

***WILLIAM R. SATZ SCHOOL***



# Athletic Handbook

Students, Parents and Coaches

**2018-2019**

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Please Note: All BOE Policies will be strictly enforced at all sports practices and contests. Policies relevant to Athletics are listed in the Appendix of this handbook.

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# Mission Statement and Administration

## The Holmdel Township School District Mission Statement: Commitment to Excellence

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every student into achievement. In partnership with our community, the School District will support all our students' efforts to meet and exceed the New Jersey Student Learning Standards, and to become responsible and resourceful citizens and life-long learners

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## **Statement of Purpose of this Handbook**

The success of the athletic programs at the William R. Satz School relies on effective communication among coaches, athletes, parents. This booklet explains, in general terms, what the responsibilities are for the coach, student, and parent. This information will be reinforced annually at an orientation for athletes and coaches held before the start of each competitive season. Additionally, each athletic team conducts a pre-season meeting so that coaches can explain the nuances of their sport, their expectations (such as practices, schedules, choice of captains, etc.) and any other special requirements. The pre-season meetings are also an opportunity for parents to interact with the coaching staff and to ask more specific questions.

The organization of this handbook mirrors that of a typical athletic season, with information about eligibility and medical clearance in the beginning pages, and information about post-season awards towards the end of the handbook.

## **Interscholastic Athletics Philosophy and Purpose**

While we strive for excellence in all endeavors including athletics, we also value other characteristics. To that end, the Holmdel Township Board of Education considers competitive extracurricular activities, such as interscholastic athletics, an integral part of the total educational program. Competitive activities shall be under the same administration and control as the rest of the school program and closely articulated with it. Competitive activities can provide pupils with valuable experiences and opportunities.

In support of this philosophy, the purpose of interscholastic athletic programs shall be to provide opportunities for students to participate in a “learning laboratory” where they may experience situations and challenges similar to those that may be encountered in adult life. The laboratory shall provide adequate and natural opportunities for students to:

- develop physically, mentally, emotionally and socially;
- develop, through fair play, such concepts as loyalty, cooperation, accountability, and self-discipline;
- develop special skills appropriate for each sport and for the student’s physical ability, and
- develop wholesome attitudes toward competition and sportsmanship.

In addition, interscholastic programs shall strive always to be a source of both school and community pride, and to provide wholesome opportunities for students to develop positive leadership habits and healthy attitudes with respect to social and group interaction.

The general objectives of the athletic program shall always be consistent with those of the school, and the athletic administration shall insure that the various programs are oriented to general policies of the institution. At no time shall the total educational curriculum be placed secondary in emphasis.

Coaching leadership shall be of the highest quality and, while striving constantly for the development of well-rounded individuals capable of taking their place in modern society, shall provide athletes with examples of exemplary behavior. While a successful program, as measured by wins and losses, is a highly desired outcome, successful leadership shall also be measured through the development of individual character, courage and integrity in our athletes.

## School Sponsored Athletic Programs and Start Dates

**Fall** – practices will begin on or around the **first day of school**.

<b>Sport</b>	<b>Boys</b>	<b>Girls</b>
Cross County	X	X
Field Hockey		X
Soccer	X	X

**Winter** - practices will begin during the **first week in December**.

Sport	Boys	Girls
Basketball	X	X
Cheerleading		X
Wrestling	X	

**Spring** - practices will begin on or around the **first Friday in March**.

<b>Sport</b>	<b>Boys</b>	<b>Girls</b>
Baseball	X	
Track and Field	X	X
Softball		X

## Eligibility and Participation Guidelines

All students at William R. Satz School wishing to participate in athletic programs are subject to the eligibility requirements listed below. These eligibility requirements are not applicable to classified students, whose eligibility is determined by their IEPs and the decision of the Child Study Team.

- A student must pass six courses from the previous year to be eligible for the athletic program in the first semester of the succeeding year (fall and winter seasons).
- A student must be passing six courses after the first semester to be eligible for the athletic program in the second semester of that year (spring season).
- A student, once eligible for a sport, is entitled to continuous participation until that specific sports season concludes.
- Consideration of gender, religion, race or politics shall not prohibit participation in athletic programs.

## Physical Examination Regulations

NJ State Statute specifies that each student wishing to participate in a school's athletic program have an annual medical examination and that "*each student medical examination shall be conducted at the medical home of the student*", pursuant to NJAC 6A: 16-2.2. Due to this regulation, student-athletes will need to obtain individual sports team physicals from their own private physicians ("medical home"). Students without a "medical home" will be provided a medical examination by the school's physician.

We recommend that medical appointments be made well in advance of the season. The **Holmdel Township Athletic Department Athletic Pre-Participation Physical Examination Packet** is available in our Main Office, Nurse's Office, Athletic Director's Office, as well as the district's website. Please be sure to utilize our school forms when obtaining a sports physical (all information required by our school district and the state is included on these forms) and understand that only licensed physicians are permitted to perform these examinations.

No student-athletes will be allowed to participate on any athletic team until proper medical examinations have been reviewed by the school nurse and athletic department and approved by the school physician. Athletic Physicals are valid for 365 days from the date of the original physical. However, ***Interim Assessments (Blue Sheets)*** are required if the original physical was conducted more than 60 days before the first official practice date.

This is to ensure that there has been no change in the student-athlete's condition. It is important that all timelines be met - athletes may not participate until paperwork is submitted, recorded and processed. Late submissions may result in the athlete missing practices and/or games.

## **Summary of Physical Examination Information**

- If a student-athlete has valid documentation of a physical (within 365 days and verified by the nurse) he/she only needs to complete the Health History Questionnaire - Part A, Emergency Card, Steroid Consent Form, Parent/Athlete Signature Form, and the Student-Athlete Contract. These forms are submitted to the school nurse prior to the start of each season (deadlines for submission are posted on the athletic page website and on the Daily Announcements).
- If a student-athlete needs a new physical, he/she should complete the entire Athletic Participation Physical Packet and bring the forms with them to their own doctor or submit to the nurse for an appointment with the school doctor.
- The doctor should emphasize any problems or concerns or special circumstances; as such, the school nurse will alert coaches in these instances.
- Previously known injuries should be brought to the physician's attention for more careful examination.
- A school nurse/athletic trainer will be present at all physical examinations given at the school.
- Original physical examination forms will be filed in the School Nurse's Office, along with emergency cards and contacts for all athletes. Coaches should also have emergency contact information available at all times for student-athletes who are cleared to play.
- **Concussions: for more information, please consult the district's policy on concussions and other head injuries (2431.4).**

# **The Responsibilities of Sportsmanship**

(Courtesy of the NJSIAA)

## **The COACH:**

Treats own players, and opponents, with respect;  
Inspires in the athletes a love for the game, and a desire to compete fairly;  
Is the type of person he/she wants the athletes to be;  
Disciplines those on the team who display unsportsmanlike behavior;  
Respects the judgment and interpretation of the rules by the officials, and  
Knows he/she is a teacher, and understands the athletic area is a classroom.

## **The PLAYER:**

Treats own teammates, and opponents, with respect;  
Plays hard, but plays within the rules;  
Exercises self-control at all times, setting the example for others to follow;  
Respects officials, and accepts their decisions without gesture or argument;  
Wins without boasting, loses without excuses, and never quits, and  
Always remembers that it is a *privilege* to represent the school and community.

## **The SPECTATOR...**

Attempts to understand and be informed of the playing rules;  
Appreciates a good play no matter who makes it;  
Cooperates with and responds enthusiastically to cheerleaders;  
Shows compassion for an injured player, applauds positive performances, does not heckle, jeer or distract players, and avoids use of profane and obnoxious language and behavior;  
Respects the judgment and strategy of the coach, and does not criticize players or coaches for the loss of a game;  
Respects property of others, and authority of those who administer the competition, and censures those whose behavior is unbecoming.

## **Statement on Sportsmanship**

(Courtesy of the Shore Conference)

“Let the players play, let the coaches coach, let the officials officiate,  
let the spectators be positive.”



## Communication Guidelines

As stated previously, the success of the athletic programs at William R. Satz School relies on effective communication among coaches, athletes, and parents.

At times, individual concerns about our athletic programs arise and, when they do, it is important for the student and/or parent to talk directly to the coach first. Parents are encouraged to have the student speak with the coach first. Past experience shows that when communication occurs among the people who are directly involved -- the student and/or parent and the coach -- concerns are generally resolved to the satisfaction of all participants.

If a resolution is not reached once the student and/or parent have spoken with the coach, the parent is encouraged to reach out to the Athletic Director in hopes of reaching an appropriate resolution. The building Principal will be notified by the Athletic Director and a meeting will be set up with all the stakeholders, if necessary.

When concerns cannot be resolved to the satisfaction of all involved, then it would be appropriate to address the matter with the Superintendent and then the Board of Education, if necessary.

*Appropriate* communications that take place between a parent and coach may include:

- Concerns expressed directly to the coach regarding team policies previously outlined;
- The treatment of an athlete with regard to stated team policies;
- Ways to help an athlete improve;
- Concerns about an athlete's behavior;
- Notification of any schedule conflicts in advance, and
- Notification of illness or injury as soon as possible.

Issues *not appropriate* to discuss with coaches, as these matters fall under their professional discretion, include:

- Individual playing time;
- Team strategy;
- Play calling;
- Playing time/performance of other student-athletes;
- Selection of captains, and
- Practice organization (i.e. – drills, scrimmaging, etc.).

Please communicate concerns accordingly. Concerns can often be addressed to satisfaction of all parties after step 1 or 2. (Chain of Command)

1. Athlete and Parent ----> Coach
2. Athlete and Parent ----> Athletic Director
3. Athlete and Parent ----> Principal
4. Athlete and Parent ----> Superintendent
5. Athlete and Parent ----> Board of Education

## **Electronic Communication between Staff Members and Students**

**Electronic communications between a teaching staff member and a student**, including but not limited to e-mail, telephone or cell phone, text message or instant message, computer, social media or other internet platform, that is of a **personal nature** is considered “**inappropriate**” and **is strictly prohibited**. Inappropriate electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member’s or student’s past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member’s professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that a member of the school administration would determine to be inappropriate.

**All e-mails between a teaching staff member and a student must be sent or received through the school district’s e-mail system.** A teaching staff member shall not provide a personal e-mail address to any student. Communications between a teaching staff member and a student via a personal cellular telephone or text message is also prohibited. However, a teaching staff member may, with prior approval of school administration, communicate with a student using a personal cellular telephone or via text message if the need to communicate is directly related to the teaching staff member’s professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications or text messaging shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

A teaching staff member shall not accept “friend” requests from any student on a personal social networking website or other Internet-based social media website. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all

communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee. **It is strongly recommended that a third-party messaging service (such as “Cell-y” or similar program) be used when communicating with student groups (classes, athletic teams, student clubs and/or activities).** Additionally, Facebook group pages created for communication purposes must be in a CLOSED format, and must include the Athletic Director and/or a building administrator.

In the event an improper electronic communication is sent (either by teaching staff member or student), it shall be reported to the Principal or designee by the next school day. The Principal or designee will take appropriate action as necessary. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

## **Code of Conduct for Athletes**

A major objective of the Holmdel Township Interscholastic Athletic Program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes of social and group interaction. Remember that participation in interscholastic athletics at William R. Satz School is a *privilege* granted by the Board of Education, and along with this privilege and its benefits come certain responsibilities:

It is expected that all athletes will participate in all practices and games, adhere to all rules set forth by the school and Athletic Department, as well as their individual coaches, and conduct themselves in an exemplary manner at all times. Those who do not are subject to appropriate school and team consequences. The following are basic guidelines for offenses and consequences:

### **ATTENDANCE**

Athletes participating in a school-sponsored sport should expect to practice/compete every day after school; **occasionally**, a team may practice **one day** during the weekend (Saturday or Sunday depending on athletic schedule).

Students arriving late to school (or leaving early) must be in attendance for at least a half-day (four periods) in order to participate in an athletic contest that same day. Friday’s attendance will determine an athlete’s eligibility for weekend contests. Exceptions are only approved with the permission of the Athletic Director and/or Principal.

### **HAZING**

The Holmdel School District strictly adheres to all New Jersey Anti-Bullying Laws, including those related to hazing. Hazing is defined as **any action or activity which diminishes the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, which results in social ostracism, and/or which demeans, degrades, or disgraces any person, regardless of the intent or consent of participants.**

Activities that may be considered hazing include, but are not limited to:

- Coercion, threat or intimidation to solicit money;
- Physical intimidation or striking (using physical force/contact in any manner);
- Permanent or temporary marking or branding;
- Forcing exercise or strenuous physical activities;
- Requiring personal servitude;
- Requesting or causing indecent exposure and/or the donning of inappropriate articles of clothing; and/or
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and
- Any other behaviors, speech or writing that is deemed by the administration as offensive, lewd or unbecoming is prohibited.

**No student will plan, encourage or engage in any hazing activities of any kind.** Students who engage in hazing activities of any sort will be removed from the team for the remainder of the season, and will be subject to all consequences as outlined in the Parent-Student Handbook. A student observing any hazing activity should immediately report such activity to an employee of the school district. All student reports will be kept confidential.

#### **POSSESSION AND/OR USE OF A BANNED SUBSTANCE (outlined in Parent-Student Handbook)**

All athletes wishing to participate in any co-curricular or extra-curricular activity must refrain from all possession/use of steroids, drugs, alcohol, and tobacco products (all forms). Violation of this policy, on campus during the school day or at a school-sponsored activity (home or away), will result, in addition to disciplinary consequences outlined in the Parent-Student Handbook, in the following:

**1st Offense:** loss of all co-curricular, athletic for fourteen (14) calendar days from the time of the infraction.

**2nd Offense:** loss of co-curricular, athletic for sixty (60) calendar days from the time of the infraction.  
**Note:** Students may return to athletic practices and/or rehearsals after thirty (30) calendar days, but may not compete in contests or performances.

**3rd Offense:** loss of co-curricular, athletic for one (1) calendar year from the time of the infraction.  
**Note:** Students may return to athletic practices and/or rehearsals after six (6) calendar months, but may not compete in contests or performances.

#### **MISCELLANEOUS**

A student who is suspended from school (OSS or ISS) will be ineligible for contests or practices during that time.

Fighting in practice or during a contest is strictly forbidden. Since athletic contests are a school function, any student-athlete involved in a fight during an athletic activity is subject to the same discipline as if they were in school or on a field trip. After an investigation of a fighting incident, consequences will be determined by the coach, Athletic Director and/or Assistant Principal and may include suspension from the

team and/or school. If a second offense occurs during the same season or a subsequent season during the same school year, the athlete will be removed from the team, forfeit all awards and may no longer participate in any sport for the remainder of the school year.

In general, if the student brings discredit to the school or team, he/she will be subject to disciplinary action and may lose the *privilege* of participating in the William R. Satz School athletics program.

## **Expectations and Responsibilities for Coaches**

As stated in the district's **Code of Conduct**, "school personnel play an important role in the education of students... every professional educator knows that she/he is responsible for the social, emotional and academic development of future generations. In view of this responsibility, the professional in the classroom and in the **larger school environment must:**

- \*Promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- \*Teach the common courtesies by precept and example;
- \*Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
- \*Help students cope with negative peer pressure;
- \*Treat students in an ethical and responsible manner;
- \*Help students to reach their maximum potential, and
- \*Demonstrate desirable standards of behavior through personal example.

We expect no less of our coaches on and off the playing fields, at practice or in an athletic contest. These major performance areas stand out above others:

### **Communication with Athletes and Parents**

It is recommended that coaches engage in regular communication with athletes and parents throughout the season. Coaches are reminded that all communications with athletes and parents need to be professional at all times. Coaches should **refrain** from discussing other players, parents, coaches, teams, etc. during these times. Additionally, while it might be convenient to make frequent use of **texting** for the purpose of communicating with the team and parents as a whole, coaches are **strongly discouraged** from giving out their private cell phone numbers or collecting the private cell phone numbers of their athletes. School e-mail or appropriate web-based texting software ("Cell-y", for example) should be used for this purpose.

### **Cooperation**

The district expects the highest level of cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school athletic director, administration, other staff, team and parents.

### **Hazing** (see also "Code of Conduct for Athletes")

Under no circumstances should any form of hazing be tolerated. Coaches need to be present among the athletes in areas where hazing is likely to take place (i.e. locker rooms, buses, etc.). **All players** should share responsibilities for equipment. Explain to athletes that any violation of these rules will be met with severe and swift consequences.

## **Individual and Team Comportment**

Every William R. Satz School athletic team requires a high level of self-discipline among coaches, players and support staff. In this regard, the implementation of self-discipline and the attitude with which it is implemented is the coach's responsibility. Individually, the coach becomes a model of all that the program represents — observation of school codes, training rules, rules of the game, sportsmanship, behavior of participants throughout the season and especially where the student body is concerned.

## **Leadership and Public Relations**

Diligence, enthusiasm, integrity, honesty and a love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition — all should be exemplary. Public demeanor and decorum should always reflect positively on the school, school district and athletic department.

## **Out-of-Season and Summer Practices / Captains' Practices**

There should be **NO** out-of-season practices scheduled either on or off campus (out-of-season is the period of time that school is in session but a sport is not in season – i.e. January is “out-of-season” for Fall and Spring sports). Coaches should not organize/arrange any practices for their teams on or off premises if they do not plan on attending (including summer). If captains organize team practices without coaches present, they must be voluntary, take place off of school premises, and utilize personal equipment only (non-school issued).

## **Professional Conduct during Athletic Contests**

Coaches sometimes become over-excited during the heat of a contest. Nevertheless, coaches must display the example of sportsmanship we are trying to teach. Defend the rights of your team at all times, but do not overdo your differences with officials. Never engage in an exchange of words with spectators during the contest. Remember the eyes of the athletes, spectators and your team are always on you. Be discreet when reprimanding an athlete in front of peers and/or spectators.

## **Professional Development**

Coaches are strongly encouraged to take advantage of opportunities presented for professional development. Regular attendance at district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

## **Rapport**

A coach must be able to develop good rapport with numerous individuals and community groups, including but not limited to: team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches, media representatives and the parents of his/her players.

## **Recruiting**

A coach should never attempt to recruit players from another team. Athletics are voluntary and students are to choose freely. There is nothing wrong in making efforts to encourage students to participate. This should certainly be done by all coaches, but should not pertain to students involved in another program.

### **Team Rivalry**

Coaches should encourage pride within each team. Student-athletes should have pride in the team of which they are a member; however, this should never develop through deriding or belittling another athletic team. Friendly rivalry among our teams is natural and good, but pride, support, and enthusiasm for each other should prevail for all our teams and athletes.

### **Use of Proper Language**

Appropriate use of language should prevail in all situations and at all times, both by coaches and players. This includes in the privacy of the locker rooms, team meetings, buses, etc. Profane or foul language should never be used or condoned, and certainly not as a means of motivating or disciplining players.

## **Student-Athlete Insurance**

**The school district does not carry any policy to cover students, and only a limited policy to cover athletes.** Family insurance is the primary coverage for all students. Parents, at their option, may purchase additional student-accident insurance. This information is sent home annually to parents in a late-summer mailing.

## **Injury Procedures**

The trainer will provide a well-stocked first aid kit as part of regular team equipment. Coaches should check the kit and maintain its contents during the season.

Coaches should check that there is adequate water and ice at every practice and game.

Coaches should be in regular communication with the school nurse regarding any specific health-related issues of athletes on their team.

Coaches should exercise good judgment during inclement weather conditions. Be sure to familiarize yourself with NJSIAA regulations regarding lightning. When in doubt, remove the athletes from the field immediately.

The school nurse should be notified when an injury/accident occurs. Take any and all directions from the trainer when he/she arrives on the scene. If the trainer is not available, the police should be called and they will contact the first aid squad.

Do not move a victim of an injury/accident if movement could cause further injury. Use general first aid procedures.

Be sure to check and collect the belongings of the injured student-athlete if accessible such as backpacks, books, clothes, etc

Notify the parents of the student-athlete, as well as Principal and Athletic Director, as soon as possible. Phone numbers of all student-athletes should be in the coach's possession at all times.

After the student-athlete has been well cared for, coaches should follow up with a phone call to the home that evening.

All injuries/accidents must be reported formally to the school nurse (if not in attendance on the scene) and the Athletic Director the morning after they occur. Be sure you review the accident report filed by the trainer and sign. Upon their return, players should be instructed to check in with the nurse and/or trainer before reporting to their first class or next practice.

If an athlete suffers an injury that requires a physician's examination, the athlete must be cleared by the nurse and trainer before returning to practice; this clearance must include a release in writing from the treating doctor.

## **Transportation to and from Athletic Contests**

For safety reasons as well as for team chemistry and camaraderie, student-athletes are strongly encouraged to ride district transportation to and from athletic contests.

Any athlete who cannot, for legitimate reasons, ride to or from an athletic contest must complete a Travel Release Form (available in Athletic Office) prior to the contest and have it approved by the Athletic Director or another building administrator.

A coach may not transport student-athletes to a contest without the express, prior, written permission of the athlete's parents. This permission must be verified by either the Athletic Director or the school Principal or Assistant Principal.

Bus discipline is important not only for team control but for safety. All team personnel should remain seated during the trip. General bus cleanliness should be ensured upon arrival back at school. Cleats are not permitted to be worn on the bus.

## **Athletic Equipment**

Careful records should be kept of all equipment issued to players. Athletes are responsible for the proper care and return of all school-issued equipment, and will be held accountable for any lost or damaged items.

School-issued equipment should be secured at all times. Do not leave game gear in an unlocked locker. Again, lost, stolen or damaged equipment is the responsibility of the student-athlete and he/she will be charged the replacement cost.

Issuing of equipment for out-of-season or summer use is prohibited unless specifically approved by the Athletic Director. This may only occur in the case of "special expensive" equipment that athletes are not required to provide on their own (e.g. field hockey goalie equipment). This equipment may only be used for attendance at a camp.



## Post-Season Awards

It is important that student-athletes be recognized for their hard work and efforts when participating in the William R. Satz School Athletic Program. At the conclusion of every season, individual teams will conduct a general assembly and certificates of participation are distributed to qualifying athletes. Additionally, with the approval of the Athletic Director, coaches (at their option) will conduct end-of-season ceremonies/events to celebrate the achievements of the season.

## Fundraising and Gifting Guidelines

### Fundraising

All fundraising efforts, sponsored by either a team or a parent support group, must be pre-approved by the Athletic Director and, if necessary, the Principal and/or Superintendent. Sports teams wishing to raise funds will need first to complete a Fundraising Request, and then will be required to submit to a Fundraising Final Report upon the completion of the fundraising activity. Additionally, coaches are reminded that they must adhere to all district procedures concerning the handling of funds.

### Gifting

Individuals who wish to make a donation or gift (either monetary or non-monetary) to a sports team or the Athletic Department must first send a **Letter of Intent** to the attention of the Athletic Director. This letter will be considered for approval by the Curriculum and Instruction sub-committee of the Board of Education. The full Board of Education must approve formally all donations and gifts before a sports team can take possession.

### End-of-Season Gifts for Coaches

It is natural for student-athletes and their parents to show their appreciation for the efforts of individual coaches and/or coaching staffs in the form of end-of-season gifts. However, BOE policies 3211 (Code of Ethics) and 3214 (Conflict of Interest) are very clear in discouraging the presenting of gifts of anything greater than nominal and/or sentimental value (e.g. cash, gift cards, and any other extravagant items) as it “may embarrass pupils with limited means and give the appearance of currying favor.” Further, the policies prohibit staff members from accepting any “gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.”

## **Appendix**

### **BOE Policies Related to Athletics**

Click on the link below to access all BOE Policies, including those listed below:

<http://www.holmdelschools.org/boe/policies/index.shtm>

Athletic Competition - (Policy 2431)  
Code of Conduct - (Policy 5500, 5600)  
Code of Ethics - (Policy 3211)  
Conflict of Interest - (Policy 3214)  
Drug and Alcohol Use - (Policy 5530, 5535)  
Electronic Communication between Staff and Students – (Policy 3283)  
Harassment, Intimidation, and Bullying - (Policy 5512)  
Hazing - (Policy 5145)  
Head Injuries and/or Concussions - (Policy 2431.4)  
Heat Acclimation - (Policy 2431.3)

### **Athletics Website**

Check out the Athletic Department's website for the latest information, including the topics listed below:

<http://www.holmdelschools.org/schools/athletics/athletics.shtm>

Interim Assessment Form (Blue Sheet)  
NJSIAA Pamphlet - Information about Sudden Cardiac Arrest in Young Athletes  
Student Athlete Health Examination and Sports Physical Packet  
Student Insurance - Accident Claim Form  
Student Travel Release For

### **Athletic Contest Schedules**

Schedules for all athletic contests at both Satz and the High School can be found at

<https://www.shoreconferencenj.org/public/genie/249/school/11/>