

Trinity Academy

Sports Association

Coaches' Handbook



Mr. Joseph SanGiacomo – Principal
Mr. Joseph P. Pagliuca – Athletic Director

Revised August 2006

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Academic Excellence
In the Catholic Tradition

Co-Sponsored by the Catholic Churches of:

Saint Aloysius
Caldwell
Msgr. Michael Desmond (Pastor)

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Rev. Theodore Osbahr (Pastor)

Notre Dame
North Caldwell
Msgr. Edward Ciuba (Pastor)

Principal
Mr. Joseph SanGiacomo

Vice Principal
Mr. Paul Petruzzi

School Nickname: **Trailblazers**
School Colors: **Black and White**

Trinity Academy Mission Statement

Trinity Academy is a Catholic community of learning whose mission is to provide its students with the means for the growth in Christian principles and the pursuit of academic excellence. The dedication of its educators, parents, and parishes creates a loving and nurturing environment for students to achieve self-esteem, knowledge of the world and gospel values.

The Trinity Academy Sports Association (TASA) was organized to stimulate interest in athletics, provide the opportunity for wholesome recreation, and to standardize and uphold the ideals of good sportsmanship and community.

General Statement

All policies, procedures and/or directives in this handbook are assumed to be in compliance with all relevant state laws. Whenever a conflict may be found to exist between this handbook and any enforceable law, that law, of course, controls.

If any portion of this handbook is found to be unenforceable, the remainder of this handbook will still remain valid.

Trinity Academy
Sports Association

**ADVISORY BOARD
MEMBERS**

Principal: Mr. Joseph SanGiacomo

Vice Principal: Mr. Paul Petruzzi

Athletic Director: Mr. Joseph P. Pagliuca (Chairman) (973) 226-4903

Coordinator for Soccer: Mrs. Janet Gill (973) 618-1634

Coordinator for Basketball: Dr. Thomas F. Dorrity, Jr. (973) 226-1178

Coordinator for Softball/Baseball: Mr. Steven Smith (973) 599-9759

Parent Representative: Mrs. Mary Ellen Salamone

Table of Contents

Trinity Academy Mission Statement.....	3
General Statement.....	3
Athletic Programs.....	6
Expectations of Trinity Academy Sports Association Advisory Board Members and Coordinators.....	7
School Prayer.....	8
Introduction.....	9
Goals and Objectives.....	10
Athletic Program General Guidelines.....	11
Code of Conduct.....	13
Parent’s Code of Ethics.....	15
Procedure for Handling Player or Parent Complaints.....	16
Coaching Ethics.....	17
Expectations of Coaches.....	17
Coaches Code of Ethics.....	18
Guidelines for Gender Equality in Sports.....	18
Athletic Director List of Responsibility.....	19
Job Description for Coordinators.....	20
Job Description for Sports Committee Members.....	21
Job Description for Head Coaches.....	22
Checklists for Coaches.....	24
Head Coach Evaluation Criteria.....	25
Job Description for Assistant Coaches.....	26
Assistant Coaches Evaluation Criteria.....	26
Cheerleaders.....	27
Cheerleader Coach List of Duties.....	27
Uniform Purchasing Schedule.....	28
Criteria for Adding or Dropping Sports.....	29
Safety in Athletics.....	30
Athletic Equipment.....	31
Transportation.....	31
Accidents/Injuries.....	32
Insurance.....	32
Eligibility.....	33
Physical Examination.....	33
Eligibility to Participate.....	34
Athletic Awards Banquets.....	34
Coaches Incident Form.....	35
Sports Team Budget	36
Requisition Form	37
Roster Form.....	38
Policy Statement on Harassment.....	39
“A Thought For Everyday”.....	40
Appendix	
Athletic Participation Approval From	
Physical Examination Questionnaire	
Preparticipation Physical Evaluation Questionnaire	
Preparticipation Physical evaluation	
Emergency Form	
Personal Insurance Form	
Medical Update Form	
Athletic Department Approval to Participate	

Athletic Programs

Trinity Academy participates under the guidelines of the Grammar Independent League (GIL), West Essex Junior/Senior Soccer League, and the West Essex Recreational League.

Grammar Independent League (GIL)

1. Varsity Basketball (Girls and Boys) Grades 7 and 8
2. Junior Varsity Basketball (Girls and Boys) Grades 5 and 6

West Essex Junior/Senior Soccer League

1. Kindergarten through eighth grade in various programs

West Essex Recreation League

1. Basketball (Girls and Boys) grades 5 through 8
2. Softball (Girls) grades 3 through 8
3. Baseball (Boys) grades 3 through 8
4. K-Ball (Girls and Boys) Kindergarten
5. T-Ball (Girls and Boys) Grades 1 and 2

ALL APPLICABLE SECTIONS OF THE N.J. LITTLE LEAGUE LAW, N.J.S.A. 2A:62A-6, ARE ACKNOWLEDGED AS BEING APPLICABLE HEREIN, AS WELL AS THE N.J. GOOD SAMARITAN STATUTE, N.J.S.A. 2A:62A-1.

Expectations of Trinity Academy Sports Association (TASA) Advisory Board Members and Coordinators

To implement the goals of the Trinity Academy Sports Association, the following standards and expectations have been established for all TASA Advisory Board Members and Coordinators.

1. Enthusiasm for the sport is part of the professional pride expected of all advisors.
2. Meet with the Athletic Director and Principal prior to the school year for orientation and goal setting.
3. Attend regularly scheduled monthly meetings with Athletic Director and Principal.
4. The advisors should model observation of school codes and rules, ideals for fair play, and appropriate behavior at all meetings and events associated with the sport.
5. Students have a right to expect advisors to have a genuine interest in, and up to date knowledge of athletics.
6. Advisors should continually seek self-improvement and keep abreast of new developments with regards to the athletic programs.
7. The Trinity Academy administration expects full cooperation among all individuals associated with the athletics program.
8. The safety and welfare of all student athletes should be uppermost in the advisor's mind.
9. The advisor should give support to all athletic programs of the school. Be loyal to the school's traditions and supporting of all the school's programs by attending as many contests as possible.
10. Be accountable for all funds generated by the Trinity Academy Sports Association.
11. Develop and implement a policy for appropriate recognition for all Trinity student athletes.
12. Follow appropriate due process.
13. Monitor league rules for eligibility and make sure Trinity Academy's programs are in compliance with same, as well as seek legal guidance to attempt to comply with applicable state law, when and if appropriate.
14. Follow the Archdiocese of Newark policy regarding prohibition of sexual harassment. (See page 40)

**Prayer for Trinity Academy
Athletic Programs**

(To be recited as a team before all contests)

Dear Lord:

As we begin this athletic event, we ask your support and guidance throughout the game.

May you help us to realize the importance of good sportsmanship, maximum performance of our athletes, and to understand that competition is not only about winning. We ask you to watch over us and the safety of all involved.

Should we play well enough to succeed and win, grant us the wisdom to accept our victory graciously, but if we should fail to achieve this triumph, give us the courage to embrace the defeat, knowing we played to the best of our ability, which is all that You ask of us.

We ask this through the Blessed Trinity, Father, Son, and Holy Spirit.

Amen

NOTE: Athlete's in grades kindergarten through fourth grade may substitute the "Our Father" or "Hail Mary"

Introduction Coaches Handbook

The information contained in this handbook will assist you in performing your coaching responsibilities more effectively. Accepting a coaching position at Trinity Academy is confirmation of your belief that the following responsibilities are tantamount for establishing and maintaining an excellent program of athletics.

The athletic policies herein have been developed for each coach to use as guidelines in his/her performance as a Trinity Academy coach. These policies are meant to be illustrative, but not exhaustive, all coaches by virtue of their acceptance of their coaching responsibilities, realize and accept the proposition that they will read and comply with all provisions contained herein, to the extent possible.

Our coaches are assumed to have familiarized themselves with the content of this handbook.

Goals and Objectives

The goals and objectives of athletics at Trinity Academy are based on the belief that the growth and well being of each student can be nurtured and enhanced through a comprehensive program of non academic activities.

The Trinity Academy Sports Association Advisory Board, therefore, provides leadership, planning and financing to provide a variety of activities and events designed to promote personal, recreational and enrichment experiences.

Following is a list of specific goals and objectives that are the basis upon which programs are offered:

1. To develop athletic skills and strength;
2. To learn and practice positive and lasting health habits;
3. To attain emotional maturity by having to make meaningful decisions;
4. To develop self reliance by accepting responsibility;
5. To foster social growth by learning the dynamics of human behavior and learning about others;
6. To practice good sportsmanship as a useful and contributing human being.

When appraising athletics at Trinity Academy, our analysis must come from the viewpoint that an interscholastic sports program is an important and integral part of our educational system. In part, the success or failure of such responsibility can only be assessed by the availability, scope, and effect of the sports program, and how influential it is in the growth and maturation of our student athletes.

Your role as coaches, therefore, is best defined as the process of developing the total student. From this concept, therefore, it is advisable for us to establish some specific goals and principles that will assist us in developing programs that will help in fulfilling our objectives.

Success in such an undertaking must include;

1. Coaches who strive to build programs that offer student athletes the opportunity to develop and master physical skills;
2. Coaches who are actively involved in working with the Administration in assisting their student athletes to achieve the highest level of academic excellence their ability allows;
3. Coaches who are as concerned about the performance of their players as young men and women as they are in their athletic abilities;
4. Coaches who foster the concepts that discipline in athletics has positive carry over value of discipline in school, home, and community life;
5. Coaches who take pride in their esteemed position as examples by which athletes and students alike aspire to emulate.

The coach should remember that other members of the faculty also have an interest in the institution and in the students; all conduct must be such that there arises no criticism of anyone's efforts to develop this common interest.

The essential qualities desired in coaches, are HONESTY, LOYALTY, and INTEGRITY. Coaches whose conduct reflects these three characteristics will bring credit to the coaching profession, such that athletics can earn and maintain its rightful place in our educational program, and make its full contribution to the growth and development of the youngsters.

Athletic Program General Guidelines

1. Each team will have a mandatory meeting for parents/guardians. Parents/guardians will have an opportunity to meet the coaches and receive information regarding Trinity Academy's expectations of the athletes and parents/guardians. **Attendance will be taken.**
2. Registration fees will be determined by the Trinity Academy Sports Association Advisory Board.
3. In order for a student athlete to participate on any team the athlete and his/her parent/guardian must sign a "Code of Conduct".
4. Under no circumstances may a student athlete participate on more than one team in the same league.
5. All coaches must successfully pass the Archdiocese of Newark approved criminal history check, currently "Choicepoint". Anyone who has been convicted of sex crimes, crimes of violence, drug offenses (including alcohol), or indictable offenses will not be permitted to coach. Conviction of a disorderly or petty disorderly persons offense may also disqualify any person from coaching any sport, in the discretion of the Principal. All reports shall be reviewed by the Principal only, to maintain all individuals' privacy.
6. Players, parents/guardians, and spectators must maintain individual self control at all times.
7. Players, parents/guardians, and spectators must refrain from use of obscene or abusive language.
8. Players, parents/guardians, and spectators must refrain from using noise-makers (e.g., cowbells, whistles, air horns).
9. Players, parents/guardians, and spectators must refrain from throwing objects.
10. Parents/guardians, and spectators must refrain from smoking, alcohol consumption, and other drugs at any athletic contests.
11. Any student athlete who requires prescription eyeglasses must wear an approved sport goggle at all practices and contests.
12. Absolutely no jewelry of any kind is to be worn at any practice or contests.
13. All coaches are to be respected. If a parent/guardian has a concern or problem, please arrange to speak with the coach the day after the game or practice. If a satisfactory resolution is not achieved, then the parent/guardian and the coach should seek resolution from the Coordinator of that particular sport; if a satisfactory resolution is not achieved, then the parent/guardian and the coach should seek resolution from the Athletic Director. The principal must be notified in writing within 24 hours of any action that reaches the Coordinator level.
14. Medical releases are required for all athletes. Failure to return the medical release form will render the athlete ineligible for participation in any team function.
15. Whenever there is a satisfactory number of student athletes' available, grades 5 and 6 must play on the junior varsity team, and grades 7 and 8 must play on the varsity team. Final determination of team size will be made by the Athletic Director.
16. In those leagues where drafts are necessary, the draft will be performed by the Coordinator for that sport along with the Athletic Director and respective coaches. Final rosters will be forwarded to head coaches.
17. Coaches are encouraged and expected to utilize all team members. League Rules regarding playing time must be followed.
18. Players, parents/guardians, and spectators are never to reprimand referees, coaches, or players from any team. Always show a positive attitude in cheering. Booming is never appropriate.
19. If a child is unable to attend practice or a game, please contact the coach directly. No messages are to be delivered through the children. Please remember that practices are important.
20. All athletes must participate in Physical Education classes. Any athlete with an excuse from Physical Education will not be permitted to participate in athletics.

21. Should your child be absent from school or serve an in-school or out of school suspension, he/she will not be allowed to practice or play in a game that day. Parents/guardians must inform the coach.
22. All students must be current with homework, class work, projects, etc. Students must be respectful and cooperative at all times. Teachers will notify the Principal when there is an academic or disciplinary concern. The Principal may place the student(s) on probation, suspend, or remove a child from the team when necessary. The Principal will inform the Athletic Director of any disciplinary action taken and the Athletic Director will inform the respective Coordinator, who will inform the respective coach. Coaches and teachers work together!
23. Any participant must have no less than a **C** in any subject. The Principal will verify eligibility and submit a list of ineligible students to the Athletic Director. The Principals decision in this regard will not be disturbed, absent a gross abuse of discretion. The Athletic Director will follow up with the Coordinator who in turn will inform the head coach.
24. Parents/guardians are responsible for transporting their child to and from all practices and games. All athletes must be picked up by an adult **on time** from practices and games. Coaches' time is valuable. **Please be prompt.**
25. Siblings of players must have a parent/guardian with them when attending games.
26. All ancillary personnel, i.e. scorekeepers, timers, etc. must be high school students or older.
27. Parents/guardians are required to assist in selling tickets and refreshments, they are also required to assist in the set-up and clean-up at home contests.
28. The entry fees for home games are determined by the Grammar Independent League (GIL).
29. TASA will supply all current sixth graders with a Trinity Academy sports jacket, whether they have competed on any athletic teams or not.
30. TASA will supply all current second graders with a Trinity Academy (hoodless) sweatshirt, whether they have competed on any athletics teams or not.
31. Only parents/guardians or relatives of currently enrolled Trinity Academy students may serve as head coach or assistant coach. They do not need to have a family member on their respective team.
32. Rosters, including name and date of birth of student athletes must be submitted to the Athletic Director no later than one (1) week after the first practice session. This roster must be approved and signed by the Principal. A copy of the roster must be on file in the school office. Rosters may only be modified after this date to accommodate a child who recently transfers to the school, otherwise the roster may not be modified after this date.
33. Proper issued uniform is to be worn at all games. There is no substitution permitted. Failure to wear proper uniform means the athlete will not compete at that event. **NO EXCEPTIONS**
 - a. Soccer Uniform: Jersey, Shorts, Socks supplied by TASA
 - b. Basketball Uniform: Jersey and shorts will be supplied by TASA; Only white tee shirts are permitted to be worn under the jersey.
 - c. Baseball/Softball: Jersey, Hats (boys)/Visors (girls), and socks supplied by TASA; Black baseball pants will be provided by the parents.

Code of Conduct

The Code of Conduct is an instrument to keep our student athletes aware of their responsibilities to themselves and Trinity Academy.

All athletes must sign this Code of Conduct along with a parent/guardian in order to be eligible to participate in any sport sponsored by Trinity Academy.

All coaches are expected to emphasize and reinforce the importance of a Code of Conduct before, during and after the season. All coaches are responsible for collecting these forms and returning them directly to their Coordinator. These records will be kept on file in the Principal's office.

Please read and familiarize yourself with the Code of Conduct and endorse with all of your athletes.

In addition to our Code of Conduct, please review and discuss the "Zero Tolerance Policy For Athletes" (see page 14) with all of your athletes. Explain this policy is in effect for all students of Trinity Academy.

Trinity Academy also has a Parent's Code of Ethic's which must be signed and followed by all parents/guardians.

Uniform Code of Conduct

I hereby request the privilege of playing for the Trinity Academy _____ team. As a member of the interscholastic team, I agree to the following conditions for participation:

1. I will safeguard and properly care for all equipment issued to me. I understand that I am financially responsible for this equipment.
2. I understand that my academic commitments have the highest priority and I will make every effort to maintain a good scholastic record.
3. I will follow the training rules and practice schedules that are established by the coach. I will also follow the “Code of Conduct” established by the Trinity Academy Sports Association Advisory Board.
4. I will adhere to the eligibility standards as established by the league in which Trinity Academy participates.
5. I will conduct myself on and off the playing field so as to bring credit upon myself, my team, and Trinity Academy.
6. I understand that I may not participate in any practice or competition during the period of any school suspension or detention.
7. **Zero Tolerance Policy For Athletes**

I am fully aware of the dangers and illegalities inherent with drugs, alcohol, and any form of tobacco. I will not use, sell, distribute, or be in possession of alcohol, drugs, or tobacco at any time. I understand that the violations of the agreement will result in the following penalty:

a. IMMEDIATE FORFEITURE OF ALL PRIVILEGES OF REPRESENTING TRINITY ACADEMY IN ANY ATHLETIC COMPETITION FOR THE REMAINDER OF MY SCHOLASTIC CAREER AT TRINITY ACADEMY.

Date

Signature of Student

Printed Name

Date

Signature of Parent/Guardian

Printed Name

Parents' Code of Ethics

We hereby pledge to provide positive support, care and encouragement at all times for our child participating in youth sports by following the Code of Ethics.

We will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sport events.

We will place the emotional and physical well-being of our child ahead of any personal desire to win.

We will insist that our child play in a safe and healthy environment.

We will provide support for coaches and officials working with our child to provide a positive, enjoyable experience for all.

We will demand a drug, alcohol and tobacco free sports environment for our child and agree to assist by refraining from their use at all youth sports events.

We will remember that the game is for the children and not for adults.

We will do our very best to make youth sports fun for our child.

We will ask our child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, national origin, handicap, personal background, or ability.

We will promise to help our child enjoy the youth sports experience within our personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever we are capable of doing.

Signature of Parent/Guardian

Printed Name

Date: _____

Adapted from the National Youth Sports Coaches Association

Procedures for Handling Player or Parent/Guardian Complaints

The coaching staff is responsible for determining: team selection, length and content of practices, game strategy and individual playing time. These decisions will be based on the best judgment of the coach and the league rules where applicable. If concerns arise on any of the above, the procedure below should be followed.

1. The player should talk to the coach. If no resolution...
2. The player and parent/guardian should talk to the coach. If no resolution...
3. The parent/guardian should talk to the Coordinator of that sport. If no resolution...
4. The parent/guardian should talk to the Athletic Director. If no resolution...
5. The parent/guardian should talk to the Principal.

Any action that reaches the Coordinator level must be reported to the Principal, in writing, within twenty-four (24) hours.

Such other concerns as illegal activities, immoral conduct, disrespectful treatment of players, failure to follow school policies, or behavior that is unbecoming or degrading to the athletic program.

1. Discuss concern with the Athletic Director. If no resolution...
2. Discuss concern with the Principal.

Any action that reaches the Athletic Director must be reported to the Principal, in writing, within twenty-four (24) hours.

Parents/guardians, players and others should feel free and are encouraged to express concerns, register complaints, or protest unfair actions without fear of retaliation or future prejudice.

Coaching Ethics

1. Proper Language: Should prevail in all situations, both by coaches and players, at all times and under any and all circumstances.
2. Conduct on the Field: Coaches, may become overexcited during the heat of a contest. Nevertheless, coaches must display the example of good sportsmanship that they are trying to teach. Defend the rights of yourself and your team at all times, but do not over do your differences with officials. Never engage in an exchange of words with spectators during the contest. Remember the eyes of students, spectators, and your team are always on you. Be discreet when reprimanding an athlete in front of his/her peers or spectators. Make it a learning experience.
3. Team Rivalry: Coaches should encourage pride within each team. Each athlete should have pride in the team of which he/she is a member; however, this should never develop from belittling another athletic team. Friendly rivalry among our teams is natural. Coaches should discourage any negative remarks by exemplifying and demanding loyalty for all Trinity Academy teams.
4. Faculty Relations: Coaches and teachers should have a positive relation at all times. The classroom teacher is as eager as you to see individuals succeed.
5. Cutting and Dropping Out:
 - A. Trinity Academy has a no cut policy. Athletic Director determines the size of the team, athletic leagues, and encourages all interested students to participate.
 - B. Any student, dropping out of a sport and/or parent(s) or guardian(s) thereof should be encouraged to confer with the coach involved. The coach should do his/her utmost to encourage the student to make the right decision.
6. Playing Time: Coaches are encouraged to utilize all members of the team. League rules regarding playing time must be followed.
7. Coaches are to refrain from removing teams from the playing area until the contest is complete. Once a contest is started, it is in the control of the officials.

REMEMBER, AT THE CONCLUSION OF ALL OUR ATHLETIC EVENTS, THE TRADITIONAL HANDSHAKE IS A PART OF THE EVENT AND MUST BE STRESSED UPON TO OUR COACHES AND ATHLETES TO PARTICIPATE IN THE ACT OF SPORTSMANSHIP.

Expectations of All Coaches

1. Leadership
2. Discipline
3. Self-improvement
4. Cooperation
5. Rapport

(Note: "Winning" did not make the list.)

Coaches Code of Ethics*

As a coach I will:

1. Strive to develop in each student athlete qualities of leadership, initiative, and good judgment.
2. Respect the integrity, personality and mental well being of the individual athlete.
3. Encourage the highest standard of conduct and scholastic achievement among all athletes.
4. Seek to inculcate good health habits and to establish sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness and courage in defeat.
12. Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.
13. Be loyal to superiors and peers and support school policy.
14. Be a goodwill ambassador between the school and the community.
15. Neither knowingly nor unethically strive for another coach's job.
16. Offer congratulations in public – win or lose.
17. Never “run up” the score.

*Adapted from the Minnesota State High School Coaches' Association Code of Ethics.

Guidelines for Gender Equity in Sports

Gender equity in sports requires more than an equal number of offerings. It also requires equivalent efforts and considerations in the areas listed:

1. Levels of competition
2. Length of seasons and number of contests
3. Access to practice fields or courts
4. Access to prime time and dates for contests
5. Number and quality of coaches
6. Budget allocations
7. Supplies
8. Uniforms
9. Quality of officiating

Athletic Director List of Responsibilities

1. Provide vision and leadership for a comprehensive athletic program.
2. Must be a positive role model for sportsmanship and values.
3. Follow the Archdiocese of Newark policy regarding prohibition of sexual harassment. (see page 40)
4. Continually evaluate the overall athletic program.
5. Provide leadership in the selection and evaluation of qualified coaching and other athletic personnel.
6. Implement appropriate staff development programs for athletic personnel.
7. Maintain an effective program of student, parent and administration communication, including working with the Trinity Academy Sports Association Advisory Board.
8. Athletic Director or his/her designee reports to the Home School Association on a monthly basis.
9. Coordinate all athletic programs and services.
10. Secure necessary help to conduct games and events.
11. Arrange for proper supervision of all athletic contests.
12. Publicize the school's athletic program.
13. Implement an appropriate recognition program
14. Prepare and manage the annual athletic department budget.
15. Submit a profit and loss statement to the Principal on a monthly basis. These statements are to be shared with all Coordinators, Trinity Academy Sports Association Advisory Board members.
16. Maintain an efficient financial recordkeeping and reporting system.
17. Determine facility and equipment needs for athletics and make recommendations for improvement.
18. Assume responsibility for the proper care of all facilities and equipment. Follow up regularly with Coordinators regarding the inspection of all equipment for safety.
19. Maintain an effective system of equipment inventory control.
20. Maintain tight security for proper storage of all equipment.
21. Arrange for equipment repairs as needed.
22. Collect restitution for lost or abused equipment.
23. Assist in the scheduling of contests and facilities.
24. Keep the Principal informed of all matters related to the athletic program, realizing that the Principal is the final arbitrator in all circumstances.

Job Description for Sports Coordinators

All sports programs at Trinity Academy will have a separate Coordinator who reports directly to the Athletic Director and the Trinity Academy Sports Association Advisory Board.

The Coordinators for each sport along with the Athletic Director will have the responsibility of developing a comprehensive athletic program. He/she will coordinate the operation of all teams and staff members under his/her jurisdiction, and develop a team approach in the orientation and promotion of a sound athletic program.

Specific related duties are as follows:

1. Work directly with the Athletic Director in all matters pertaining to the development, organization, and administration of the program.
2. Submit for approval, an annual budget to the Athletic Director, listing all equipment and supplies required to operate your program.
3. Coordinate all equipment needs with the Athletic Director and be responsible for the inventory, care, and storage of equipment.
4. Actively seek, recruit, and recommend head coaches and assistant coaches who can help develop the program. Make sure that they have knowledge of the sport, and are adequately qualified.
5. Meet with your coaching staff throughout the year as needed to discuss matters pertaining to the program. Also, develop other specific job responsibilities for all head coaches and assistant coaches. Make it a learning experience.
6. Follow the Archdiocese of Newark policy regarding the prohibition of sexual harassment. (see page 40)
7. At the conclusion of the season, turn in all reports and materials as required and posted in the coaches' handbook.
8. Submit written evaluations on all head coaches and assistant coaches, and make recommendations regarding their future status to the Athletic Director. Please use the proper evaluation form. You have an administrative responsibility to evaluate head coaches and assistant coaches in an ethical and constructive manner.
9. The Coordinator is the person who has been designated as the person in charge of the particular sport; he/she must respect that charge and live up to all expectations.
10. Enforce all rules of eligibility and other rules and regulations governing athletic contests, especially those established by the league(s) that Trinity Academy participates. Assume the responsibility of knowing the rules governing your sport and inform every head coach and assistant coach of the rules governing participation in the sport.
11. To attend all meetings whenever necessary to represent Trinity Academy and your sport.
12. Coordinators are responsible to inform the Athletic Director of all practice fields and courts.
13. Coordinators are responsible to inform the Athletic Director of all games scheduled.
14. Coordinators are responsible to inform the Athletic Director of the results of all athletic contests.
15. **KNOW THE LEGAL ASPECTS OF NEGLIGENCE AND LIABILITIES.**
16. Give loyalty and support to fellow coaches, athletes, and the established athletic "Code of Conduct" of Trinity Academy.
17. It should also be pointed out that although the assignment is seasonal, coordinators should be willing to function year round when their program needs dictate. A successful season does not mean just wins and losses; it means the development of a successful athletic program.
18. Oversee draft process, if required by their sport.

Job Description For Sports Committee Members

All sports programs at Trinity Academy will have a separate Committee that reports directly to the Coordinator for that sport.

All Committee Members are appointed by the Coordinator for that sport in consultation with the Athletic Director.

The Committee Members along with the Coordinator will have the responsibility of developing a comprehensive program for their respective sport.

The Coordinator serves as the Chairperson of this Committee.

Specific related duties are as follows:

1. Work directly with the Coordinator in all matters pertaining to the development, organization and administration of their respective sport.
2. Work directly with individual head coaches in the development of a budget for their respective team.
3. Submit for approval, an annual budget to the Athletic Director, listing all equipment and supplies required to operate their respective sport.
4. Coordinate all equipment needs with the Coordinator and be responsible for the inventory, care, and storage of equipment.
5. Actively seek, recruit and recommend, for approval by the Athletic Director and Principal, head coaches and assistant coaches who can help develop the program. Make sure that they have knowledge of the sport.
6. Meet with coaching staff throughout the year as needed to discuss matters pertaining to the program. Also, develop other specific job responsibilities for head coaches and assistant coaches.
7. Follow the Archdiocese of Newark policy regarding the prohibition of sexual harassment. (see page 40).
8. Work with the Coordinator in the evaluating of head coaches and assistant coaches.
9. Give loyalty and support to all coaches, athletes, and the established athletic "Code of Conduct" of Trinity Academy.

Job Description for Head Coaches

Final approval of all coaches is by the Athletic Director in consultation with the Principal.

The head coaches in consultation with the Coordinator for each sport will have the responsibility of developing a comprehensive athletic program. The head coach coordinates the operation of all teams and staff members under his/her jurisdiction, and develops a team approach in the orientation and promotion of a sound athletic program.

Specific related duties are as follows:

1. COMMUNICATE... COMMUNICATE... COMMUNICATE...
2. Work directly with the Coordinator in all matters pertaining to the development, organization, and administration of the program.
3. Conduct pre season meetings for all student athletes and parents.
4. Follow the Archdiocese of Newark policy regarding prohibition of sexual harassment (see page 40).
5. Maintain open communication with students, athletes and parents
6. Calling Post is the recommended method of informing athletes and parents of events. See page XX for Calling Post information.
7. Rosters, including name and date of birth of student athletes must be submitted to the Athletic Director no later than one (1) week after the first practice session. This roster must be approved and signed by the Principal. A copy of the roster must be on file in the school office. Rosters may only be modified after this date to accommodate a child who recently transfers to the school, otherwise the roster may not be modified after this date.
8. Coordinate all equipment needs with the Coordinator and be responsible for the inventory, care, and storage of equipment.
9. Instruct athletes in the fundamental skills, strategy, and physical training necessary to achieve a degree of individual and team success.
10. Generate an attitude of good sportsmanship and fair play.
11. Put the safety and welfare of the athletes first.
12. Be neither biased nor prejudiced toward any student athlete.
13. Establish the fundamental philosophy skills, and techniques to be taught student athletes.
14. Maintain discipline, adjust grievances, and work to increase morale and cooperation.
15. Provide training rules and any other unique regulations of the sport to all participants.
16. At the conclusion of the season, turn in all reports and materials as required and posted in the coaches' handbook.
17. During the season, meet all the requirements and responsibilities pertaining to the coaching position as posted in the coaches' handbook.
18. Promote and insist that every athlete exemplify, by his/her actions, the rules of good sportsmanship and to abide by the athletic Code of Conduct.
19. Govern yourself in complete accord with the coaches' Code of Conduct, and the rules and regulations of the league in which you participate. Any coach whose behavior is deemed inappropriate or suspended by any league for any reason will have their coaching status reevaluated by the Athletic Director and Principal, whose final decision will not be disturbed absent an abuse of discretion.
20. Give diligent attention to every athlete with regard to his/her physical condition before, during, and after every contest. Complete accident reports in a timely fashion, within twenty four (24) hours.
21. Enforce all rules of eligibility and other rules and regulations governing athletic contests, especially those established by the league in which you compete. Assume the responsibility of knowing the rules governing your sport and inform every athlete and their parent/guardian of the rules governing participation in the sport.

22. Understand, support, and implement the school's chemical awareness policy.
23. Initiate procedures for handling, insurance, injuries, and emergencies. (see page 32)
24. Determine discipline when necessary and adhere to required substantive and procedural due processes.
25. Attend all meetings whenever necessary to represent Trinity Academy and your sport.
26. Coaches are responsible for scheduling all practices and games. NOTE: The Grammar Independent League (GIL) regulations require coaches' participation at a mandatory scheduling meeting. Failure to be represented at this meeting will result in Trinity Academy's suspension from that sport for the year.
27. Scrimmage contests may be arranged by the individual coach but must be approved by the Athletic Director. Use discretion as to time and distance of the scrimmage, and be cognizant of the cost and insurance factors for officials within your approved budget.
28. Coaches in consultation with the Coordinator are responsible for acquiring practice fields or courts.
29. Coaches are responsible to inform the Coordinator of all games scheduled. This will allow publication or announcement of the games to all Trinity Academy families and hopefully, encourage school spirit.
30. Coaches are responsible to report results of all athletic contests to the Coordinator within 72 hours. These results can then be published in the Principal's Newsletter.
31. All coaches are required to attend a Coaching Principles Course approved by the Principal and in conjunction with state law. The fees for these courses will be paid by Trinity Academy Sports Association and need not be included in the team budget.
32. At least one coach per team must attend a Safety Orientation Program (SOP) at least once every three (3) years. This requirement is waived for any Trinity Academy soccer coach who is licensed through the New Jersey Youth Soccer Association (NJYSA). Any fee for the SOP certification will be paid by the Trinity Academy Sports Association and need not be included in the team budget.
33. All coaches must have current Cardio-Pulmonary Resuscitation (CPR) certification.
34. All monies generated by the teams, such as entry fees to home games, concessions, clinic fees, and raffles should be forwarded to the Athletic Director within one week.
35. All payments to officials must be made by a Trinity Academy Sports Association check. It is recommended that coaches or Sports Coordinators request checks from the Athletic Director 48 hours in advance. All requests must utilize the TASA approved requisition form.
36. Coaches are encouraged to have a parent serve as team parent. This parent would be responsible to coordinate volunteers for the selling of admission tickets and refreshments, as well as, set up and clean up.
37. KNOW THE LEGAL ASPECTS, TO THE EXTENT POSSIBLE, OF NEGLIGENCE AND LIABILITIES.
38. Give loyalty and support to fellow coaches, athletes and the established "Code of Conduct" of Trinity Academy.
39. It should also be pointed out that although the assignment is a seasonal one, coaches should be willing to function year round when their program needs dictate. A successful coaching season does not mean just wins and losses; it means the development of a successful athletic program.
40. Promote the sport within the school.
41. Maintain good public relations with the Home School Association, parents, officials, volunteers, and fans.
42. All coaches must be properly dressed whether in practice sessions or at contests. The impression you make reflects upon you, your team and the school. It is the coaches' responsibility to see that all student athletes are properly dressed.

43. All head coaches will be evaluated by the Coordinator and Athletic Director.
44. Proper issued uniform is to be worn at all games. There is no substitution permitted. Failure to wear proper uniform means the athlete will not compete at that event. NO EXCEPTIONS

Pre-season Checklist for Coaches

1. Check all equipment and facilities for safety, and promptly report and perceived problems.
2. Review league handbook and rules for your sport. Pay special attention to new rule changes.
3. Check time and dates of rules interpretation meetings.
4. Review league policies and procedures.
5. Review eligibility procedures regarding physical exams, insurance, and participation fees. Do not allow participation of an athlete until all requirements are met.
6. Hold a pre-season meeting with parents/guardians and assistant coaches.
7. Submit space use needs to Coordinator.
8. Communicate with potential players via flyers, school public address announcements, and other personal contacts.
9. Participate in draft process, if required by their sport.
10. Sign up for Calling Post see page XX

In-season Checklist for Coaches

1. Check first-aid supplies, emergency procedures, and athletes' telephone numbers.
2. Check with Coordinator to confirm player eligibility (i.e., payments of fees, physicals, etc.)
3. Rosters, including name and date of birth of student athletes must be submitted to the Athletic Director no later than one (1) week after the first practice session. This roster must be approved and signed by the Principal. A copy of the roster must be on file in the school office. Rosters may only be modified after this date to accommodate a child who recently transfers to the school, otherwise the roster may not be modified after this date.
4. Check game site locations and be sure directions are given to all parents/guardians.
5. Check with Coordinator for issuance of team uniforms.
6. Instruct team members about game etiquette.
7. Provide scorebooks for the official scorer.
8. Provide for proper care of all equipment and uniforms.
9. Prior to the last contest, inform athletes of their responsibility to return equipment belonging to Trinity Academy.

Post-season Checklist for Coaches

1. Check in all equipment
 - a. Collect all gear.
 - b. Inventory all equipment and supplies.
 - c. Make a final review with Coordinator.
2. Inform Coordinator of equipment needing repair.
3. Follow up on all obligations incurred by your athletes.
4. Turn in a season evaluation form to Coordinator, Athletic Director and Principal.
5. Notify Coordinator, Athletic Director, and Principal of any team party.
6. Complete all final reports within one week of the end of season.
7. Hold a post season evaluation conference with the Coordinator, Athletic Director, (and Principal as appropriate.)
 - a. Discuss future equipment and capital outlay needs.
 - b. Review past season.
 - c. Make recommendations for the coming season.

Head Coach Evaluation Criteria

All head coaches will be evaluated after their respective season by the Coordinator and Athletic Director. The Principal may be a part of the process.

Criteria for the evaluation include:

1. Enthusiastically follows athletic policies and job description criteria.
2. Continually strives to improve coaching performance.
3. Develops sound public relations
4. Understands and follows regulation of all governing agencies.
5. Maintains suitable sideline conduct, and fosters the student athletes to do the same.
6. Cooperates and communicates with all parents and participates in parent nights, banquets, and award programs.
7. Develops respect by example in appearance, manners, behavior, language, and conduct.
8. Is knowledgeable in all aspects of the sport.
9. Maintains appropriate individual; and team discipline.
10. Is fair, understanding, and patient with all team members.
11. Provides leadership and attitudes that produce positive efforts by participants.
12. Is competent in the medical aspects of coaching (i.e., first aid, treatment of injuries, etc.)
13. Follows proper purchasing procedures and operates within the budget.
14. Follows proper procedures in the issuance, collection, inventory, and storage of equipment.
15. Team performance is consistent with the quality of talent available.
16. Keeps Coordinator informed of important developments.
17. Is available to parents and guardians to answer all questions either before or after the particular game.
18. To the extent possible, acts in loco parentis to all student athletes whose parent(s) or guardian(s) is/are unavailable to attend an athletic event.
19. Is fluent in understanding and acting pursuant to the “Little League Law”, as well as the “Good Samaritan Act”.

Job Description for Assistant Coaches

Assistant coaches in all sports:

1. Work closely with the head coach of the respective sport, and show due deference to the head coach when appropriate.
2. Follow the Archdiocese of Newark policy regarding prohibition of sexual harassment. (see page 40).
3. Show the ability to work with fellow coaches.
4. Instruct athletes in fundamentals, strategy, and training.
5. Assume supervision and control of student athletes as assigned.
6. Be present at all practices, games, and trips, provide assistance and guidance for individual athletes.
7. Maintain disciplinary philosophy as outlined by the head coach.
8. Have willingness when required by the head coach, to meet for the good of the players.
9. Demonstrate good sportsmanship and demand good sportsmanship from all players in the program at all times.
10. Be willing to abide by the athletic policies and procedures outlined in our rules and regulations for athletes "Code of Conduct" and the coaches' handbook.
11. Attend clinics as a means for professional improvement. Make sure your head coach has budgeted for clinics.
12. You are responsible to the head coach and should, therefore, deal directly with him/her concerning duties and/or problems before approaching Coordinator, Athletic Director, Vice Principal, or Principal.
13. Any other reasonable responsibility directed by the head coach should be carried out by the assistant coach.
14. Maintain a record of team statistics.
15. All assistant coaches will be evaluated by the Coordinator and the Athletic Director.
16. All coaches must be properly dressed whether in practice sessions or at contests. The impression you make reflects upon you, your team and the school. It is the coaches' responsibility to see that all athletes are properly dressed.

Assistant Coach Evaluation Criteria

All assistant coaches will be evaluated after their respective season by the Head Coach, Coordinator, Athletic Director, and Principal.

Criteria for the evaluation include:

1. Loyalty to the Head Coach and the program.
2. Care of equipment.
3. Knowledge of sport.
4. Teaching ability.
5. Ability to motivate.
6. Rapport with coaches and players.
7. Supervision of student athletes.
8. Interest in coaching.
9. Acceptance of duties assigned by Head Coach.

Cheerleaders

Cheerleaders have a unique opportunity to influence spectators and create a positive atmosphere. The following rules will assist in promoting good sportsmanship.

1. Be courteous to opposing teams and cheerleaders.
 - a. Allow visitors the first opportunity to cheer.
 - b. Cheer for opponents when they have an outstanding effort.
 - c. Use only positive cheers and actions.
 - d. Allow visitors to cheer without interruption.
2. Be courteous to game officials.
 - a. All comments to officials should be courteous and respectful.
 - b. Show consideration for all players and fans.
 - c. Stay off the playing area as much as possible.
3. Keep fans in a positive, supportive frame of mind.
 - a. Select cheers that are positive and supportive.
 - b. React positively to opposing players.
 - c. Select appropriate times to encourage your team.
 - d. Stay in control of cheerleading equipment (i.e., pom-poms, etc.)
 - e. Follow league guidelines for good sportsmanship.

Cheerleader Coach List of Duties

1. Be responsible for supervision and instruction for cheerleaders.
2. Be responsible for conduct of cheerleaders at all practice sessions and contests.
3. Encourage good sportsmanship by example and leadership.
4. Be responsible for uniforms and supplies.
5. Conduct a four week clinic for prospective cheerleaders.
6. Participate in the preparation for the team party.
7. Submit a cheerleading budget to the Athletic Director.

Uniforms

Uniforms for all Trinity Academy athletes are supplied by the TASA
Proper issued uniform is to be worn at all games. There is no substitution permitted. Failure to wear proper uniform means the athlete will not compete at that event. NO EXCEPTIONS

Soccer Uniform: Shirt, Shorts, Socks supplied by TASA

Basketball Uniform: Jersey supplied by TASA; Black shorts will be provided by the parents. Only white tee shirts are permitted to be worn under the jersey.

Baseball/Softball: Jersey, Hats (boys)/Visors (girls), and Socks supplied by TASA; Helmets and black baseball pants will be provided by the parents. NOTE: Helmets for girls must include face mask.

Criteria for Adding or Dropping Sports

Adding a new sport or deleting an existing one is a far reaching decision that can affect large numbers of people. The factors listed below can assist the Trinity Academy Sports Association Advisory Board in weighing whether to take such action:

1. Level of student interest
2. Costs involved
3. Availability of qualified and willing coaching personnel
4. Availability and accessibility of appropriate facilities
5. Impact on gender equity
6. Conflict or lack of conflict with other established sports
7. Opportunities for competition
8. Long-range prospects for continuation
9. Transferability of skills to lifetime sports activities
10. Experience elsewhere with the sport
11. Competitive leagues have the right to add or delete teams with rationale

Safety in Athletics

1. All participants should be made aware of safety fitting rules and regulations in each particular sport, i.e., correct equipment, equipment care, injury reports, following instructions, physical conditioning, etc.
2. Coaches should make daily safety checks of equipment used by all athletes.
3. Locker rooms must be supervised at all times by coaches or designee before and after practices or games. A coach in the locker room will prevent “horseplay” and perhaps injury. Teams should never be left unattended in locker rooms whether home or away.
4. Coaches must not leave the premises until all athletes have been properly picked up.
5. No athlete is permitted in the building unless a head coach, assistant coach or other adult designee is in the building.
6. Report all safety hazards, in writing to the Principal so that steps can be taken and correct immediately.
7. Coaches should exercise good judgment in deciding to compete or practice during inclement weather conditions reflecting the safety of the athletes. This includes mini camps and clinics.
8. All cleats must be removed before entering any building.
9. All facilities should be checked regularly for safety. Inspection should include fields, courts, and apparatus of all kinds.
10. Proper supervision will be provided for all participants at all practices, games, and pre and post game activities.
11. A properly stocked training kit of first-aid supplies should be available during all practices, scrimmages, and games. The kit must be checked for supplies before every practice, scrimmage, or game by coaches or trainers.

Athletic Equipment

1. Coordinators should confer with the Athletic Director regarding the budget by September 1, of the academic year. Soccer's budget must be submitted by July 1, preceding the academic year.
2. Special order items (not included in original budget) should be requested on requisition forms and returned to the Athletic Director. Please get proper forms from the school office.
3. Careful records should be kept of all equipment issued to players. Items should be marked by name or number for recording purposes.
4. Equipment responsibility must be addressed with each athlete. Players are responsible for all equipment issued to them.
5. Giving away of equipment (no matter what the condition) is not permitted. Report to the Athletic Director any equipment unfit for use.
6. Issuing equipment out of season or for summer use is prohibited. Injury incurred with use of such equipment can easily be traced to the person who issued the equipment and that person is subject to a lawsuit and/or dismissal. Except under the supervision of a head coach who is participating with players in a clinic previously approved by the Athletic Director or Principal.
7. At the completion of the season a complete inventory of all athletic equipment issued to your sport must be completed and turned into the Athletic Director within one week of the end of season.
8. Catalogs as are on file in the school office, along with forms for budget requests.
9. Completed budget request forms must be specific and printed or typed neatly so it is legible. Any illegible form will be denied.
10. Head coaches are responsible for the collection of equipment. All equipment must be turned into the Coordinator within one week of the end of the season. The Coordinator must prepare an inventory report of all athletic equipment issued to their sport and return it to the Athletic Director within two weeks of the end of the season.

Transportation

Parents/guardians are responsible for transporting their child to and from all practices and games. All athletes must be picked up by an adult **on time** from practices and games. Coaches' time is valuable. **Please be prompt.**

The coaches will supply directions to all away contests. Trinity Academy does not provide transportation services. Coaches are not to be asked to transport athletes to or from practices or contents.

Accident/Injuries

Emergency medical procedures:

In the event of a serious accident or injury occurring when the school nurse is unavailable, coach or designee, will follow the procedures noted below.

1. Call the police or 911
 - a. Caldwell (973) 226-6100
 - b. North Caldwell (973) 226-0800
 - c. West Caldwell (973) 226-4114
 - d. Fairfield (973) 227-1400
 - e. Roseland (973) 226-8700
 - f. Essex Fells (973) 226-3000
2. Call the parents/guardians and advise them as to what has occurred, if medical treatment is required inform the parents/guardians what hospital will be involved and ask they meet their son/daughter there.
 - a. Note: phone numbers of parents/guardians can be obtained from the yellow emergency cards. Each coach is responsible for maintaining and having this information available at all times.
3. The coach or designee should accompany the injured athlete to the hospital. The coach should follow up after the practice, game, etc., with the parents/guardians as well as the Athletic Director. The Principal shall be notified of the injury by the Athletic Director, in writing, within twenty-four (24) hours.
4. Be sure to check and collect all the injured athlete's belongings which may have been left at the site; such as books and clothes.
5. Any time an athlete requires medical attention, a written accident report, describing the circumstances in detail, must be completed within 24 hours of the event. Copies of the report must be submitted to the Athletic Director and the Principal.
6. Any athlete who sustains an injury or has an illness that required medical attention or loss of a minimum of five (5) days from his/her current sport must have a written clearance (a completed return to activity form) from his/her own doctor prior to returning to practice.
7. Accident report forms and return to activity forms are available in the school office. The head coach should maintain a supply of blank forms and a file of reports that have been sent to the Athletic Director and Principal.
8. A well stocked first aid kit must be a part of regular team equipment. Head coaches or designee should check this before every practice or contest to be sure that adequate supplies are available.

Insurance

All students are covered by the school insurance (Archdiocese of Newark). The school insurance is an excess policy that can be used only after the parents/guardians own health insurance has paid the portion their insurance covers.

The Coordinator is responsible for seeing that each athlete has a properly filled out Emergency Form (GREEN) including current insurance policy and instructions for their use when needed. A copy of which must be kept with the head coach at all practices and contests.

General Eligibility

Eligibility requirements are determined by the leagues in which Trinity Academy participates. Final determination of an athlete's eligibility will be determined by the eligibility requirements of Trinity Academy. (No grade lower than a **C** in any subject!)

1. All coaches are responsible for knowing and following the eligibility rules for their respective team. Copies of all eligibility regulations are on file with the Athletic Director. Information regarding player eligibility should be passed on to respective team members' parents/guardians so they are aware of the various rules they must follow.
2. League eligibility forms and rosters will be filled out by the head coach of each team and returned to the Athletic Director one week before the first scheduled practice. Forms are on file in the school office. Accuracy is important as a mistake could bring harsh consequences from the various leagues.
3. Permission forms, properly completed, must be kept on file with the Athletic Director and school nurse. Head coaches are responsible for this file and are to see that all athletes have both the doctor's physical card and the parent/guardian permission card on file with the Athletic Director and school nurse before they are issued any equipment or participate in any sport or activity.
4. Our Code of Conduct is a favored control factor for our athletic teams. Coaches are responsible to obtain the student and parent/guardian signatures. No athlete will be issued equipment or participate in any sport or activity without a properly signed Code of Conduct.
5. Any participant must have no less than a **C** in any subject. The Principal will verify eligibility and submit a list of ineligible students to the Athletic Director. The Athletic Director will follow up with the Coordinator who in turn will inform the head coach.

Physical Examinations

1. No athlete is permitted to practice with a school athletic team unless he/she has been given a physical examination by his/her family doctor. There are no exceptions to the rule.
2. Coaches should take note of any physical problems of his/her players reported by the family physician, and adjust player's activities with safety as the most important factor.
3. The examining physician must sign the athlete's pre season physical form before any equipment is issued or any participation in any sport or activity.

Eligibility to Participate On Trinity Academy Athletic Teams

All students must present an Athletic Department Approval to Participate (BLUE) form to their head coach before they are permitted to practice.

In order to receive a blue form every student going out for their first sport must fill out the following forms:

1. Student Pre-Season Physical Form (WHITE):
 - a. The top of the form is to be completed and signed by the parent/guardian. The bottom is to be completed and signed by the family physician.

2. Emergency Forms (GREEN)
 - a. This form is used to contact parents/guardians in case of illness or injury. Parent/guardians must complete and sign. Phone numbers are most important!
 - b. Personal Insurance Form

3. Athletic Participation Approval Form (YELLOW)
 - a. It requires the student signature. This signature indicates the student understands the rules and regulations with regard to eligibility, conduct, and equipment.
 - b. It informs the parent/guardian of the requirement of a physical examination prior to participation in the student athlete's first sport.
 - c. It advises the parent/guardian of the possibility of physical hazards to his/her child during athletic events or practices.
 - d. It informs parents/guardians about Trinity Academy's insurance policy.

A student athlete going out for his/her second or third sport must fill out and get signed a Medical Update Form (TAN) for a second or third sport in order to get a BLUE form.

1. Medical Update Form (TAN)
 - a. Parent/guardian's signature required
2. Emergency Form and Personal Insurance Information Form (GREEN)
3. Athletic Participation Approval Form (YELLOW)

TASA Athletic Recognition Awards

TASA will supply all current sixth graders with a Trinity Academy sports jacket, whether they have competed on any athletic teams or not.

TASA will supply all current second graders with a Trinity Academy (hoodless) sweatshirt, whether they have competed on any athletics teams or not.

GUIDELINES FOR ALL OTHER AWARDS PARENTS COACHES ETC...

Coach's Incident Report

The purpose of this report is to create a record of any unusual incident that may occur during any Trinity Academy athletic contest. An "unusual incident" can be defined as a serious injury to a player (mandatory, if an emergency response is required); the sudden illness of player; any verbal or physical confrontation between coaches, players, officials, or spectators; any disciplinary action taken by the officials not deemed to be a normal course of action for that particular sport; damage to property; or any incident the coach believes needs to be documented. This report must be filed within 48 hours of the incident with the Athletic Director.

Date: _____
Name of Person Filing Report: _____
Nature of Incident: _____
Date and Time of Incident: _____
Location of Incident: _____
Details of Incident: _____

If an injury, describe: _____

Were the police notified? _____ Time of Call: _____
Town Responding: _____
Did the First Aid Squad respond? _____ Which Squad: _____
Was the injured party taken to the hospital? _____ Which hospital? _____
If yes, by whom: _____
Was the injured party taken to a physician's office? _____ If yes, physician's name: _____
If yes, by whom: _____

Was parent/guardian notified? _____ Time: _____
If yes, by whom: _____

Witnesses: Name: _____ Phone number: _____
Address: _____

Name: _____ Phone number: _____
Address: _____

Name: _____ Phone number: _____
Address: _____

Sports Team Budget

Coordinators are responsible for submitting for approval, by the Athletic Director, a budget for his/her sport. Coordinators are advised to work with their respective Committee in developing the budget. Coordinators are reminded that submission of a budget does not guarantee approval, therefore, no purchases or contracts should be entered into before final approval of the budget. All budgets are due in the Athletic Directors office by September 1, of the academic year. The only exception to this is the soccer budget which is due July 1, preceding the academic year for which funds are requested:

Note: Only budgets approved by the Athletic Director are valid and are the only expenses that Trinity Academy Sports Association will honor. Should there be additional monies required during the academic year for unexpected expenses these may only be approved by the Athletic Director and the Principal.

Sport: _____ Coordinator: _____

Income:

Registration Fees:		
# Students x Registration fee per student:	_____	_____
_____ x _____		
Donations:		
50/50 Raffles (Net):		
Dinner/Outing:		
Concession Fees:		
General Fundraising:		
Golf Outing:		
Team Sponsor Fees:		
Equipment Sponsor:		
Tournament Fees:		
HSA Fee:		
Kindergarten Clinic Fees:		
Clinic Fees:		
Total Income:		

Expenses:

Clinic Expenses:		
Kindergarten Clinic Expenses:		
Concession Expenses:		
Gifts: Coaches		
Others		
Total Gifts:		
Uniforms:		
Dinner/Outing Expense:		
Golf Outing Expense:		
Meetings and Training Seminars:		
Equipment (Sports):		
Field Costs:		
Line Striping:		
Maintenance:		
Field Rental:		
Equipment Rental:		
Total Field Costs:		
League Fees:		
Entry Fees:		
Officiating:		
Playoff Fees:		
Total League Fees:		
Trophies and Awards:		
Administrative Fees:		
Miscellaneous (explain):		
Total Expenses:		
Total Income (Loss)		

Approved: _____ Denied: _____

Athletic Director: _____ Principal: _____

Requisition Form

Requisition forms are to be utilized by all Coordinators when ordering equipment or supplies in preparation for their respective season. Coordinators are reminded that all equipment and supplies must have been included in their final approved budget. Any purchases for goods or services not authorized in the original budget or authorized by the requisition form, will be the sole responsibility of the person entering into the contract. Coordinators are also reminded that requisition forms are to be submitted prior to the acquisition of goods or services and authorizations will not be issued retroactively. All receipts for personal reimbursement must be received by the Athletic Director within ten (10) business days.

Sport: _____

Team: _____

Coordinator: _____

Date of request: _____

Date needed: _____

Equipment: _____

Supplies: _____

Officials: _____

Amount requested: _____

Was this authorized in original budget? _____

Approved: _____ Denied: _____

Athletic Director: _____

Approved: _____ Denied: _____

Principal: _____

Vice Principal: _____

Roster Form

Roster forms are to be utilized by head coaches for the purpose of identifying student athletes participating on their team. The roster must be filed with the school office one week before practices start. The Athletic Director is responsible for submitting rosters, in a timely fashion, to those leagues requiring them.

Sport: _____

Date: _____

Team: _____

Coach: _____

<u>Athlete's Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Date of Birth</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____

Athletic Director's Signature: _____

Principal's Signature: _____

Athletic Director Print Name: _____

Principal Print Name: _____

Policy Statement on Harassment

Trinity Academy maintains an atmosphere free of violence, personal abuse or any other form of harassment. Harassment may be student-to-student, student-to-teacher, teacher-to-student, employee/volunteer-to-student, or employee/volunteer-to-employee/volunteer. Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendos, comments directed at a person's gender are all inappropriate and will not be tolerated. Violations of this no-harassment policy will be treated as a significant disciplinary matter. Trinity Academy, therefore, will tolerate no violations of this policy and will abide by all relevant statutes including, but not limited to, N.J.S.A. 10:5-1, et seq.

A THOUGHT FOR EVERYDAY

DON”T QUIT

When things go wrong, as they sometimes will,

When the road you’re trudging seems all uphill,

When the funds are low and the debts are high,

And you want to smile, but you have to sigh,

When care is pressing you down a bit-

Rest if you must but don’t quit.

Success is a failure turned inside out-

The silver tint of the clouds of doubt,

And you never can tell how close you are,

It may be near when it seem afar’

So stick to the fight when you’re the hardest hit-

It’s when things seem worse that you mustn’t quit.

Author Unknown