated on an on-going basis throughout the year and will meet with the Director of Athletics at the conclusion of each season to go over their status.

“You are not leading if no one is following.”

The following factors are considered when evaluating coaches:
1. Did the athletes have a good, enjoyable experience?
2. Did the players learn and improve throughout the season?
3. Did the coaches, individuals and team represent the school in an exemplary fashion?

If you can say yes to these three criteria, you have had a successful season.
South Plainfield Public Schools  
DEPARTMENT OF ATHLETICS  
Head Coach Formative/Summative Evaluation Report  

<table>
<thead>
<tr>
<th>Key Definitions</th>
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<tbody>
<tr>
<td>Effective (E) = meets performance expectations</td>
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<td>Partially Effective (PE) = performance expectations are met inconsistently; further development needed</td>
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<td>Ineffective (I) = performance expectations are not being met</td>
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<td>Not Applicable/Observed (NA) = neutral rating, neither positive nor negative</td>
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### A: Athletic Sport Administration Expectations

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<tr>
<th>Expectation</th>
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<tr>
<td>Knows and adheres to BOE policy as it applies to the sport</td>
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<tr>
<td>Knows and adheres to conference and state rules and regulations</td>
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<td>NJSSAA certifications for coaching are completed within the required designated time</td>
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<td>Demonstrates knowledge of sport and teaches it effectively. Maintains a knowledge of current trends and developments</td>
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<td>Utilizes the chain of command and refers concerns through appropriate channels</td>
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<td>Attends local/state/conference/staff/departmental meetings as required</td>
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<td>Establishes (within district guidelines) the philosophy, skills and techniques to be taught to athletes</td>
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<td>Trains and informs assistant coach(s) and encourages professional growth</td>
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<td>Delegates specific duties and provides input on assistant coach(s) evaluations</td>
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<td>Builds morale/cooperation and resolves grievances</td>
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<td>Assists AD with scheduling, transportation and special events</td>
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<td>Assists program coordination with maintenance and school employees</td>
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<td>Provides local and state documentation for athletic participation</td>
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<td>Provides safeguards for maintenance/protection of equipment and facility</td>
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<td>Assists in preparation of budget and establishes priorities</td>
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<td>Supervises all areas used by student-athletes efficiently</td>
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<td>Communicates effectively with Staff/Administration</td>
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<td>Provides training rules and regulations of the sport to each athlete</td>
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<td>Regularly monitors student-athlete’s grades and conduct</td>
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<td>Adheres to all medical and athletic training programs and policies</td>
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<td>Directs student managers, assistants and statisticians</td>
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<tr>
<td>Maintains discipline and follows athletic department/district policies</td>
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23. Instills in players a knowledge of use/respect for equipment and school property

24. Advises and assists athletes in the post High School planning and selection process

### B: Planning and Preparation Expectations

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<tbody>
<tr>
<td>1.</td>
<td>Conducts a pre-season meeting and communicates expectations, physical procedures, and important season dates</td>
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<td>2.</td>
<td>Attend all coaches meetings scheduled by the Athletic Department</td>
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<td>3.</td>
<td>Develops practice plans emphasizing skills which could prevent injuries (i.e. tackling, goaltending, etc.)</td>
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<td>4.</td>
<td>Keeps attendance records for all practice and game sessions</td>
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<td>5.</td>
<td>Updates and distributes equipment inventory</td>
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<td>6.</td>
<td>Promotes the sport and recruits athletes</td>
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### C: In-season Expectations

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<tr>
<td>1.</td>
<td>Uses appropriate teaching/coaching practices</td>
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<td>2.</td>
<td>Constructs effective game plan utilizing acceptable scouting procedures</td>
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<td>3.</td>
<td>Demonstrates good judgement, communication, and a sense of fairness with players</td>
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<td>4.</td>
<td>Promotes sportsmanship throughout the season</td>
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<td>5.</td>
<td>Submits required reports and communicates transportation changes</td>
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<td>6.</td>
<td>Keeps possession of emergency cards and completes injury reports</td>
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<td>7.</td>
<td>Supervises all athletes and utilized facilities until the last player leaves campus safely</td>
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<td>8.</td>
<td>Maintains effective public relations with media and all stakeholders</td>
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### D: Post-season Expectations

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<td>1.</td>
<td>Submits post season honors list to athletic department in a timely manner</td>
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<td>2.</td>
<td>Collects and accounts for all equipment inventory</td>
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<td>3.</td>
<td>Updates team and individual season and career records</td>
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<td>4.</td>
<td>Cleans team room</td>
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<td>5.</td>
<td>Submit equipment/damage obligation report to Athletic Director</td>
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<td>6.</td>
<td>Organizes an end-of-season awards event for the individual sport</td>
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<td>7.</td>
<td>Submits all End of Season Reports in a timely manner</td>
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<td>8.</td>
<td>Implements an out-of-season conditioning and weight training program</td>
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<td>10.</td>
<td>Researches and distributes any clinic/camp information for athletes</td>
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<td>11.</td>
<td>Encourages athletes to participate in another school sport</td>
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### E: Professional Responsibilities

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<td>1.</td>
<td>Reports to all team related events on time and maintains good attendance</td>
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<td>Is a positive role model: displays self-control and ethical behavior; represents school in a positive manner</td>
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<td>Maintains and secures school keys</td>
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<td>5.</td>
<td>Is professional in demeanor and dress</td>
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<td>6.</td>
<td>Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community and responds to requests in a timely manner</td>
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**Overall Performance Ratings:**

__________ Recommended

__________ Not Recommend
Evaluator’s Final Comments and Recommendations:

Signature of Coach: __________________________________________ Date: ____________________________

Signature of Evaluator: ________________________________ Date: ____________________________

Signature of Principal: __________________________________ Date: ____________________________

Coach’s signature indicates that a copy of this evaluation report has been received and has been discussed with the evaluator. It does not necessarily mean that the coach agrees with the evaluation.
South Plainfield Public Schools  
DEPARTMENT OF ATHLETICS  
Assistant Coach Formative/Summative Evaluation Report

<table>
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<tr>
<th>Name:</th>
<th>Evaluator:</th>
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<th>Assignment:</th>
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**KEY DEFINITIONS**

- **Effective (E)** = meets performance expectations  
- **Partially Effective (PE)** = performance expectations are met inconsistently; further development needed  
- **Ineffective (I)** = performance expectations are not being met  
- **Not Applicable/Observed (NA)** = neutral rating, neither positive nor negative  
- **Recommended** = demonstrates competence in most or all criteria with no severe deficiency in any criteria  
- **Not Recommended** = lacks competence in numerous criteria or displays severe lack of competence in one or more criteria

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**A: Athletic Sport Administration Expectations**

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<tr>
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<th>E</th>
<th>PE</th>
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<tbody>
<tr>
<td>1. Knows and adheres to BOE policy as it applies to the sport</td>
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<td>2. Knows and adheres to conference and state rules and regulations</td>
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<td>3. NJSIAA certifications for coaching are completed within the required designated time</td>
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<td>4. Demonstrates knowledge of sport and teaches it effectively. Maintains a knowledge of current trends and developments</td>
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<td>5. Utilizes the chain of command and refers concerns through appropriate channels</td>
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<td>6. Attends local/state/conference/staff/departmental meetings as required</td>
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<td>7. Establishes (within district guidelines) the philosophy, skills and techniques to be taught to athletes</td>
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<td>8. Builds morale/cooperation and resolves grievances</td>
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<td>9. Assists Head Coach with scheduling, transportation and special events</td>
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<td>10. Assists program coordination with maintenance and school employees</td>
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<tr>
<td>11. Provides local and state documentation for athletic participation</td>
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<tr>
<td>12. Provides safeguards for maintenance/protection of equipment and facility</td>
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<td>13. Supervises all areas used by student athletes efficiently</td>
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<td>14. Communicates effectively with Staff/Administration</td>
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<td>15. Provides training rules and regulations of the sport to each athlete</td>
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<td>16. Regularly monitors student-athlete’s grades and conduct</td>
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<td>17. Adheres to all medical and athletic training programs and policies</td>
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<td>18. Directs student managers and statisticians</td>
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<tr>
<td>19. Maintains discipline and follows athletic department/district policies</td>
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20. Instills in players a knowledge of use/respect for equipment and school property

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<tr>
<th>B: Planning and Preparation Expectations</th>
<th>E</th>
<th>PE</th>
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<tbody>
<tr>
<td>1. Develops practice plans emphasizing skills which could prevent injuries (i.e. tackling, goaltending, etc.)</td>
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<tr>
<td>2. Attend all required coaches meetings scheduled by the Athletic Department</td>
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<td>3. Keeps attendance records for all practice and game sessions</td>
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<tr>
<td>4. Updates and distributes equipment inventory</td>
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<tr>
<td>5. Promotes sport and recruits athletes</td>
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<tr>
<th>C: In-season Expectations</th>
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<th>PE</th>
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<tr>
<td>1. Uses appropriate teaching/coaching practices</td>
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<td>2. Constructs effective game plan utilizing acceptable scouting procedures</td>
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<td>3. Demonstrates good judgement, communication, and a sense of fairness with players</td>
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<td>4. Promotes sportsmanship throughout the season</td>
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<td>5. Submits required reports and communicates transportation changes</td>
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<td>6. Keeps possession of emergency cards and completes injury reports</td>
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<td>7. Supervises all athletes and utilized facilities until the last player leaves campus safely</td>
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<td>8. Maintains effective public relations with media and all stakeholders</td>
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<tr>
<th>D: Post-season Expectations</th>
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<tbody>
<tr>
<td>1. Collects and accounts for all equipment inventory</td>
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<tr>
<td>2. Updates team and individual season and career records</td>
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<tr>
<td>3. Cleans team room</td>
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<td>4. Submit equipment/damage obligation report to Head Coach</td>
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<td>5. Submits all End of Season Reports in a timely manner</td>
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<td>6. Encourages/implements summer activities to enhance program</td>
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<td>7. Researches and distributes any clinic/camp information for athletes</td>
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**Overall Performance Ratings:**

- _______ Recommended
- _______ Not Recommended
Evaluator’s Final Comments and Recommendations:

Signature of Coach: ___________________________________________ Date: ________________________
______________

Signature of Evaluator: _____________________________________ Date: ________________________
______________

Signature of Principal: _____________________________________ Date: ________________________
______________

Coach’s signature indicates that a copy of this evaluation report has been received and has been discussed with the evaluator. It does not necessarily mean that the coach agrees with the evaluation.
Clinics/Camps

All coaches are encouraged to attend as many clinics and work at as many different camps as you can – “It’s what you learn after you know it all” that really counts.

There are so many different and new methods pertaining to every sport, that it is imperative to keep our programs competitive and at their highest levels. Working with and seeing your peers instruct and demonstrate is a great way to increase your all-around skills as a coach. The only way to get better is to learn from the best – seek out the best coaches and the best programs and see how they do some things that you can adopt for our programs here at South Plainfield High School.

All coaches are also encouraged to either start, continue and/or promote the summer camps here at South Plainfield High School. It is a great way to get the younger township athletes exposed to your program.

*Be sure to read NJSIAA pamphlet on out of season regulations.

Scouting/Preparation

- All head coaches are responsible for organizing a plan to scout future opponents
- You, or your assistants, should make every effort to scout all opponents before you play them
- You should always have a “game plan” for every practice and every game

Dealing with Parents

The coach-parent relationship is most successful when it is kept on a formal basis. Each parent is primarily concerned with the success of his/her child rather than with the team.
- Coaches should plan a Parents’ Night (see below)
- Athletes and parents must come through you first, either by phone conversation or by a meeting
- Keep an open line of communication, but avoid confrontations immediately after practices or games
- Make parents aware of proper behavior and etiquette at home and away contests

Parents’ Night

All coaches should schedule a Parents’ Night to inform athletes and parents about your program and expectations:
- Your philosophy
- Expectations for individuals and team
- Location and times of practices and games
- Team requirements, i.e., off-season conditioning, goals, etc.
- Injury procedures
- Contract-team rules, guidelines and discipline, and the consequences of the infractions and denial of participation
- Chain of Command
- Criteria for receiving a letter
• Academics
• College process (clearinghouse, core units, SAT’s)
• Hazing/harassment
• Sportsmanship
• Uniforms/equipment
• Assistant coaches

**Parent Booster Clubs**

Booster Clubs are a support group under your direction.
• All fund-raising must be program-centered and approved
• Athletes are not permitted to do any work or fundraising unless supervision is present at all times
• No door to door sales allowed unless approval from South Plainfield Police Department
• Use of any building areas must be approved with a building use form sent to Mrs. Wrublevski (do this well in advance).
• Coaches, or assistant coaches, should attend meetings to keep a grasp over all dealings of the group
• Please do not entertain complaints about other coaches or the administration – remember we are in this together!
• All fundraising activities must be approved by the head coach and Director of Athletics and then approved by school administration prior to event
• All funds raised need to benefit our student athletes

**Varsity Awards/Senior Night**

Each team is encouraged to hold a Varsity/Senior Night, and will be coordinated with the Athletic Office and Athletic Director. Additionally, at the conclusion of the year, a Senior Letter Dinner will be held to recognize the senior varsity letter winners. This will be organized by the Athletic Booster Club and each coach is ENCOURAGED to attend this event.

**Banquets**

You, as the head coach, are in charge of your banquet if you choose to have one for your program. Your Booster Club will assist *YOU* in the organization of *YOUR* banquet. Be sure to check the date of your banquet with the administration so that there are no conflicts (other banquets, testing, awards nights, etc.).

The administrative concerns are length, format and presentation at the various banquets. As such, banquets should be governed by the following format, to the extent possible:
• Start on time (whatever the start time is – start on time) – you preach to your athletes all year about discipline and being on time and punctual, and this should be a continuation of that philosophy
• Lower levels should give a general overview/highlights of their season (not every stat) and a little something about each player (one comment – not all their stats and season occurrences)
• No MVP or MIP awards should be given to lower level teams – only Coaches’ Awards are
acceptable at the lower levels, and they are not sponsored by the Athletic Department

- Varsity coach should talk in detail about the season, highlighting team and individual accomplishments
- Presentation of Varsity Awards – this should be the focal point of the evening
- Talk about each kid individually, starting with Sophomores, and working up to the Seniors.
- Keep comments positive, from your best player to the last player on the bench – avoid all inflammatory comments about the season, the team or any individual players
- Be sure athletes know the proper attire to wear to your banquet – tell them how you want them to look. Remind them that the school dress code applies.
- Athletes who are absent should not be talked about
- Everything should remain formal (handshakes) – hugs, kisses, etc. should be avoided

*All school rules apply to athletes attending banquets (absent, suspended, etc.)*

This is an evening when coaches are under the microscope and come under great scrutiny for the conclusion of their season, especially if the season was not as successful as you had hoped. This format will help make the evening run smoothly and more successfully.

**Awards Criteria**

- Every coach should have a clearly defined set of rules for players receiving a Varsity letter
- The criteria should be explained to your athletes so there is no confusion at the end of the season – explain it to them early in your season
- Special consideration can be given to Seniors and special cases that have not met specific requirements – injured athletes must remain “active” in your program.
- All seniors receive Varsity letters, not J. V. letters.
- Winter athletes who are academically ineligible after the first semester can still earn a Varsity letter if they meet all criteria, but they are not allowed to attend any post-season dinners or award ceremonies

**Faculty Relations**

- The relationship between coaches and faculty should be positive at all times
- Coaches should assist athletes and teachers in solving problems or difficulties in class
- Contacts with students and teachers should be professional and ethical at all times – it should reflect appreciation, understanding and cooperation
- Coaches should encourage athletes and assistant coaches to show loyalty and enthusiasm for all other teams and school activities

“Every season is a journey – enjoy the trip”

- Coach K. Duke
**Working with Grounds Manager or Inside Set-Up Staff**

If you encounter any problems or concerns with your fields or inside practice or playing areas, please address these concerns with the Director of Athletics first.

**Pre-Season Organizational Meetings**

The NJSIAA only allows you to have one organizational meeting per sport, per year. Announcements should be made and fliers should be posted well in advance of your meeting. Any signs posted to announce meetings must be pre-approved by building administration. Check with trainer and nurse for proper paperwork and deadlines for the return of all materials. Be sure you have bus passes and all student/athletes must be supervised until the late bus arrives or they are picked up/leave the premises.

**Rosters**

- Initial rosters should be distributed to all teachers after your initial pre-season meeting. The following statement must be contained on each roster provided to teachers: “Please inform me immediately if you have any concerns about any of these athletes who are trying out for ______.” This may help you in your decision-making during the try-out process.
- Once your team has been selected, distribute your final roster to all teachers. The following statement must be contained on each final roster: “Please inform me immediately of any academic or behavioral issues with any of the following students.”
- Rosters should be clearly defined, and also submitted to the Athletic Office (Varsity, J. V., Freshmen) – in alphabetical order – immediately after meeting so that student eligibility can be determined.

* The Athletic Office must be notified immediately of any additions or deletions to your rosters – there should be no additions to your team after the try-out process (except for transfers).

**Physicals**

Physicals must be completed before any student/athlete is allowed to try-out for any athletic team. According to N. J. A. C. 6A:16-2.2, all physical examinations must be done in the medical home (a health care provider and that provider’s practice site chosen by the student’s parent or guardian for the provision of health care) of the student. All physicals must be completed on the proper school forms (obtained from the coach, nurse or trainer) and within the required time for participation. Students and parents must also complete a health history form, a participation questionnaire/contract, and a permission slip for each sport. One physical is good for the entire year, and a multi-sport athlete needs only to complete a new permission slip and health history form prior to their next sport’s season. Make sure coaches are aware of any medical problems you may have (ex: asthma, etc.)

* Chiropractors cannot perform sports’ physicals.

- All head coaches are responsible for distributing the proper paper work to athletes at their pre-season meetings, and are responsible for the proper collection of all materials well in advance of your season.
- Any athlete injured in a previous sport, and whom a doctor saw, must be cleared by that doctor
before they can compete in their next sport.

- Manager/Scorekeepers must have a permission slip

Clear List

- **Do not**, under any circumstances, allow any athlete to participate in **any** activities if they are not on the clear list presented to you by our Trainer/Nurse.
- Any late additions, we must know immediately, to check our records (*i.e.*, the reason for joining the team late) this should be frowned upon – it is not fair to those athletes who have been on the team from the beginning of practice/try-outs.
- Coaches are responsible for making sure all athletes are academically eligible once they are cleared.
- Make sure you are aware of any medical conditions of your athletes (*ex*: asthma, etc.)
- Ineligible athletes cannot participate in games but may be allowed to practice with the team at the discretion of the coach and Athletic Director.

Accident Reports

- If an athlete is injured at practice or in games, an accident report must be filed with the trainer immediately after the practice or game.
- When in doubt – fill one out! It can save you many problems in the future.

Injuries

- Any injured athlete should be seen by our trainer first, whenever possible.
- If an athlete goes to an outside doctor, he/she must be cleared by that doctor before they can participate again.
- If athletes are not cleared to participate in physical education, then they cannot participate in athletics either.
- Physical education teachers will work with injured athletes, who are cleared to play, by modifying their activities, provided the athlete is in “good standing” in the class.
- Coaches should call home to check on any injured athletes.
- Injured athletes requiring immediate transportation in an ambulance must be accompanied by the student’s parent, coach or other responsible adult. In the event that a student requires transportation to the hospital due to injury, coaches must notify designated District administration and the student’s parent via telephone Policy 2431.1.
- All injured athletes must remain as an “active member” of their team (attending all practices/games) in order to letter, go to the banquet, get post-season recognition, etc.
- The coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his/her participation in the athletic program, regardless of the severity of the injury or disability, and the report shall comply with the guidelines enumerated in Policy 2431.1(D)(1).

Contracts
• In addition to the general Board of Education permission slip/contract, (see back page) each coach should have a more detailed, sport-specific contract outlining rules, procedures, practices, games, academics, behavior, etc.
• Make sure your discipline is fair and consistent – one of the biggest complaints from parents is that coaches are inconsistent in their discipline
• Athletes must be monitored all year
• You must follow-up on all infractions – keeping them in-house and discipline accordingly
• If the administration has to get involved, the results will be more serious and have a greater effect on your program. However, if the infraction rises to a level requiring administration involvement, i.e., harassment, intimidation or bullying, substance abuse, fighting, etc., Coaches must inform the administration as soon as possible for potential disciplinary action pursuant to Board Policy.
• Contracts should be signed by parents and athletes, and kept on file
• If you suspend an athlete, notify the parent and explain, etc. The Director of Athletics must also be informed immediately
• Form player contracts must be provided to the Athletics Office for review and approval prior to distribution to athletes and parents.

Report Cards

• Coaches should check all athletes report cards the same day they are distributed
• Out of season coaches should make arrangements to get their athletes report cards the same day, as well
• If an athlete has a poor report card, either academically or their behavior grades, action should be taken by the coach immediately and in accordance with that student’s player contract provided at the beginning of the season (probation, suspension, removal from the team, etc.)
• Hopefully, with the regular distribution, checking and follow-up of grade cards, there should be far less problems and “surprises” at report card time
• If an athlete is academically eligible, but exhibits poor grades and poor behavior in many subjects, they can be put on administrative probation until they show progress in these classes – coaches should handle this before the administration has to intervene
• The coach, exercising reasonable judgment, may make this determination on a case by case basis to ensure to the academic success of the student athlete

Athletes Suspended From School

Any athlete suspended from school is not allowed on school grounds on the day of suspension, therefore is not permitted to practice, play games or have any association with any team functions. Depending on the nature of the suspension, the athlete may also be suspended or removed from his/her athletic team.

Athletes Tardy/Absent From School

Any athlete who is absent from school is ineligible to participate in practice or games that day unless they receive written administrative clearance – no exceptions. Any athlete who is tardy will need to be in
school for four consecutive (4) hours to be able to participate in practice or a game. Athletes with a temperature of 100°F are sent home from school and cannot return to school until they are fever free for 24 hours.

**Athletes Serving Detention**

Any athlete who has detention, must report to detention before they report to your practice or game. Whatever additional discipline a coach imposes after that is up to each individual coach, in accordance with the rules set forth in that coach’s player contract. Discipline shall be administered in an even-handed manner to all athletes.

**Athletes On Fine List**

Any athlete whose name appears on the fine list is immediately ineligible to participate in practice or games until the fine is paid and you get a receipt of payment from the Main Office – do not accept the verbal word of any athlete – no exceptions.

Coaches, players and teams are not permitted to have their own “fine system” under any circumstances.

**Incompletes**

If an athlete receives an incomplete in-season in any class, they must be monitored and be making satisfactory progress towards removing the incomplete, or they should not be permitted to compete in interscholastic contests – again, coaches are expected to monitor this progress in a professional manner so that the administration does not have to intervene.

If an athlete receives a final grade of incomplete, or an incomplete after 2 marking periods, they will be put on probation or suspended for the Fall/Winter or Spring season, respectively, until the incomplete is completed.

**Handling Athletes With Other Interests**

- Coaches should try to work with athletes who may also participate in band, chorus, play, etc.
- Let athletes know the consequences of missing practices, games, etc.
- Varsity athletes should know up front, at your pre-season meeting or sooner, that it is almost impossible to juggle some other interests without severely interfering with the Varsity team, and therefore they may have to make a decision and chose one or the other at this point in their career.

*Remember – Board Policy and/or School and Coach/Team rules must be consulted and complied with for the above issues. If in doubt, or if Policy or rules do not address a matter, it is your responsibility to contact the Director of Athletics as soon as possible. Some things are governed by Board policy, while others are school or coach/team rules.

**Recruitment Of Athletes**
Coaches must continuously strive to get the best athletes out for their teams, but it should never come at the expense of an athlete playing another sport during your season. This is unethical and is frowned upon – if the athlete chooses to leave on his/her own, then that is their choice. This can also lead to hostility and feuding between teams, and this should be avoided at all times. Athletes should be encouraged to compete in multiple sports.

**Physical Education Classes**

- Athletes are not to be excused from physical education classes.
- Athletes will dress and participate in physical education classes on days of practices/games.
- At the teacher’s discretion, athletes may be excused from strenuous activities (such as running the mile, etc.) on days of games, providing they are in “good standing” in the class.
- Athletes with medical excuses from physical education will not be permitted to participate in an athletic contest or practice for the duration of the medical excuse.
- No team issued equipment is permitted to be worn for physical education classes.

**Weight Room**

- Coaches are encouraged to utilize the Strength Coach during your season and in the off-season.
- The weight room is open 5 days a week, so all coaches should encourage their athletes to do proper weight training all year long.
- Studies have proven that weight training will increase performance, improve confidence, reduce injuries, and decrease recovery time.

**Meeting Rooms**

- Team meetings can be held in classrooms or other areas in the High School, but a building usage form (found on the “P” drive or in Main Office) must be completed in advance of your meeting.
- All rooms are to be left neat and clean, with desks returned to where they were found.

**Phone Messages**

- Phone messages, which either come in from the Main Office or the Athletic Office, must be returned as soon as possible.
- This helps to foster improved public relations.
- Helps alleviate the same person calling and the same messages over and over.
- It is an important part of the communication area of your job.

**Mailboxes**
• This is our main source of communication – check as often as possible because some things will need your immediate attention
• Please respond promptly to all messages

Off-Season Communication

• Coaches should be working on their upcoming scrimmage and regular season schedules with the Director of Athletics, along with other details of the job
• Be sure to stop in the Athletic Office regularly – some things come up that need to be addressed in the off-season
• Contact with students should be by school email or through approved messaging applications (ex. Remind 101)
• Director of Athletics should have your summer number or cell phone number for the summer months – many things happen over the summer that may need your immediate attention

Weekly Schedule

• The weekly athletic schedule will be emailed to each coach
• It must be checked regularly by in-season coaches for errors or some games or times you may not be aware of
• Game times, opponents, sites, bus times, etc., are some of the items on the weekly schedule

Keys/Security

• All areas in which your team dresses, practices or plays games, should be properly secured at all times
• Refrain from giving keys to your athletes or anyone else who is not part of your program
• Only coaches hired by the Board of Education should be handling keys
• Athletes are not permitted to operate doors in the gym
• The last team practicing or playing in the gym or stadium area must lock doors/gates – do not leave this responsibility to a player

Parking Lot

• Coaches and athletes are to park in designated areas only, including weekends
• Absolutely no one is permitted to park in the area by the auto shop bays – weekends included, or on grass grounds by gym doors unless given permission by the Director of Athletics
• Athletes are not permitted to park in non-official parking lot/spots on school or field grounds
• Please remind parents about parking in proper spots

Hazing
Any form of hazing, which is illegal in the State of New Jersey, is strictly prohibited and must be carefully monitored by all coaches at all levels. Coaches are expected to talk to all their athletes about what hazing is and what the consequences of such behavior will be. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purposes of initiation or membership in, or affiliation with any school activity recognized by the Board of Education. State, Local, and BOE rules will apply in disciplinary actions regarding hazing.

**Practice Areas**

- Clearly defined practice areas and times, both for indoors and outdoors, will be set up in conjunction with the Director of Athletics, and must be followed unless prior approval is given.
- Any changes to your practice routine (areas and times) must be approved by the Director of Athletics so there are no conflicts with other teams – you are expected to practice six days a week.

*“The clock does not go tick, tick, tick – it goes precious, precious, precious.”*
*“Everyone has the same 24 hours to work with – what are you going to do with yours?”*

**Practice**

- Coaching is teaching, and teaching is helping your athletes to learn.
- Learning is 89% visual, 10% audible, and 1% other stimuli.
- Learning is a relatively permanent improvement in performance capability arising from practice.
- The 3 stages of learning are:
  1. Mental State
  2. Practice Stage
  3. Automatic Stage
- 4 steps to teaching sports skills are:
  1. Introduce the Skill
  2. Demonstrate/Explain the Skill
  3. Practice the Skill
  4. Provide feedback to correct errors.
- Principles for a better practice:
  1. Practice the right skill
  2. Practice in contest-like conditions as soon as athletes can do so
  3. Keep practices short and frequent when teaching new skills
  4. Use practice time efficiently
  5. Make optimal use of facilities and equipment
  6. Make sure athletes experience a reasonable amount of success at each practice
  7. Make practice fun
- All teams are encouraged to practice 6 days a week – vacations and holidays included.
• A clearly defined set of practice plans should be implemented on a daily basis
• Set the tone right away – re-enforce that athletes must set good examples and be positive influences and leaders in school.
• Athletes should be working on all individual skills that they will need to be successful at whatever level they are at.
• Improvement in all areas should be evident as the season progresses
• An athlete should show marked improvement in skills as they progress through their careers in your program.
• Pre-season practices are generally longer than in-season practices.
• Practices should be crisp and meaningful – always with an objective or purpose in mind.
• Studies have shown that practices lasting longer than 2 hours are counter-productive and will wear teams out as the season progresses.
• Water should be provided for the teams at each practice or athletic event.

A journey of a thousand miles begins with a single step.
-Lao-Tzu

“Tell me, and I will forget
Show me, and I might remember
Involve me, and I will understand.”

• The ultimate goal is to have your team improve and playing their best at tournament time at the end of the season.
• Document everything and keep a daily log of happenings (attendance, stats, positives, negatives, etc.)
• Make maximum use of minimal time and space – the more excuses you make, the more excuses your athletes will have for not being successful.
• The Director of Athletics must be informed when you are not practicing, so other teams can use your time and space.
• Also, inform the Main Office of any announcements about practice cancellations before the end of the day.
• Practices on weekends or holidays will generally begin between 8:00AM – 11:00AM (usually we have to be out of the building by 3:00PM).
• No athletes are permitted back into the school hallways after practice – all personal belongings must be brought to practice directly after school.
• No athlete is to be in the hallway by the Main Office or in the lobby at any time (exception – Bowling/Swimming teams).
• Coaches should arrive ½ hour before the start of practice on weekends or holidays.
• Athletes must be supervised at the conclusion of practice, either in the locker room or in the parking lot waiting to get picked up – keep them in one area – together.
• All athletes must practice for 6 days before they can participate in a scrimmage or a game against another school.
• Be sure to follow-up and discipline athletes who do not attend practices.
• Be sure to work with athletes who have a legitimate need for extra help in certain classes.
• Coaches who have double sessions, must get permission slips signed by athletes and parents, as to
where (and if they have permission) they will be between practices. One coach must stay to supervise any athletes who are not leaving

- Staff Development – only head coaches (in-season) are excused from attending Staff Development unless prior exceptions were made with the Athletic Director
- Make sure you have signed permission slips (one time for the season) as to where athletes are going after school until they return for practices, games, busses, etc.

**Parents at Practice**

- For some sports, because of the area and/or nature of the sport, it is conducive for parents to attend practice sessions
- Some athletes feel uncomfortable with other players’ parents at practice
- Parents should be in the “background”, allowing the players to practice, and the coaches to coach
- Parents should respect your wishes if you ask them to move to other areas
- Be sure to go over your feelings about these issues at your Parents’ Night

**Inclement Weather**

- Please tell your players and parents NOT to call the Main Office or the Athletic Office, until after 1:00PM – we will wait as long as possible to try and play our games
- Coaches should submit announcements to the Main Office for any contingency plans for cancelled games or poor weather that day
- All teams are expected to practice on inclement weather days, if space is available – something can always be done to improve (conditioning, videos, classroom work, weight room, etc.)
- If school is cancelled or let out early because of poor weather or an emergency situation – NO practice or games are permitted that day.
- If school has a delayed opening, all events will be held as scheduled unless otherwise determined by Athletic Director, Principal, or Superintendent

**Supervision of Athletes**

- The coach should be the first to arrive and the last to leave (athletes should not report until 15 minutes before practice on off days, and coaches should arrive 30 minutes before)
- Keep athletes out of the coach’s office – 1 athlete at a time using the phone or talking to coaches
- Keep athletes out of the trainer’s room unless they are getting treatments
- Athletes are not permitted in the team room at any time unless a coach is present
- Keep athletes in one “holding” area when they are waiting to be picked up from practices or games – and they must be supervised
- Coaches are the last to leave the premises – no athlete is to be left alone in the school building or parking lot
- Athletes are not permitted on the playing areas unless a coach is present
- Athletes should go into and out of the locker room as a team
Team Room/Locker Room

- All rooms should be locked before practices and games begin – and again when athletes leave after practices or games
- Encourage players to lock all locks and not to share lockers
- Keep combinations in a safe, secure place
- Do not give keys to athletes for any reason
- Some of our locker rooms are used by visiting teams – make sure they are properly cleared out when you are done
- Coaches must be present and supervise their teams in locker rooms – at all times
  - Before and after practices and games, NO EXCEPTIONS!

“In the last analysis, mind triumphs over matter, and the will to win is more crucial than the skill to win.”

- Cus D’Amato

Games

- Coaches must remember that it is an honor and a privilege, and a tremendous responsibility to represent South Plainfield High School in an athletic event
- Coaches are expected to display proper sportsmanship and have their teams disciplined to do the same
- Any coach missing games in-season should have prior approval from the Athletic Director
- Coaches are expected to coach competitively to the best of their ability at all times, regardless of the score or the outcome
- Make sure your athletes know what is expected of them on game days (proper dress, etc.)
- The coach’s attitude and demeanor will rub off on their athletes on game days
- Athletes are to wear school issued equipment only, and all other equipment (bags, sneakers, etc.) must be in school colors only
- Athletes who are on the fine list, receive poor report card (academics/behavior), have incompletes, tardy, absent, suspended are not permitted to play in interscholastic athletic contests
- Be sure athletes are aware that they are expected to be at all games, which are subject to change throughout the season, and include any tournament games. They must be available nights, weekends, holidays, vacations, etc.
- Any other breach of your sport’s contract would also make them ineligible to participate
- Game reports must be completed and submitted by the next morning to the Athletic Office
- Inform the Athletic Director immediately of any occurrences that you think will need immediate attention or that he will hear about the next day
- Be sure to submit a PA announcement to the Main Office before homeroom after any victory or outstanding achievement by your team or any individual athletes

Away Games/Transportation

- Coaches are expected to travel with the team and should always remember that we are representing our school and community when traveling to away games
Before departing, make sure you have directions and your bus driver’s phone number.

Coaches should check the bus before you get on and after you get back – do not rely on athletes to do this. Point out any problems to the bus driver immediately.

Make sure the same bus is staying with you – if it is not, ask the bus driver to call and make sure the next bus knows exactly where to pick you up.

Athletes are also expected to travel by school sponsored bus or van to all away games.

On rare occasions, it may be necessary for a parent to transport an athlete either to a game or from a game – they must have a signed form into Athletic Office prior to event.

When leaving the game, the coach must visibly see and meet the parent before he/she will release the athlete.

Coaches must inform all athletes of proper behavior and cleanliness on the busses.

Always leave your changing/dressing areas, and/or bench areas, cleaner than you found them when you arrived.

Be sure to point out any damage or any other problems to the site manager at the visiting school so our athletes do not get unjustly blamed for any problems – check all locker areas before your team goes in to change.

Athletes needing to use the facilities, or go anywhere else at an away game, must notify the coach and always travel with 2 or more people in your group.

At the conclusion of a contest, coaches must keep all your athletes together – do not allow some to wander away.

Walk to the bus together as a group – be sure not to make any comments to opposing fans as you leave.

Any improper behavior will be reported by the host school or bus company, and will be dealt with accordingly.

Phone Lists

All coaches should keep a phone list of all important numbers with them at all times (inside your score book is a good spot), both at school and at home.

Players home numbers, parents’ work numbers, and any cell phone should also be included.

All important school numbers, as well as bus company numbers, should also be on that list.

Please always refer to District Policy when communicating with student-athletes.

Game Reports

Each coach must be filled out a game report on paper or online and submit it to the Athletic Office the next morning after all contests.

These are very important so the Athletic Department is aware immediately of all happenings (injuries, problems, etc.)
• Anything that may need more immediate attention, please feel free to call the Director of Athletics at home or cell phone

End of Season Report

At the conclusion of each season, every coach at every level, must complete an End of Season Report, which includes game by game results, rosters, stats and records, special awards, inventory of equipment, etc. Coaches will be evaluated after the Director of Athletics reviews the End of Season Reports.

*The reports must be filled out completely on the forms you are given.

Stats/Records

• All coaches are asked to keep all pertinent stats as they relate to your sport – all levels
• Stats are to be kept updated and accurate
• A compilation of all individual and team stats will be turned in with your End of Season Reports

Media Relations/Publicity

• Be available and keep good correspondence
• Avoid negatives about either your team or your opponent – remember, things always look worse in print the next day
• You must call, or someone reliable must call, all local newspapers (The Observer, TAPS, Home News Tribune, Star Ledger, Metuchen/South Plainfield Review) after all home contests – win or lose
• For away contests out of our local area, you must also call in the results – win or lose
• Be sure to put in an announcement sheet before homeroom the morning after a win or major accomplishments by your team or any of your athletes
• All head coaches must log on and update all results required by NJSIAA

Ordering Equipment

• Head coaches will meet with the Director of Athletics to go over their equipment orders
• Priority items that are necessary for each sport will receive first consideration when ordering
• No equipment shall be ordered without the prior written approval of the Director of Athletics and the preparation and approval of a purchase order. All ordering must be done in accordance with Board of Education policy and procedures.

Equipment

• Coaches are expected to label all equipment
• Be sure to have athletes sign for all equipment that they receive
• Keep accurate records and collect equipment immediately after your season ends
• Submit fine slips to the office immediately when equipment is not returned
• Athletes must wear school colors only (bandanas, headbands, etc. are not permitted)
• Only school – issued equipment is to be worn at practice or games
• Issued equipment is not allowed to be worn at home, around town, to school or during physical education classes
• Athletes are not permitted to keep equipment in the off-season or be used during the summer months
• Collect equipment immediately from an athlete who quits or is dismissed – put a fine slip in at once if not returned.

Inventory

• All head coaches are responsible to submit a complete inventory of all equipment in their program at the conclusion of each season
• This must be included with their End of Season Report

Websites

• You must keep your own set of signed permission slips
• If all members of your team do not have signed consent forms, you cannot have a website
• Head coaches are responsible for all record keeping in this area

Out of Season/Off Season

All coaches are responsible for knowing all NJSIAA guidelines. Failure to do so could result in forfeitures, dismissals, etc. and further NJSIAA sanctions. If you have any questions about what can/cannot be done, ask the Athletic Director at all times. When in doubt, leave it out until you get an answer. Remember, you are accountable for what happens in your program, both in-season and out of season.

ATHLETICS - STATE REQUIREMENTS

In addition to and including the preceding eligibility requirements established by the South Plainfield Board of Education, the New Jersey Interscholastic Athletic Association (NJISAA) in its Bylaws requires the following eligibility standards for the student athlete who participates in any sport under its governance including:

<table>
<thead>
<tr>
<th>Sport</th>
<th>V, JV, F</th>
<th>V, JV, F</th>
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<th>V, JV, F</th>
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<td>Baseball</td>
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<td>Fastpitch</td>
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<td>Tennis (Boys)</td>
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<tr>
<td>Basketball (Boys)</td>
<td>V, JV, F</td>
<td>Football</td>
<td>V, JV, F</td>
<td>Tennis (Girls)</td>
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<tr>
<td>Basketball (Girls)</td>
<td>V, JV, F</td>
<td>Football</td>
<td>V, JV, F</td>
<td>Track-Spring (Boys)</td>
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<tr>
<td>Bowling (Boys)</td>
<td>Gymnastics (Girls)</td>
<td>Track-Spring (Boys)</td>
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<tr>
<td>Bowling (Girls)</td>
<td>Lacrosse (Girls) V, JV</td>
<td>Track-Spring (Girls)</td>
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<tr>
<td>Cross Country (Boys)</td>
<td>Soccer V, JV, F</td>
<td>Volleyball (Girls) V, JV</td>
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<tr>
<td>Cross Country (Girls)</td>
<td>Softball V, JV, F</td>
<td>Wrestling V, JV</td>
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<td></td>
<td>Swimming (Co-ed)</td>
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V = Varsity     JV = Junior Varsity     F = Freshman
NJSIAA STANDARDS ESTABLISH THAT A STUDENT IS:

A. Eligible, if the student has earned the required course credits:
   FIRST SEMESTER: 30 credits for Seniors, Juniors, and Sophomores
   SECOND SEMESTER: 15 credits for Seniors, Juniors, Sophomores, and Freshmen

B. Eligible, if the student has not reached the age of nineteen (19) before September 1, of the current school year.
C. Eligible to represent the high school with eight (8) consecutive semesters following entrance into the ninth grade.
D. Eligible, if the student transfers because of a change of residence by parents/guardian or as approved by the Executive Committee.
E. Eligible, if transferring from one secondary school to another, after the expiration of thirty (30) calendar days during the school year provided the appropriate waiver has been signed indicating no recruitment.
F. Ineligible, if the student has received any cash or merchandise prizes (this may especially occur in bowling or golf.)
G. Eligible, if the student has completed the appropriate sports physical examination as explained on page 58 under sports physicals.

NOTES TO STUDENT ATHLETES

- Participation in school intramurals is construed as out-of-season practice if you participate in that sport at the interscholastic level.
- Students who wish to participate on organized teams outside of school are advised to consult with the Athletic Director before participating. Students who are medically excused from physical education are excluded from participation in athletics.

SPORTS PHYSICALS

Sports physicals are to be completed by student’s private physician at the student’s expense.
The Medical History Questionnaire and Athletic Examination forms can be obtained from the Health Office and are the only forms that will be accepted. Both forms must be filled out and returned to the Health Office. A physical examination cannot be given more than sixty days before the first practice of the sport; otherwise, a Health History Update form must be completed.

CONDUCT/DISCIPLINE PARTICIPATION IN SPORTS

The Board of Education recognizes that the problem of appropriate conduct at school functions and activities presents a continuing challenge in its schools. The district’s commitment to maintaining athletics and co-curricular based on appropriate student conduct requires a clear policy.
Participation in athletics and co-curricular activities is a privilege. Pupil participants, by virtue of their voluntary decision to participate in these co-curricular and athletic activities, and because of their position as school leaders and role models in the school community, have a heightened responsibility to conduct themselves in an appropriate manner. The district is committed to being proactive in ensuring the safety of all pupils participating in athletics and co-curricular activities.

This policy shall apply to all South Plainfield School District students in grades 6-12 who participate in any athletics and co-curricular activities.

All students are required to sign a code of conduct form that will be retained by the Director of Athletics. Although this document indicates that failure to abide by the code can result in suspension or removal from the team, the following guidelines are instituted in concert with this form. However, all discipline will be handled on a case-by-case basis.

1. Student suspension – If a student is suspended for five (5) or more days during any season on a cumulative basis that will constitute automatic removal from the team during that season.
2. In a subsequent sport season that year, if a student receives any suspension they will automatically be removed from that sport for the remainder of the season.
3. For clubs and activities, the same five (5) day cumulative suspension guideline will be in effect. Thus, if a student is suspended for five (5) or more days on a cumulative basis during any corresponding sports season that will constitute automatic removal for all future activities that season. The student will be subject to automatic removal from an activity in any subsequent season if any additional suspensions occur.
SOUTH PLAINFIELD HIGH SCHOOL
200 Lake Street, South Plainfield, NJ. 07080-3509
(908)754-4620, Ext. 274 or 275 • Fax(908)755-0820

Ms. Ardis DeCamino
School Nurse

ATTENTION PARENTS AND ATHLETES:

RETURN THIS COMPLETED PACKET TO THE NURSE. Please do not separate the papers!

1. Read the attached Information Fact Sheet that explains new regulations pertaining to the completion of required forms.

2. The sheets on yellow paper are to be completed by the parent/guardian of the student athlete. A signature is required on the bottom of pages 1 and 2, if applicable, by both the parent/guardian and the student. These pages need to be reviewed by the examining physician at the time of your examination.

3. The white pages need to be filled out by the physician after he/she reviews your health questionnaire (yellow pages) and completes your examination. Please be sure the physician signs on the bottom of page 3 and in both designated areas on page 4.

4. Page 6 is a sign-off sheet indicating that the parent/guardian and student have received and reviewed the Sudden Cardiac Death in Young Athletes pamphlet. This form needs to be returned to the health office still attached to the pre-participation physical evaluation papers. The pamphlet is for you to detach and keep for your records.

5. Once all forms are completed and signed by parent/guardian, student, and physician they need to be returned to the Nurse. The student is not able to tryout or participate in any sport until this paper work is on file in the Nurse’s Office, and has been approved by the school physician.
## Preparticipation Physical Evaluation

**History Form**

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep a copy of this form in the chart.)

<table>
<thead>
<tr>
<th>Date of Exam</th>
<th>Name</th>
<th>Grade</th>
<th>School</th>
<th>Sport(s)</th>
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**Medications and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking.

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<tr>
<th>Medications</th>
<th>Polacks</th>
<th>Food</th>
<th>Stinging insects</th>
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**Do you have any allergies?**

- [ ] Yes
- [ ] No
- [ ] If yes, please identify specific allergies below.

- [ ] Medicines
- [ ] Polacks
- [ ] Food

Explain "Yes" answers below. Circle questions you don't know the answers to.

### General Questions

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
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<tr>
<td>1. Have you ever been injured or treated for a heart problem?</td>
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<td>2. Do you have any heart problems?</td>
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<td>3. Do you have any problems with your heart?</td>
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<td>4. Do you have any problems with your heart?</td>
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<td>5. Have you ever had an electrocardiogram?</td>
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<td>6. Have you ever had a heart attack?</td>
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Explain "Yes" answers here.
# Preparticipation Physical Evaluation

**THE ATHLETE WITH SPECIAL NEEDS: SUPPLEMENTAL HISTORY FORM**

**Date of Exam**

**Name**

<table>
<thead>
<tr>
<th>Sex</th>
<th>Age</th>
<th>Grade</th>
<th>School</th>
<th>Sport(s)</th>
</tr>
</thead>
</table>

1. Type of disability
2. Date of disability
3. Classification (e.g., orthopedic)
4. Cause of disability (birth, disease, accident/injury, other)
5. Left or right side of the body is affected in playing

<table>
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<tr>
<th>Yes</th>
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6. Do you regularly use a brace, splint, prosthesis, or orthotic device?
7. Do you use any assistive device or orthotic device for sports?
8. Do you have any vision, hearing, or other sensory impairment?
9. Do you have a hearing loss? Do you use a hearing aid?
10. Do you have a visual impairment?
11. Do you use any assistive device (e.g., blindfold) or orthotic device for sports?
12. Do you have learning or academic difficulties?
13. Have you had a traumatic or surgical injury?
14. Have you ever been diagnosed with a brain-related (epilepsy) or spinal-related (spina bifida) illness?
15. Do you have a mood disorder?
16. Do you have frequent illnesses that cannot be controlled by medications?

**Explain "yes" answers here**

---

Please indicate if you have ever had any of the following:

- [ ] Arthritis/bursitis
- [ ] Allergic rhinitis
- [ ] Asthma
- [ ] Vision problems
- [ ] Hearing problems
- [ ] Epilepsy
- [ ] Learning disabilities
- [ ] Seizures
- [ ] Headaches
- [ ] Sleep disorders
- [ ] Diabetes
- [ ] Allergies
- [ ] Migraines
- [ ] Depression
- [ ] Anxiety
- [ ] Alzheimer’s disease
- [ ] Schizophrenia
- [ ] Bipolar disorder
- [ ] Stroke
- [ ] Multiple sclerosis
- [ ] Epilepsy
- [ ] Sleep disorders
- [ ] Night or morningness
- [ ] Obstructive sleep apnea
- [ ] Obesity
- [ ] Gastroesophageal reflux disease (GERD)
- [ ] Irritable bowel syndrome (IBS)
- [ ] Attention deficit/hyperactivity disorder (ADHD)
- [ ] Learning disabilities
- [ ] Specific learning disabilities
- [ ] Developmental delays
- [ ] Language delays
- [ ] Speech delays
- [ ] Motor delays
- [ ] Sensory delays
- [ ] Visual problems
- [ ] Hearing problems
- [ ] Auditory processing disorder
- [ ] Learning disabilities
- [ ] Specific learning disabilities
- [ ] Developmental delays
- [ ] Sensory delays

**Explain "yes" answers here**

---

I hereby state that to the best of my knowledge, my answers to the above questions are complete and correct.

**Signature of athlete**

**Signature of parent/guardian**

**Date**

Preparticipation Physical Evaluation

PHYSICAL EXAMINATION FORM

Name __________________________ Date of birth ________________________

PHYSICIAN REMINDERS

1. Answer additional questions on more sensitive issues
   * Do you feel elated or under a lot of pressure?
   * Do you ever feel sick, depressed, or anxious?
   * Have you ever taken a sedative, tranquilizer, or other medication?
   * Have you ever been treated for a psychiatric disorder?
   * Have you ever been treated for hearing loss?
   * Have you ever been treated for a cold, fever, or other respiratory illness?
   * Have you ever been treated for a cough, sore throat, or other respiratory illness?
   * Have you ever been treated for a cold, fever, or other respiratory illness?
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Preparticipation Physical Evaluation
CLEARANCE FORM

Name ________________________________ Sex ☐ M ☐ F ☐ Date of birth __________

☐ Cleared for all sports without restriction
☐ Cleared for all sports without restriction with recommendations for further evaluation or treatment
for ________________________________

☐ Not cleared
  ☐ Pending further evaluation
  ☐ For any sports
  ☐ For certain sports ________________________________
  Reason ________________________________

Recommendations ________________________________

EMERGENCY INFORMATION

Allergies ________________________________

Other information ________________________________

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician, advanced practice nurse (APN), physician assistant (PA) ________________________________
Address __________________________________________ Phone __________________
Signature of physician, APN, PA ________________________________

Completed Cardiac Assessment Professional Development Module

Date ________________________________
Signature ________________________________


New Jersey Department of Education 2014; Pursuant to P.L.2013, c.71

Page 4
To the Examining Healthcare Provider:

In order to ensure that the health office has a completed and updated health record for your patient/athlete, please complete the information below, and apply your stamp in the space provided.

Thank you very much for your cooperation.

Medications currently prescribed, with dose and frequency:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Most recent immunizations and DATES administered:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Provider's Stamp                                      Date of Exam
Name of School District: __________________________________________________________

Name of Local School: __________________________________________________________

I/We acknowledge that we received and reviewed the Sudden Cardiac Death in Young Athletes pamphlet.

Student Signature: ____________________________________________________________

Parent or Guardian
Signature: __________________________________________________________________

Date: __________________________

New Jersey Department of Education 2014: pursuant to the Scholastic Student-Athlet Safety Act, P.L. 2013, c71
State of New Jersey
DEPARTMENT OF EDUCATION

HEALTH HISTORY UPDATE QUESTIONNAIRE

Name of School ________________________________________________________________

To participate on a school-sponsored interscholastic or intramural athletic team or squad, each student whose physical examination was completed more than 90 days prior to the first day of official practice shall provide a health history update questionnaire completed and signed by the student’s parent or guardian.

Student ____________________________________________ Age ______ Grade ______

Date of Last Physical Examination ____________________ Sport ____________________

Since the last pre-participation physical examination, has your son/daughter:

1. Been medically advised not to participate in a sport? Yes____ No____
   If yes, describe in detail ____________________________________________________

2. Sustained a concussion, been unconscious or lost memory from a blow to the head? Yes____ No____
   If yes, explain in detail ____________________________________________________

3. Broken a bone or sprained/strained/dislocated any muscle or joints? Yes____ No____
   If yes, describe in detail ____________________________________________________

4. Fainted or “blacked out?” Yes____ No____
   If yes, was this during or immediately after exercise? _________________________

5. Experienced chest pains, shortness of breath or “racing heart?” Yes____ No____
   If yes, explain ____________________________________________________________

6. Has there been a recent history of fatigue and unusual tiredness? Yes____ No____

7. Been hospitalized or had to go to the emergency room? Yes____ No____
   If yes, explain in detail ____________________________________________________

8. Since the last physical examination, has there been a sudden death in the family or has any member of the family under age 50 had a heart attack or “heart trouble?” Yes____

9. Started or stopped taking any over-the-counter or prescribed medications? Yes____ No____
   If yes, name of medication(s) ______________________________________________

Date: __________________________ Signature of parent/guardian ___________________

PLEASE RETURN COMPLETED FORM TO THE SCHOOL NURSE’S OFFICE
All Students participating in any athletic program must fill out and comply with the Code of Conduct located at: **SP Athletic Contract**: [http://www.spboe.org/Page/636](http://www.spboe.org/Page/636)

**RANDOM DRUG TESTING** (Date Adopted: March 21, 2007)
The Board of Education recognizes that the problem of illegal substance abuse presents a continuing challenge in its schools and a clear danger to the pupil population as a whole. The district’s commitment to maintaining extra-curricular, co-curricular activities and those holding school parking permits in a safe and secure environment requires a clear policy and supportive programs relating to the deterrence of substance use by pupils involved in any such activities.

The Random Drug Testing policy shall apply to all South Plainfield School District students in grades 9-12 who participate in any extra-curricular and/or co-curricular activities, or who hold a permit to park on school property. This policy shall also apply to all South Plainfield School District students in grades 9-12 who voluntarily elect to participate in the program with parental consent.

The link for the district’s random drug testing policy is below.  

**CO-CURRICULAR ELIGIBILITY POLICY**
The Board of Education requires that a student meet the following criteria for Co-curricular eligibility:

A. Eligible, if the student has passing grades of “D” or higher all courses

B. Eligible, if the student has successfully passed the following number of total course credits:

<table>
<thead>
<tr>
<th>School Year 2013-2014</th>
<th>Completed Course Credits</th>
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</thead>
<tbody>
<tr>
<td>Sophomores</td>
<td>30 credits</td>
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<tr>
<td>Juniors</td>
<td>60 credits</td>
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<td>Seniors</td>
<td>85 credits</td>
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</table>

C. Additional NJSIAA standards establish that a student is eligible to participate in interscholastic athletics:

1. For seniors, juniors and sophomores, the first semester if the student has passed the equivalent of six courses or 30 credits from the previous school year.

2. For seniors, juniors, sophomores, and freshmen the second semester if the student has received 15 credits from quarter 1 & 2 of the current year.

*Students must be present a minimum of four (4) hours of instructional time (not including lunch) to participate in any co-curricular activities*, including athletics and evening events, on that day. A student wishing to participate in weekend and/or recess events must be in school on Friday, or the last day prior to the recess, unless prior approval is provided by administration or their designee.
South Plainfield Schools Athletic Contract

I understand that representing South Plainfield in athletics is a privilege that carries certain responsibilities. I understand that being part of the athletic program requires following rules set forth by the coach, the athletic department, and the school principal.

I agree to:

1. Conduct myself in a manner that reflects good sportsmanship at all times.
2. Refrain from taunting or physical confrontations with opponents and teammates.
3. Attend all practices and games as scheduled by the coaching staff.
4. Practice hard and work to the best of my ability at all times.
5. Refrain from drug, alcohol, or tobacco use. (Consequences will be enforced in accord with BOE Policy #5530 Substance Abuse) *
6. Treat my coaches, teammates, and opponents with respect.
7. Follow all team rules and regulations.
8. Refrain from actions which would bring discredit to myself, my team, my family, and my school.
9. Maintain regular and consistent attendance and abide by all requirements of the school attendance policy.

I understand that failure to uphold the contract will result in suspension and/or removal from the athletic program.

I understand that accumulating more than 5 days of suspension during the season will result in immediate removal from the team. In a subsequent sport season that year, if a student receives any additional suspension they will automatically be removed from that sport for the remainder of the season.

I understand that a marking period failure in subject(s) required for promotion will place me on academic probation.

*All decisions are subject to Administrative discretion.

__________________________________   ______________________________
Student Name (Please Print)                                                Coach

__________________________________   ______________________________
Student Signature                                                            Principal

__________________________________   ______________________________
Parent Signature                                                            Director of Athletics

*The consequences for students whose drug and alcohol use is confirmed under the Random Student Substance Testing Policy will be determined under that policy rather than this contract. (Refers to grades 9-12 only)
SUDDEN CARDIAC DEATH IN YOUNG ATHLETES

The Basic Facts on Sudden Cardiac Death in Young Athletes

What are the most common causes?
Research suggests that the main cause is a loss of proper heart rhythm, causing the heart to stop instead of pumping blood to the brain and body. This is called ventricular fibrillation (also called FIB-IL-ATION). The problem is usually caused by one of several cardiovascular abnormalities and electrical disturbances of the heart that go unnoticed in healthy-appearing athletes.

The most common cause of sudden death in a young athlete is hypertrophic cardiomyopathy (HCM). It is a disease of the heart, with abnormal thickening of the heart muscle, which can cause serious heart rhythm problems and blockages to blood flow. This genetic disease runs in families and usually develops gradually over many years.

The second most likely cause is congenital heart disease (CHD), which is a problem that occurs in the heart before birth. CHD can lead to abnormalities of the coronary arteries. This means that the blood vessels that supply oxygen to the heart muscle can be narrowed or blocked.

How common is sudden death in young athletes?
Sudden cardiac death in young athletes is very rare. About 105 such deaths are reported in the United States per year. The chance of sudden death occurring to any individual high school athlete is about one in 200,000 per year.

Sudden cardiac death is more common in males than in females, and in football and basketball than in other sports. It is more common in African-Americans than in other races and ethnic groups.

What is sudden cardiac death in the young athlete?
Sudden cardiac death is the result of an unexplained failure of proper heart function, usually (about 90% of the time) during or immediately after exercise without trauma. Since the heart stops pumping adequately, the athlete quickly collapses, loses consciousness and ultimately dies unless normal heart rhythm is restored using an automated external defibrillator (AED).
Sudden Cardiac Death in Young Athletes

Other diseases of the heart that can lead to sudden death in young people include:

- Myocarditis (my-oh-kar-dye-tis), an acute inflammation of the heart muscle usually due to a virus.
- Dilated cardiomyopathy, an enlargement of the heart for unknown reasons.
- Long QT syndrome and other electrical abnormalities of the heart which cause abnormal fast heart rhythms that can also run in families.
- Marfan syndrome, an inherited disorder that affects heart valves, walls of major arteries, eyes and the skeleton. It is generally seen in unusually tall athletes, especially if family history.

Asthma symptoms may also be signs of heart disease.

What are the current recommendations for screening young athletes?

New York requires all school athletes to be examined by their primary care physician ("medical home") or school physician at least once per year. The New Jersey Department of Education requires use of the specific Annual Athletic Pre-Participation Physical examination forms.

This process begins with the parents and students asking questions about symptoms during exertion (such as chest pain, dizziness, fainting, palpitations or shortness of breath) and questions about family health history.

The primary care provider needs to know if any family members died suddenly during physical activity or during a stressful situation (such as a football game). This information is necessary for determining if an athlete has a cardiac disease. This information should be provided annually for each athlete, because it is essential to identify those at risk for sudden cardiac death.

This required physical exam includes measurement of blood pressure and a careful listening examination of the heart, especially for murmurs and rhythm abnormalities. If there are no warning signs reported on the health history and no abnormalities discovered on exam, no further evaluation or testing is recommended.

When should a student athlete see a heart specialist?

The primary care provider or school physician who has concerns, a referral to a child heart specialist, a pediatric cardiologist, is recommended. This specialist will perform a more thorough evaluation, including an electrocardiogram (ECG), which is a graph of the electrical activity of the heart. An echocardiogram, which is an ultrasonic test to allow for direct visualization of the heart structure, will likely also be done. The specialist may also order a treadmill exercise test and a monitor to enable a longer recording of the heart rhythm. None of the testing is invasive or uncomfortable.

Can sudden cardiac death be prevented just through proper screening?

A proper evaluation should find most, but not all, conditions that would cause sudden death in the athlete. This is because some illnesses are difficult to uncover and may only develop later in life. Other conditions can develop following a normal screening examination, such as an infection of the heart muscle from a virus.

Why have an AED on site during sporting events?

The only effective treatment for ventricular fibrillation is immediate use of an automated external defibrillator (AED). An AED can restore the heart back into a normal rhythm. An AED is also beneficial for ventricular fibrillation caused by a blow to the chest, such as in a car accident or fall.

Effective September 1, 2014, the New Jersey Department of Education requires all public and non-public school districts to have AEDs available at every sports event. AEDs are now required to be tested and stored in a locked case.

- Have an AED available at every sports event (three minutes total time to reach and return with the AED).
- Have adequate personnel who are trained in AED use and emergency procedures.
- Have coaches and athletic trainers trained in basic life support techniques (BLS) and cardiopulmonary resuscitation (CPR).
- Call 911 immediately while someone is retrieving the AED.
EXHIBIT

SOUTH PLAINFIELD
SCHOOL DISTRICT
COMMUNITY
Policy 9162
Exhibit 1

PARENT CODE OF CONDUCT

As a parent of a Student-Athlete I agree to the following:

- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all athletes, coaches, officials and spectators of every game, competition, practice or other sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well-being of athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex or ability.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for a child to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront officials and coaches during and after games.
- I will demand a sports environment for my child that is free from drug, tobacco, and alcohol and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other athletes during games and practices, unless I am the official coach of the team.

Student’s Name ____________________________ Sports & Season

Parent/Guardian’s Name

Parent/Guardian’s Signature

Date Adopted: 17 September 2008
SOUTH PLAINFIELD PUBLIC SCHOOLS

ACTIVITY DROP FORM

Voluntary Testing Pool

I, ___________________________, wish to withdraw from the Voluntary Testing Pool.

Name of Student

I will submit this form to the Testing Coordinator. My name will be withdrawn from the random alcohol/drug testing pool. I attest that I am not involved in any activity that mandates random drug testing. Should I enroll in such activity, I will submit a new “Consent to Test Form” as required by Board Policy 5536.

This form must be signed by both student and a parent/guardian.

Student Signature  Print Name  Date

Parent/Guardian Signature  Print Name  Date

Testing Coordinator  Print Name  Date

Page 1 of 1
South Plainfield High School Athletic Department
Emergency Medical Procedures

**Life Threatening Situations**

- Injury Occurs
  - Check Scene Safety and ABC’s
  - Activate EMS and get AED
  - Coach is aware and contacts the Athletic Trainer
  - Contact Parents
  - If Parents are not at the scene and unable to meet athlete, an authorized person will accompany the athlete
  - Parents meet Athlete at hospital

**Non-Life Threatening Situations**

- Injury Occurs
  - Coach is aware and contacts the Athletic Trainer
  - Athletic Trainer Evaluation
  - If Athletic Trainer is unavailable
    - First Aid as per protocol
    - Parent notified if necessary
    - Physician referral if necessary
    - Parents meet Athlete at hospital
    - Athlete sent home or picked up by Parent
    - If Parents are unable to meet Athlete, an authorized person will accompany the athlete