

TITLE: ASSISTANT COACH

QUALIFICATIONS: New Jersey teaching Certificate

REPORTS TO: Superintendent and Principal

TERM: 10 Months

RESPONSIBILITIES INCLUDE:

1. Requisition of supplies and equipment necessary for his or her sport. He or she shall receive such supplies and equipment from the Head Coach or Athletic Director.
2. Compiling a list of candidates for his or her sport, which shall serve as the basis for checking on eligibility, insurance and parental permission.
3. Calling practice sessions and being responsible for the entire conduct of such session.
4. Conferring with Head Coach as to the schedule needs, equipment needs, operating policy and other areas of his or her sport in which he or she has legitimate interest.
5. Instill a high sense of fair play and sportsmanship.
6. Being responsible for the training, physical conditioning, direction and selection of his or her team. All of the above must be done in strict conformity with the rules of the New Jersey State Interscholastic Athletic Association and the philosophy of this school, which is openly stated in this code.
7. Submitting accident reports, on the day of such accidents to the Head Coach or when not available the Principal, whenever injury offers to a member of his or her squad or staff.
8. Serving as the school's host when opposing teams are guests of the school. It is expected that the coach's poise and decorum are such that they will set the standard for families and players alike.
9. Discussing any problems with Head Coach.
10. Presenting to the Head Coach at the end of the season, a list of students entitled to awards.
11. Making himself or herself familiar with the eligibility rules for the State of New Jersey and the Cliffside Park School District.
12. Cutting candidates from an activity at his or her discretion after discussing such with Head Coach. A conference should be held with all students to be cut from a conference should be held with all students to be cut from a squad after try-outs in order to encourage the student to try again and to avoid poor relations. Cutting should only be done in those sports where it is absolutely necessary. Any student dropping of a sport has an obligation to confer with the coach involved. The coach should do his or her utmost to encourage this.
13. Assisting the Head Coach at the end of the season in compiling inventory of equipment.
14. Conferring with the Head Coach as to transportation needs.

15. Conferring with the Head Coach before making any statements to the press.
16. Protecting with the health of students and carrying out the following rules:
 - a. Pupils candidates must be examined and approved for participation by the school physician before participating in any practice or game.
 - b. Pupil injuries must be dealt with promptly and prudently. Action must be taken in accordance with the pupil's needs.
 - c. Coaches will prepare promptly, accident reports cases of injury in games and practice. The accident reports cases of injury in games and practice. The accident report is sent to the Head Coach and Athletic Director.
 - d. Pupils may be re-admitted to practice or competition after injury or illness only with a release from the school nurse or physician.
17. Assuming full responsibility for the control of areas involved in each sport, including the locker and shower rooms. Coaches must assume responsibility for the shower rooms. Coaches must assume responsibility for the opening and closing of building in the vicinity of the locker, shower, and dressing rooms and the field.
18. Being responsible for the conduct of all players on and off the court and playing field when the sport is in season and must act promptly to restore order when the conduct of spectators at a game is disorderly or interferes with the progress of the game or contests.
19. Report to Head Coach on all matters relating to sport.
20. Carry out any other duties as deemed necessary by the Superintendent and Principal.