

# Athletics Coaches Handbook

***“A good coach can change a game. A great coach can change a life.”***

***– John Wooden, Legendary UCLA Men’s Basketball Coach***

***Information current as of July 18, 2024. Please note that this information is subject to change. Please contact the Athletic Department with any questions.***

## Coaches’ Handbook 2024-2025

### Introduction

There are an extraordinary number of reasons why someone wants to be a coach. Yet, for all the variety of our reasons, there are certain fundamental motives that we all share. Coaching is exciting, exhilarating, demanding and rewarding. But, most of all, coaching is a challenge.

Academically, our students are challenged daily to meet academic expectations. It is no different with our athletic program. As coaches, we place rigorous demands on our athletes and challenge them to discover their capacities to meet the tests of competition. We all want to win, but we know that winning is not the only way to measure success in competitive athletics. The

degree to which a coach and team dedicates themselves to be the best that they can be is the truest standard by which we judge our efforts.

The athletic program is an integral part of our students' overall educational development. It aims to instill high ideals such as sportsmanship, cooperation, selflessness, responsibility, and physical fitness. Essential aspects include emotional control, respect for authority, and acceptable social behavior. The dual goal of our program is not only to achieve success in competitions but also to use sports as a platform for teaching broader life lessons, including, but not limited to, communication, leadership, teamwork, goal setting, and perseverance.

Coaches are a vital part of the teaching program at D-E. They should design their program to create a motivating and engaging environment for the athletes, fostering enthusiasm for the sport and developing the skills necessary to become proficient participants.

When someone accepts a coaching position at Dwight-Englewood School, they assume total responsibility for familiarization and compliance with the policies, procedures and obligations of the Athletic Department including those set forth in the Dwight-Englewood Athletic Coaches Handbook and by the New Jersey State Interscholastic Athletic Association. We are obligated to uphold them regardless of personal feelings, differences of opinion, or individual philosophies. Should a policy prove undesirable after sufficient trial it may be revised or eliminated in the proper manner. While they are in effect, wholehearted support is required.

# Human Resources Information

## Statement of Non-Discrimination

Dwight-Englewood is a non-profit corporation accredited by the Middle States Association of Colleges and Secondary Schools and the New Jersey Association of Independent Schools. Dwight-Englewood School is an equal opportunity employer and does not discriminate on the basis of sex, ethnicity, age, national origin, religion, genetic information, marital status, sexual orientation, gender identity, pregnancy or military veteran status. The diversity of our student body supports our commitment to employ a diverse faculty and staff. Educators and staff from all backgrounds who bring knowledge and expertise in equity, diversity and multicultural education are especially encouraged to apply.

## Athletic Department Mission Statement

*"We believe in the educational value of sport. Dwight-Englewood athletes learn that individual excellence is achieved through perseverance, and that team success comes from committing fully to a common goal. Athletics strengthens our community by forging connections among teammates and promoting school spirit."*

## Objectives

- Provide a wide variety of athletic programs so each student-athlete can reach their full potential.
- Promote good sportsmanship in all athletic contests.

- Offer the realization that athletic competition is a privilege that carries definite responsibilities.
- Understand the valuable lessons that athletics teach such as teamwork, self-control, “team” above oneself, respect for others, and responsibility through participation on an athletic team, with personal improvement being the major objective for all.

## Goals

It is the duty of all concerned with the athletic program at the Dwight-Englewood School to:

- Maximize opportunities for participation.
- Help athletes develop both the physical and mental skills needed to be successful.
- Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- Stress the values derived from competing in a game fairly.
- Show courtesy to opposing teams.
- Show respect to spectators.
- Respect and honor the integrity and judgment of officials.
- Achieve a thorough understanding and acceptance of the rules of the sport.
- Encourage leadership, initiative, and good judgment by the players on the team.
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional character of the athletes.
- Understand the full value of exercising self-discipline and emotional maturity when making decisions under pressure.
- Know the goals of a competitive athletic program at the

varsity level. The main goal of any competitive varsity athletic program is to put the most talented members of the team in competition to win the contest. Starting positions and playing time are not guaranteed to seniors making the team or to anyone else for that matter. Each member of the team is very valuable to the team's overall progress. Some members may play a great deal of the time in a contest, while others may not see "significant" playing time. At the varsity level, playing time can be considered a reward for the efforts of the student in that sport.

## **Observations and Evaluations**

Each coach, head or assistant, will be evaluated at the end of each season. The Head Coach will be evaluated by the Athletic Director and Associate Athletic Director. Input will also be solicited from other individuals, including, but not limited to, Principals and Athletic Trainers. Head Coaches are involved in the evaluations of their Assistants. All evaluations should be constructive in nature and hopefully improve the coaching abilities of the individual coach. It should be stated that all evaluations are ongoing during the school year.

### **The criteria for the Head Coaches will be:**

- Knows and adheres to NJIC, NJSIAA & NFHS rules and regulations
- Understands the chain of command and refers all concerns through proper channels
- Attends all conference/departmental meetings as required

- Trains and informs assistant coach(s) and encourages professional growth
- Maintains a thorough knowledge of the sport, including rule changes and pertinent information
- Regularly monitors student athlete growth and development
- Maintains discipline and follows athletic department policies
- Develops season plans/goals and works with assistant coaches
- Communicates with Athletic Department regarding equipment needs
- Sends home a pre-season letter to communicate expectations, procedures, and important season dates
- Works cooperatively to develop all levels of the sport program, MS, JV and V where applicable
- Uses appropriate teaching/coaching practices
- Is fair and unprejudiced with students and maintains good communication
- Develops practice plans and shares them with assistants in advance
- Open to feedback and willing to make needed adjustments
- Promotes positive school image and practices good sportsmanship
- Provides supervision and promotes safe practices for all functions
- Conducts exit interviews with all student athletes and coaching staff
- Updates team and individual season and career records
- Is prepared for and attends all post season meetings
- Submits End of Season Report in a timely manner
- Participates in an End-of-Season team event
- Implements an out-of-season training program and provides to students
- Is a positive role model: displays self-control and

ethical behavior; represents school in a positive manner

- Displays enthusiasm for the sport
- Maintains and secures school keys
- Works effectively with administrators, colleagues, parents/guardians, students, opponents and responds to their requests

## **Assistant Coaches will be evaluated on a smaller scale than the Head Coaches.**

All coaches are expected to be at all of their respective practices and games. If a coach is unable to fulfill a game commitment, he or she should notify the Athletic Director as far in advance as possible. If a coach is unable to attend a practice, please notify the athletic department as far in advance as possible. Practices may be covered by an assistant coach or a qualified substitute. The Athletic Director reserves the right to cancel a practice or game if a qualified substitute is not available.

## **Duties of the Head Coach**

### **Preseason, In-Season, & Postseason Responsibilities**

- In cooperation with the athletic trainer and school nurse, contact your athletes to remind them of due dates for their physical and other medical clearance forms, which may be accessed on the athletic website.

- Well-in-advance of the first practice, the staff should ready all equipment so as to not impose on the athletic office and athletic trainers.
- Has the responsibility to supervise and evaluate his/her assistants. Coaches should collaborate on team decisions. Any disagreements should be discussed privately without the presence of student-athletes.
- Ensures that the coaching staff is organized and ready for the opening days of practices. This includes clear expectations about the criteria used to select the team. No "Cuts" should be made at any level without the knowledge of the Athletic Director. Any cuts should be handled delicately and with the highest degree of confidentiality. Every attempt should be made to personalize the process.
- Head coaches oversee the organization and planning of practices of their respective levels.
- Upper School coaches keep regular attendance records and assures that each athlete has met the 6-day of practice rule mandated by the NJSIAA.
- Submits all the required "Team Information" to the local news media and other media outlets.
- Reports directly to the Athletic Director in all matters concerning his or her particular sport.
- Responsible for the distribution and collection of equipment and uniforms.
- Provides proper safeguards for storage, protection and maintenance of all equipment
- Monitors the locker rooms, offices and storage facilities prior to and after practices/games
- Attends all league, conference and rule updates meetings as required.
- Submits and maintains an accurate roster and updates the Athletic Director of all additions to or deletions from



the team.

- Adheres to and communicates to his/her staff any programs and policies concerning injuries, medical attention and emergencies. Reports athletic injuries to the athletic trainers immediately and completes the proper forms and submits information to the athletic trainer within 24 hours.

## **In-Season (responsibilities include, but not limited to:)**

- Takes attendance each day.
- Submits and maintains an accurate roster and updates the Athletic Director of all additions to or deletions from the team.
- Applies the necessary safeguards to ensure that all athletes are wearing the required protective equipment for that sport.
- Assists the Athletic Director in the inventory, storage and purchasing of supplies.
- Attends all coaching staff meetings. (Full or sport specific meetings as required.)
- Adheres to and communicates to his/her staff any programs and policies concerning injuries, medical attention and emergencies. Reports athletic injuries on proper forms and submits information to the athletic trainer within 24 hours
- Head coaches oversee the organization and planning of practices of their respective levels.
- Monitors the locker rooms, offices and storage facilities prior to and after practices/games.
- Rotates and moves equipment on and off the field as requested by the grounds crew (eg. goals, flags, field

markers and tarps)

- Submits game results to the Athletic Office, Local News Media and those sites required for State and County Tournament Selection.
- Has full knowledge of the practice and game schedules including dismissal times, transportation, departure and return times.
- Plans and organizes, in cooperation with the athletic office, the “Senior Day” celebrations for his/her team and their parents.
- Has full knowledge of the requirements for County and State Tournament, including the submission of all required information by deadline.
- Follows all rules and regulations of Dwight-Englewood School, The NJIC, County and the NJSIAA
- Informs the Athletic Director of any incidents or other problems that require disciplinary actions by the team, school or State.
- Attends all coaching staff meetings. (Full or sport specific as required.)
- Provides mid-season summaries to the Athletic Director for public relations to the community.
- Encourage team members to improve character traits such as, enthusiasm, loyalty, self-respect, sportsmanship, fair-play and perseverance.
- Encourages positive parental participation through team meetings or Parents Day Promotions

## **End of Season (responsibilities include, but not limited to:)**

- Responsible for the collection, accounting for and inventory of all equipment and uniforms. The coach should

make several attempts to collect missing or lost uniforms and equipment from his/her players, including parental contact, before submitting the information the Athletic Office.

- Attends all coaching staff meetings. (Full or sport specific as required.) These may include post-season meetings, league and county dinners.
- Attends school functions where interaction between the Head Coach and parents, students or prospective students may further enhance the athletic program.
- Attends end of season sports banquet and the end of year school athletic award nominating meeting and assembly.
- Aids student-athletes with the recruiting process, which may include, college selection, applications, and recommendations.
- Keeps accurate team and individual statistics for use by the school, league, county and state awards.
- Attends clinics and seminars to keep informed and updated on the latest coaching techniques, strategies and rules in their sport. Encourage assistants to do the same!
- Returns all keys and keycards to the Athletic Office.
- Provides End-of-Season summaries to the Athletic Director for public relations to the community.
- Submits End-of-Season Reports which should include scores, achievements /awards and career records established by members of the team or coach. Included on this report are many other requests, all related to recommendations for the upcoming season.

## **Duties of the Assistant**

# Coaches

## **Duties of the Assistant Coaches, Junior Varsity and Middle School (responsibilities include, but not limited to:)**

- Takes attendance each day.
- Submits and maintains an accurate roster and updates the Athletic Director of all additions to or deletions from the team.
- Assists the Head Coach in all matters related to the duties of the Head Coach and the team in general. All JV and Middle School coaches are part of the coaching staff of each sport.
- Applies the necessary safeguards to ensure that all athletes are wearing the required protective equipment for that sport.
- Coaches the team within the context for what the Head Varsity Coach sees as necessary for the athletes to continue to be competitive when they reach the Varsity level.
- Teaches individual and team skills under the direction of the Head Coach.
- Attends all coaching meetings as required. (Full staff or sport specific.)
- Coaches should collaborate on team decisions. Any disagreements should be discussed privately without the presence of student-athletes.
- Encourages team members to improve character traits such as enthusiasm, loyalty, self-respect, sportsmanship, fair-

play and perseverance.

- Assists the Head Coach in the disbursement and collection of equipment and uniforms.
- Understand and follow all rules and regulations of Dwight-Englewood School, NJIC and the NJSIAA
- Follows Middle School guidelines regarding team size in terms of participation, number of team members and other related issues.
- Attends clinics and seminars to keep informed and updated on the latest coaching techniques, strategies and rules in their sport.

# **Athletic Department Policies**

## **Student Eligibility:**

Dwight-Englewood is a member of the New Jersey State Interscholastic Athletic Association and therefore follows all the association rules regarding athletic eligibility. The New Jersey State Interscholastic Athletic Association requires that any student entering high school, including those who transfer to Dwight-Englewood from another school, declare/report any previous participation at any level of high school sports to our Athletic Office. This includes playing for a high school team in a State other than New Jersey that permits 7th or 8th grade students to participate at a high school level in any sport.

Please contact the athletic office to begin the process for filing a Waiver / Transfer Waiver with the New Jersey State Interscholastic Athletic Association. Failure to submit this information may result in your child being declared ineligible for participation. If you have questions regarding this

requirement or that you are in doubt of your child's status, please call the Athletic Office at 201-227-3150 or email the office at [athletic\\_office@d-e.org](mailto:athletic_office@d-e.org).

## **General Guidelines Regarding Safety and Athletics:**

Participation in athletics is voluntary and there is always a risk of injury and/or death to the student. Efforts are made to mitigate and prevent harm or injury through the rules and practice of the game; however, accidents do occur.

## **Required Physical Exam & Health Forms:**

All students must have documentation of a current physical examination and other required forms on file via Magnus Health SMR (Student Medical Record) before the start of practice in any sport. This is especially important for the start of fall sports which begin before the official start of school. If the student-athlete's physical exam expires during the school year, a new physical exam form will be required in order to continue to participate in athletics. Please note that some forms are completed entirely online. Other forms may require a doctor's signature and will need to be printed out. Once signed, the form can be scanned and uploaded to Magnus. Parents/guardians can access the Magnus Health SMR account through the online D-E Parent Resource Board. NO STUDENT MAY PARTICIPATE IN ANY PRACTICE UNLESS HIS OR HER PHYSICAL FORM IS UPLOADED & FILED IN THEIR MAGNUS HEALTH SMR ACCOUNT FOR THE SCHOOL NURSE TO REVIEW.

## **Health History Update Questionnaire**

The Health History Update Questionnaire (HHUQ) serves to inform the school and coaches of any new health concerns or changes since the student's last physical exam. The HHUQ does not need a

doctor's signature.

If required, prior to participation in each athletic sports season, student-athletes will be provided a HHUQ to be completed, signed, and uploaded to Magnus Health SMR by the parent/guardian unless a physical exam has been dated within the last 90 days to the start of the season. The student-athlete will not be able to participate/practice in athletics until this form is uploaded and reviewed by the school nurse.

## **School Required Forms:**

- Preparticipation Physical Evaluation/Examination Form

In addition to the School Required forms here are the following forms required for athletics:

- Health History Update Questionnaire (only if physical Exam is over 90 days)
- Sports-Related Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form
- Sudden Cardiac Death in Young Athletes Pamphlet & Sign-off sheet
- Use and Misuse of Opioid Drugs Fact Sheet & Student-Athlete and Parent/Guardian Sign-Off sheet

## **Attendance: (Important Policy Regarding Attendance and Extracurricular Events)**

Students are allowed to participate in extracurricular events (e.g. practices, games, performances, etc.) only if they arrive in school by 10:00 a.m. on the day of the event. Exceptions may be made only with the permission of the Deans and/or Principals

in consultation with the Athletic Director. In addition, a student that doesn't participate in physical education class for medical reasons, or because they didn't change into appropriate attire for class, may not participate in extracurricular events.

**Appointments during school and practice hours** – Medical and dental appointments, tutoring, SAT/ACT courses, and music lessons/classes should be made outside of school practice and game hours. In the event of an emergency appointment, please notify the attendance officer as soon as possible. Students must sign out and back in with the attendance officer if they leave campus during the day, or if they arrive late or leave early for a doctor's appointment. The student must also bring a note from the physician within 48 hours of the visit. Failure to notify the attendance officer or grade-level dean, and to bring a note from the attending physician, could result in an unexcused absence.

Although attendance at practice is mandatory, coaches obviously understand that at times students get sick, have excessive homework expectations, or family issues that may interfere with attending practice. The athlete/parent/guardian should communicate the problem with the coach as early as possible.

## **Practice Attire (Guidelines)**

- Our athletes are required to wear T-shirts (E.G. short-sleeved / cap-sleeved) even when wearing a pinnie, scrimmage vest or tank top.
- Our athletes are not to be shirtless at any time.



## Locker Rooms

We expect that athletes will be able to change into their proper gear. Locker Rooms will be accessible to all coaches and players and will only be used to change into and out of their practice and game uniforms. Coaches are required to be present before and after practices and games to supervise.

## Athletic Equipment

Students should plan to bring the following items to practices and games:

- Additional personal training apparel and footwear (towels, sweats, sneakers, and cleats)
- Pre-filled water bottles (write name on all bottles)
- Prescribed Meds (e.g., Epi-Pen, inhaler/nebulizer, etc.)
- Personal team equipment; field sticks, bats, gloves, goggles, helmet, pads, etc.
- Gear Bags / Backpacks should be stored behind the designated bench area.

## Uniforms/Equipment/Locker Room Security

Athletes will be issued uniforms and, in some situations, equipment at the beginning of each season. The individual athlete is responsible for the proper care and return of all issued equipment. Coaches are responsible for the distribution and collection of the uniforms and equipment at the end of the season. Student-athletes are responsible for securing their equipment, personal items and valuables in their lockers always.

Student-athletes should not bring anything of value to away contests or alternative practice sites. If any equipment, including the customized uniform, is lost or damaged the student will be charged replacement costs, which may range between \$100 for shorts and \$180 for a jersey. For full disclosure, seniors are not permitted to not keep their uniform(s.) If the student-athlete doesn't return the uniforms or equipment, the Dwight-Englewood School reserves the right to take what measures we deem appropriate to encourage the return of all issued items. This may include, but is not limited to withholding of grades, yearbooks or denying opportunities to participate on another team.

## **Purchase of Spirit Wear / School Related Items**

From its annual operating budget, uniforms and equipment are purchased and recycled on a multi-year schedule that ensures both equity and timely replacement. All expenses for discretionary apparel relating to a team or sport cannot be covered by the Athletic Department budget. The Athletic Office has contracted as of July 2023 with an outside provider to source team uniforms and also to provide seasonal, team 'spirit wear' apparel and merchandise options online. The Athletic Office will share this new online resource information with all Coaches prior to the start of each season. Because the D-E School logos and mascots are considered as 'branded', apparel worn by athletes to represent their team and/or the School will need to be sourced only from this online resource. Coaches and/or athletes and their families are not to order 'branded' apparel outside of this online D-E Athletic Office resource.

## **Fundraising**

The School has established a Fundraising Council to oversee all fundraising initiatives that involve our student body. The council will meet to hear proposals from students for campaigns to be run during the school year and will approve campaigns for designated time periods. All initiatives shall be initiated, led, and executed by students. Faculty advisors for each initiative are encouraged and may be required. Athletic fundraisers are centered on charities only because equipment needs are provided through the athletic budget.

## **Communications with Players, Parents/Guardians**

All correspondence with the players, parents or guardians must occur through the use of Dwight-Englewood email accounts or approved App's for unified group text / messaging. **Use of personal accounts (texting, emails, Instagram, etc.) to communicate/interact with athletes on social media is prohibited. Private accounts are highly recommended.**

## **Coaches Guidelines for Vacations and Missed Practices/Games**

**(Please refer to the master school calendar for vacation/break dates)**

Being a part of the athletic program carries a responsibility for the student to be at all practices and games. When parents and student-athletes choose to take family vacations during sports seasons, the time missed by the student athlete can affect team chemistry and the athlete's own conditioning. There are also issues of team spirit and responsibilities to teammates that may be a concern to those left behind. Student-athletes who miss practices or games for any reason may have their position

or playing time adjusted. Coaches will make every effort to inform parents and student-athletes of the vacation schedule as far in advance as possible. Conversely, parents and student-athletes should inform the coach of potential schedule conflicts as far in advance as possible. As explained above, the School and the Athletic Department will communicate in advance, so that family vacations can be scheduled. Please email the head coach of your particular sport with any questions, especially for winter/spring break practices and games.

## **Transportation**

The Athletic Department provides transportation to off-site/off-campus practices, games and matches, thus, while we do expect our athletes to ride to and from our athletic events on our school bus, exceptions may be made in coordination with the Athletic Office. In addition to providing proper supervision and safety, traveling on the bus as a team facilitates preparation for the contest and promotes team unity.

### **Transportation to and from Solomon Field:**

Athletes are NOT permitted to drive to and from Solomon Field when school transportation (shuttle bus) is provided by the athletic department.

### **Alternative Transportation Options for athletes and families:**

These requests should be infrequent and outside the norm of customary practices. Requests must include specific details outlining the reasons for necessity.

\*\*\*Members of the coaching staff are not permitted to drive student-athletes to or from practices and games.

If a parent/guardian plans on picking-up their child (only) immediately following a contest, the parent/guardian must speak, in person, with the coach prior to departing the contest site. The parent/guardian must pick-up their child at the same time as the team departs from the contest site, as the coaching staff cannot leave an athlete unattended at the game site. If the athlete is not picked-up when the school/ team bus is ready to depart, the athlete will be required to travel back to the school on the school/team bus.

If a parent/guardian plans to have their child carpool home with another parent/guardian present at the contest, all parent/guardians involved must email the Athletic Administrative Assistant, Nicole Bellmay, at [athletic\\_office@d-e.org](mailto:athletic_office@d-e.org) with requests by 10:00 a.m. the morning of an athletic contest or by 4:00 p.m. on the Friday before a weekend contest.

Taxi/Uber/Ride Share – It is the parent's responsibility to research ride-share companies and their practices and procedures in order to decide what is best for their family. The School has no liability for any risks or consequences of these decisions. Parent/guardians must email the Athletic Administrative Assistant, Nicole Bellmay, at [athletic\\_office@d-e.org](mailto:athletic_office@d-e.org) with requests by 10:00 a.m. the morning of an athletic contest or by 4:00 p.m. on the Friday before a weekend contest. Students MAY NOT make this request. Requests after that time may not be processed or accommodated. The email should have specific details and reasons for necessity. This procedure also requires that the taxi/Uber driver meet with the athlete and a member of the coaching staff prior to departing the contest site. The safety and well-being of the child is foremost on our minds. Please understand that the taxi/Uber or Lyft driver must pick up the child at the same time as the team departs, as the coaching staff cannot leave an athlete unattended at the game site. If the athlete is not picked-up when the school/team bus is ready to depart, the athlete will be required to travel back to the school on the school/team bus.

If there is an occasion when an athlete needs to drive to a practice, game or match, parent/guardians must email the Athletic Administrative Assistant, Nicole Bellmay, at [athletic\\_office@d-e.org](mailto:athletic_office@d-e.org) with requests by 10:00 a.m. the morning of an athletic contest. Requests after that time may not be processed or accommodated. The email should have specific details and reasons for necessity.

Should an athlete reside in that town where the game/match/contest site is located or in very close proximity, and the athlete would like to take their own transportation, parent/guardians must email the Athletic Administrative Assistant, Nicole Bellmay, at [athletic\\_office@d-e.org](mailto:athletic_office@d-e.org) with requests by 10:00 a.m. the morning of an athletic contest. Requests after that time may not be processed or accommodated. The email should have specific details and reasons for necessity. On days when the school is in session, the athlete must follow the bus provided by the school to the contest site. On weekends or weekdays when school isn't in session, the student shall meet the team at the game site at least 30 minutes prior to the start of the contest. The student cannot drive other students/classmates/teammates to or from that athletic event.

## **Athletic Trainer and Training Room**

The school employs licensed & certified athletic trainer(s) (ATC) who supervise all aspects of the sports medicine program for the athletic department. Our athletic trainer(s) will operate out of the Athletic Training Room located in the Silberfein Gymnasium. Services include injury assessment, treatment, taping, rehabilitation and follow-up care. Any student that requires first aid, taping, or injury evaluation prior to the start of a practice or game must first check-in

with their coach and then report to the Sports Medicine/Athletic Trainers Room. The athletic training room opens at 1:00 PM each day and before and after weekend home games. Athletic training room guidelines are posted inside the training room. All injuries must be reported to the athletic trainer immediately following the injury. The ATC may recommend that the student see a physician for additional diagnosis and/or treatment. Coaches, parents, and guardians are encouraged to call the ATC if there are any questions or concerns.

### **First-Aid Kits & AT equipment**

The athletic trainer will assign coaches a first-aid medical kit, water cooler, and ice chest at the beginning of the season. After each practice/game all equipment should be returned to the Athletic Training room. The athletic trainer will also provide students' emergency contact forms in a red binder for coaches' use only. The red binder should be in a coach's personal bag/backpack for games & practices. Students should not be allowed to use the contents without the knowledge of the coach. Medical kits and Emergency Contact forms MUST be brought to every game and practice.

## **Athletic Medical Concerns, Injuries, and Emergencies**

Regardless of the site where a practice or a game may have taken place, all injuries must be immediately reported to the athletic trainer and an injury report form submitted within 24 hours. Major / Severe injuries such as those involving broken bones, separations, injuries to the head and neck, or transportation in an ambulance must also be immediately reported to the Athletic Director and Associate Director, so that Deans, Principals and

the Head of School can be fully informed. Following any injury, the coach should always follow-up with a phone call to the athlete or to the family later that night.

All students must have documentation of a current physical examination and other required forms on file via Magnus Health SMR (Student Medical Record) before the start of practice in any sport. **Fall coaches must be especially diligent in insuring that all students trying out for a team must have their physical examination forms** uploaded & filed in their Magnus Health SMR Account for the school nurse to review before beginning practice. The coach should be aware of any and all physical limitations, allergies and potential problems that may affect students on his or her team. These should be discussed with the athletic trainer and/or the school nurse before the season begins.

## Physician Note/Prescription

Any student-athletes seeing a doctor for an illness/injury that may impact the safety or well-being of the child (whether school related or non-school related), must inform the athletic trainer and the school nurse. Prior to resuming participation in practices or games the athletic trainer and school nurse must receive written clearance by that same doctor, not a family member nor a physician in another specialty. This is standard practice and ensures the proper care of the student.

A note from the doctor must include the following:

- Diagnosis
- Recommendations for treatment/rehabilitation (if any)
- Physical education/athletic restrictions (if any)
- Date of next follow-up appointment (if any)
- Date of clearance



## **AED Locations on D-E campus**

- Athletic Trainer carries one for field/athletic use (housed in training room)
- Modell's Sports Complex Lobby
- Graham House (on 2nd floor)
- Cafeteria (outside of Upper/Middle school Nurse's office)
- Drapkin Hall (Lower School reception desk area)

## **Medical Insurance:**

The parent/guardian's health insurance is primary in case of an accident or injury occurrence during practice or play of interscholastic sports. The School provides the secondary insurance. After your insurance company has made payment, the school's accident insurance, in most cases, would cover any remaining balance upon submission of the applicable insurance claim form. The insurance claim form must be submitted in a timely manner. Please call the school Athletic Trainer or School Nurse if you have any additional questions regarding medical insurance.

## **D-E Concussion Protocol:**

If an athlete suffers a trauma to the head, or a blow to the body, resulting in their exhibiting symptoms of concussion, then the athlete will be removed from the game/practice. The athlete will then be referred to a physician who is trained in concussion management, for authorization to either resume immediate participation or begin a "return to play" protocol. Questions may be directed to the Upper School Nurse at: [usnurse@d-e.org](mailto:usnurse@d-e.org) or Kim Vivian (D-E Athletic Trainer) at: [conovk@d-e.org](mailto:conovk@d-e.org) and Anthony Bufi (Assistant Athletic Trainer) at:

## **NJSIAA Steroid Testing:**

NJSIAA steroid testing policy states that if an Upper School athlete and/or team qualifies for a state championship competition, the student and/or team may be subject to testing for banned substances. Questions may be directed to the Athletic Director JD Sand at [sandj@d-e.org](mailto:sandj@d-e.org). Visit <http://www.njsiaa.org/steroid-testing-and-education> for details.

## **Circumstances That Require Conversations or Communications with the Athletic Director or Associate Athletic Director**

The Athletic Office understands that an illness or other unexpected circumstances may result in the need for a coach to miss a practice or a game. While we certainly hope that these instances are few and far between, it is important for us to outline the protocols for when you may encounter such a situation. Our goal is to minimize the complications and disruptions that may impact your program, the schedule of practice sites/times, transportation plans, and the need to communicate with the families of your athletes. Below is an outline of the most basic guidelines for communicating with the Athletic Office:

- The Athletic Office should always be contacted well in advance of any planned absence(s) from a practice or game.
- The Athletic Office should be contacted when an illness or

another emergency may cause you to be absent from a practice or game.

- Without first involving the Athletic Office, members of the coaching staff are not permitted to independently arrange coverage for colleagues.
- All of the above apply when coaches are unable to travel to and from a game on the team bus provided by the school. The need for a coach to drive to or from an away game and not with the team should be a rare occurrence and out of necessity, not because of personal convenience.
- Without first involving the Athletic Office, members of the coaching staff are not permitted to independently cancel or add additional practice(s)

## **Bench Decorum and Coaching Attire**

Our coaches are tremendous role models and continue to always keep in mind that they are representing The Dwight-Englewood School, their team, the athletic program and themselves. His/her actions come under scrutiny from students, parents, alumni, faculty and reflects our program.

- Student-athletes are in the public eye and are seen as both leaders and representatives of their schools. Whether on the fields or courts of play, knowing how to and behaving like a leader is important. Equally important are exhibiting these same behaviors when online or on social media! Coaches play a significant role in both teaching and instilling these values to their student-athletes.
- The coaching staff is responsible for controlling the behavior of their athletes during competition and in the bench area. The coaching staff should model positive behaviors and teach their athletes how to handle

adversity, to not retaliate or respond to unacceptable behaviors exhibited by the opponents, spectators or officials. Should any altercations occur, the coaching staff should first prevent players and team personnel from leaving the bench area or from joining the altercation. Following the conclusion to any contest, the coaching staff should closely monitor the demeanor of his/her athletes during handshakes or other circumstances when players from opposing teams are gathered together.

Decorum includes being properly dressed at practice sessions and at contests. The impressions you make reflect upon you, the team and the school. Attire with the school name and logo should be worn to all contests. On a yearly basis, the athletic office provides each coach with at least one article of clothing with school branding. Additional clothing can be purchased at the school store at reduced costs. Please refrain from wearing attire such as tattered or faded jeans, T-shirts or clothing representing other organizations.

## **Game Schedules and Directions**

All regularly scheduled games are arranged by the NJIC or other leagues on a sport by sport basis. These games are contracted according to NJSIAA guidelines and every effort must be made to complete all games as scheduled. League and independent games on the varsity, JV and freshman level are usually scheduled one to two years in advance. Non-league contests may be scheduled after consultation with the Athletic Director and Associate Athletic Director. Scrimmages should be arranged after consultation with the Head Coach and Athletic Director. Every effort is made to reduce time away from class when scheduling games at each level. Directions to all contests are posted on the school athletic website.

# Schedule Changes, Postponements and Cancellations

All schedule changes will be posted and updated on the master schedule and in the athletics section of the Dwight-Englewood School website at [www.d-e.org/athletics](http://www.d-e.org/athletics). Since contest times and dates are subject to change, we advise that you check your team schedule on a regular basis. The Athletic Office will email team members and parents/guardians of any change to the athletic schedule.

## Keys and Security

Your assigned keys and security cards are a pass to several facilities and a considerable amount of valuable equipment. Coaches are responsible to keep all offices, equipment rooms and the athletic trainer's room locked when not in use. Your keys should never be handed to a student-athlete to unlock an unsupervised area or equipment room. The last coach to leave the premises should secure the gates to all fields, courts and buildings upon leaving the facility. Report all lost key and security cards to the Athletic Office.

## Hazing

Under no circumstances will any bullying or hazing be tolerated. Incidents are prone to occur in areas such as the locker rooms or on the buses. Coaches should be present in such areas and discourage behaviors that may lead to conflict. Responsibilities for taking equipment to and from practice and game sites should be shared by all the athletes, regardless of seniority.

# Media

The Athletic Department at Dwight-Englewood has worked hard in recent years to make sure that the local media properly recognize our athletes. Coaches must make a more consistent effort to properly record game results (win and losses) and team/individual records, as they are a vital part of that recognition.

## All-School Morning Meetings (Captains)

No more than 2 members of the team should be selected to make announcements on behalf of the team. Those speaking should be well-prepared to present information in a meaningful and intelligent manner at community events/meetings.

## Reporting Scores:

**In addition to informing the athletic office of game results the morning following any athletic contest, all varsity coaches are required to report games scores, team stats, player stats or highlights to [njschoolsports.com](http://njschoolsports.com), The Record News and other required NJSIAA sport specific websites for State Tournaments ranking. Yes! This is a painstaking, but a necessary task. Whether we have a home or away game, please take the responsibility to follow through with the reporting. Especially important is the accuracy of information and the correct spelling of players' names.** On occasion, what is submitted by an opponent can omit information or contain misspelled or incorrect names or statistics. Scores should also be reported to the Athletic Administrative Assistant or, if necessary the Athletic Director, Associate Athletic Director and Assistant Athletic Director. Please include [vettor@d-e.org](mailto:vettor@d-e.org) and [athletic\\_office@d-e.org](mailto:athletic_office@d-e.org)

e.org to the list of emails for reporting scores. The number for reporting scores to the Bergen Record Newspaper is (973)569-7175.

### **Pre/Post Game Interviews (Players and Coaches)**

Coaches should teach the players and model the fundamentals for holding a good interview following a game. For example, always have something positive to say about the opponents and their team, then progress to the attributes for Dwight-Englewood. Refrain from personal and subjective comments, especially those criticizing the officials or the opposing team.

### **Headline / Storyline Interviews / Publications (Players and Coaches)**

Anytime a coach has been asked to meet with the press outside of a game conversation, please notify our Director of Communications & Publications, Elizabeth “Liz” Tausner at [tausne@d-e.org](mailto:tausne@d-e.org) or by phone 201-227-3117 for guidance.

## **Certifications and Official Obligations Requiring Attendance and Participation by Coaches**

Our coaching staff has essential influence on the growth, strength and vitality of the athletic program. In addition to those special occasions and meetings that require your attendance and participation, coaches must acquire and renew those certifications that are mandated by Dwight-Englewood School and the NJSIAA. While not intended to be a complete account, the list below is offered as examples of such requirements.

Certification in CPR, AED & First Aid. All coaches are required

to be certified in first-aid and CPR/AED

Courses and certifications provided by the National Federation of High School Sports (NFHS) and NJSIAA, such as Fundamentals of Coaching, Heat Acclimatization Awareness and Wellness, and Concussion in Sports are also required.

- Athletic Department Meetings
- “Meet the Coaches” and Team Meetings
- End-of-Year Athletic Awards Selection Meeting
- Rule Interpretation, All-League and All-County Meetings
- Seasonal Athletic Banquets
- Admissions Events (as invited)

## **Standards of Conduct and Discipline / Employee Relationships**

All of us, in whatever role we play in the School, have the opportunity to work collaboratively and creatively with colleagues, and to interact with talented students. All employees serve as representatives of the school at all times. This applies both in the school as well as outside of the school. Employees are expected to act in a manner that ensures they can productively perform their job, that is in compliance with the standards and expectations of the school and that reflects a positive impression of the school in the larger community.

Everything we do at Dwight-Englewood is guided by our Foundation Documents: Mission Statement, Core Values, Portrait of a Graduate, Portrait of a Teacher and Diversity Values Statement. In addition, this Athletic Coaches Handbook provides policies and procedures regarding standards of conduct and other guidelines.



Our behavior, our personal appearance, our habits and our communication skills play a major role in the quality of our working environment. In our interactions with members of the community – colleagues, students, parents, alumni and the public in general – our conduct should reflect the highest standards of professionalism, quality, and integrity.

An effective, challenging and supportive educational environment requires proper standards of personal conduct. Dwight-Englewood acknowledges that the majority of its employees have the desire and self-discipline to follow common-sense rules. However, a more explicit delineation of rules of conduct is necessary to protect Dwight-Englewood and its employees, to ensure that the School meets its commitments to its community.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, we want to provide examples of rule infractions or misconduct that may result in disciplinary action. The list below is offered in an effort to assist employees understand the standards and expectations of the school. Without limiting the Dwight-Englewood School's right to discharge an employee at any time, with or without cause, the following acts of misconduct are provided as nonexclusive examples of unacceptable activity:

- Uttering, publishing, or distributing false, vicious, or malicious statements concerning the School or any of its employees, co-workers, students, parents, or trustees.
- Using inappropriate language, such as swearing or off-color humor, in the presence of employees, co-workers, students, parents, vendors, trustees, visitors or officials.
- Using abusive language or engaging in disrupting or discourteous behavior adversely affecting employees, co-workers, students, parents, vendors, trustees, visitors or

officials.

- Engaging in any unethical conduct, including soliciting or accepting any gratuity, favor, gift, or entertainment from anyone who reasonably believes they might benefit from your connection to the School.
- Discussing colleagues or co-workers with students or parents.
- Performing duties in an irresponsible or unsafe manner or behaving in a manner not conducive to a safe and healthy work environment, including engaging in horseplay, throwing objects, wrestling, or scuffling on school property.
- Smoking or otherwise using tobacco when executing the responsibilities associated with coaching.
- Refusing or failing to perform assigned work, to follow a supervisor's instructions, or committing any act of insubordination.
- Unsatisfactory performance or conduct.
- Gambling on school property.
- Possessing weapons, firearms, or ammunition on school property.
- Failing to maintain any privilege or the confidentiality of school information, including, but not limited to, documents, reports, records, files, correspondence, and communications.
- Violating any policies or procedures contained in this Athletic Coaches Handbook. Using inappropriate language

## **Statement RE: Testing Dates for the ACT and SAT**

All D-E athletes and their families are both strongly advised and alerted to be aware of possible, potential schedule

conflicts with standardized tests (e.g., SAT; SAT Subject; ACT) that occur throughout the academic year. Games and tournaments are scheduled by the State Athletic Association and the leagues in which D-E Athletics participates, independent of when these tests are administered. D-E Athletics has extremely limited to no ability to reschedule games and tournaments for these tests. As such, D-E athletes (and their families by extension) must decide if they will be able to play depending on their testing responsibilities and alert their coach(es) accordingly in advance. Questions regarding the schedule and the potential for conflicts may be directed to D-E Athletics at: [athletic\\_office@d-e.org](mailto:athletic_office@d-e.org)

# Emergency Action Plan

## Inclement Weather

If school is closed due to inclement weather, there will be no contests or practices allowed. School closing during the school day presents a unique problem for our coaches and student-athletes. Every effort will be made to inform students and parents as soon as practically possible of the cancellation of practices or games. The Athletic Director determines cancellations regarding a game. On rainy days, decisions on outdoor practices and games will be made as soon as possible to ensure everyone involved can be notified via the school website or by email. Weather conditions may influence daily games and practices, the athletic office will email teams and parents of any unexpected changes to the athletic schedule. We make decisions regarding the cancellation of practices or games by 1:30 PM. Please understand that there will be circumstances when unexpected weather conditions may roll into our area, which may

cause a later decision. For weekend practices and games, the coach should establish a phone chain for quick communication of the plans or decision for that day. Coaches should always keep in mind that many of our students travel a great distance to come to practices or games on non-school days. An early phone call may save a parent or student a drive to school under hazardous conditions. Unless there is an official announcement made or posted, students and coaches should assume that practice and/or games will be held.

## **NJSIAA Lightning Procedure**

The NJSIAA would like to remind everyone that the safety of the student-athletes is paramount to any outcome from an event and that everyone has a role to play to ensure their safety.

The NJSIAA Officials Handbook clearly states: “Once lightning has been recognized or thunder heard, by an official, a coach, the host site management personnel, or a lightning detection system, the game must be stopped immediately (regardless of the state of play) with all players, coaches, spectators, and officials directed to appropriate shelters”.

1. Evacuation – If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators must evacuate to available safe structures or shelters.
2. Thirty-minute rule – Once lightning/thunder has been recognized, it is mandatory to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. Any subsequent lightning or thunder after the beginning of the 30- minute count must reset the clock and another

count must begin.

3. When one contest is suspended on a site due to thunder being heard and/or lightning being observed, all contests/activities on that site must be suspended.

The NJSIAA is reminding all officials, coaches and host site management, that once the event begins, the officials on the field have the authority to stop the event. However, it is everyone's responsibility to immediately notify the closest official as soon as lightning has been recognized or thunder has been heard. Coaches and host site management must do everything in their power to communicate with the closest official to stop the game immediately, which may include walking onto the field of play. The game is considered stopped as soon as a whistle is blown by the official or a timeout is called by an umpire.

**#1: In the event of an emergency contact 911 immediately. When calling 911 the information given goes as follow:**

1. **Speak slowly & clearly of the emergency.**
2. **State your name.**
3. **Give the exact address & location of the emergency.**
4. **Let the operator know that first aid is in progress.**
5. **Give them a location of the telephone being used or the number you called from.**
6. **Make sure you hang up last.**

**#2: If indicated perform Basic First Aid and/or CPR as needed.**

**#3: If an athlete is injured and the Athletic Trainer (ATC) is not in the immediate area, send someone to alert the ATC of the situation. \*While waiting for the ATC encourage the athlete to remain still and calm.**

## **#4: Emergency Phone Numbers**

*Minor Injuries: Sprains, Strains, and Contusions*

1. Evidence of minor swelling
2. Evidence of minor discoloration
3. No evidence of gross deformity

### **ACTION:**

- Rest, Immobilize, Cold, and Elevate (R.I.C.E.)
- Call Athletic Trainer

*Severe Injuries: Fractures, Dislocations, and Spinal Injuries*

1. Evidence of a gross deformity: Bone out of place, bone sticking out of skin
2. Evidence of significant swelling
3. Evidence of significant discoloration

### **ACTION:**

- DO NOT attempt to move the athlete
- Call the Athletic Trainer

JD Sand, Athletic Director

[sandj@d-e.org](mailto:sandj@d-e.org)

201.227.3151

Dat Phan, Associate Director of Athletics  
[phand@d-e.org](mailto:phand@d-e.org)  
(201) 227-3152

Ryan Vettoso, Assistant Athletic Director  
[vettor@d-e.org](mailto:vettor@d-e.org)  
201-227-3146

Kim Vivian, Head Athletic Trainer  
[conovk@d-e.org](mailto:conovk@d-e.org)  
(201) 227- 3153  
Cell: (201) 289-2184 **\*\*For Coaches ONLY\*\***

Anthony Bufi, Assistant Athletic Trainer  
[bufia@d-e.org](mailto:bufia@d-e.org)  
201-227-3148  
Cell: (551)-302-0729

## Dwight-Englewood Student-Athlete Expectations

When students make the decision to join a team, they are expected to commit themselves to the team for the entire season. Student-athletes are expected to attend all games and practices. Students should understand that when they join a team, they are accepting not only the pleasure and the privilege of participating, but also the responsibility to that team. All athletes must attend the practices beginning on the opening date; to this end, student-athletes and families should plan accordingly.

Attend and be on time for all practices and games. An unexcused missed practice and/or game can result in loss of playing time and suspension from the team. Three unexcused missed practices

and/or games can result in dismissal from the team. Generally, an athlete will only be excused for reason of illness or emergency. Medical and dental appointments, tutoring, SAT/ACT courses, and music lessons/classes should be made outside of school practice and game hours. Any other conflicts must be made known to the coach within a reasonable time frame. Accountability and commitment to the team are essential to the team's success and the coach has the right to impose consequences for the aforementioned infractions.

- Be prepared with appropriate practice wear and equipment every day.
- Athletes are NOT permitted to drive to Solomon Field when transportation (shuttle bus) is provided by the school.
- Schedule appointments so as not to interfere with practices and games.
- Serious infractions of the rules to a sport carry with it the likelihood for ejections and NJSIAA mandated suspensions. Such incidents may include other school-imposed discipline.
- Student-athletes are in the public eye and are seen as both leaders and representatives of their schools. Whether on the fields or courts of play, knowing how to and behaving like a leader is important. Equally important are exhibiting these same behaviors when online or on social media! Coaches play a significant role in both teaching and instilling these values to their student-athletes.
- Respect your coaches, teammates, opponents, spectators, and officials always.
- Understand that Dwight-Englewood athletics take precedence over outside team participation.
- Abstain from using alcohol, tobacco or other drugs. Drug or alcohol use may result in suspension from the team in



addition to any school-imposed discipline.

If a student-athlete is in school, he or she is expected to attend practice. If a student-athlete cannot attend practice, he or she should notify the coach in a timely manner. When possible, student-athletes should check with the coach before missing a practice. Some school events cause conflicts with practices, and student-athletes will not be penalized for missing practices caused by school-created conflicts for which alternative arrangements cannot be made. Coaches and student-athletes should make every effort to find satisfactory compromise in such situations. Student-athletes are required to be at all practices and contests for their sport even if injuries prohibit active participation. An injured athlete can act as a manager, or help the squad in any other appropriate ways, as able.

## Team Selection

Dwight-Englewood encourages all students to participate in athletics. At the varsity level, the athletic philosophy is to play to compete in order to win. To this end, teams must be kept at a manageable size to ensure as rewarding an experience as possible for the individuals and as successful a season as possible for the team. **We do not assign or identify the athletes as "Swing Players."** The athlete is to be rostered on the appropriate level team. Should the opportunity to play-up a level present itself, the coaching staff for the levels involved will decide and inform the athlete. "Cuts" should not be made at any level without the knowledge of the Athletic Director. Any cuts should be handled delicately and with the highest degree of confidentiality. Every attempt should be made to personalize the process. Students should only go out for a team if they are willing and able to make that emotional, physical, and temporal commitment. As facilities and staffing allow and as numbers

dictate, the athletic department at D-E will make every effort to field sufficient teams at various skill levels to accommodate the maximum possible student participants. For this reason, some programs will have tryouts which may result in some students not being selected to a team. Seniors may only participate on varsity teams. It should be noted, however, that there is no guarantee of playing time.

## Team Captains

*"The most effective form of leadership is supportive. It is collaborative. It is never assigning a task, role or function to another that we ourselves would not be willing to perform. For all practical purposes, leading well is as simple as remembering to remain others-centered instead of self-centered."* – Dawn Redd-Kelly

Individual teams annually determine the most appropriate process to select their captains. Many expect the captain(s) to be the leaders in many ways, both on and off the field, in and out of school. The coaches expect that the captain(s) will exemplify and encourage the behavior considered appropriate to the school and the sport. The selection of captains falls within the coach's discretion. The process for selection varies from team to team and from coach to coach. The choice is made with the understanding that the captain(s) will:

- Exemplify sportsmanship
- Exhibit leadership on and off the field of play
- Communicate well with players and coaches. Collaboration should be built into our team cultures; our captains should always be looking to take advantage of opportunities to collaborate.
- Be trustworthy and fair
- Give 100% effort to the team in games and practice

- Be respectful and deserving of respect
- Set an example for others to follow

All coaches reserve the right to select a captain based on criteria in keeping with the needs of the team, and to relieve a student of a captaincy if the coach deems it necessary and appropriate during the season. Captains do not have to be seniors.

## **Playing Time in Games**

Competition and winning are important aspects of any athletic program but should not dominate the ethos of the program. As a general philosophy we strive to have as many team members as possible participate in games. Not every player automatically plays in every game. Playing time varies according to level.

**Middle School** – All team members should have a chance to play if possible. Coaches are not asked to play all athletes for equal amounts of time. Game participation should be sufficient to create and maintain interest. Absences from practice may impact playing time in games.

**Upper School** – At the Freshman/JV level, athletes earn the privilege to play more by competing with peers in terms of fitness, ability, attitude, effort, knowledge of fundamentals, and commitment. Skill development is especially important since the main objective of the freshman and JV program is to prepare athletes for varsity play. Being on the team does not guarantee playing time. Any player who meets the attendance requirement and gives his or her best effort should be given the opportunity for meaningful participation (i.e. game time). At the varsity level the best players should play as much as necessary to win the game and to develop the full winning potential of the team. A student-athlete's inherent ability, commitment to team and quality of work ethic will be factors in determining an

appropriate amount of playing time. Substitutions should be made without risking the outcome of the game. Absences from practice may impact playing time in games regardless of the team level. Seniors may only participate on varsity teams. It should be noted, however, that there is no guarantee of playing time.

## **Player/Coach Relationship**

Coaches and players maintain a similar relationship to that of teachers and students. A level of mutual respect is expected; coaches must exhibit a positive expression of sportsmanship, respect for the game and understanding of adolescence. Athletes must respect the decisions of the coach(es) and administrators, respect the game they play and the school they represent.

## **Coaches**

Coaches must understand the necessity of communicating their expectations to parents and players. The better the lines of communication, the more easily processes move during the season. Coaches should meet with parents at the beginning of each season to answer questions, clarify expectations, and discuss how the parents can help support the team.

## **Upper School League Information**

Although Dwight-Englewood has teams that participate in separate and distinct sport specific leagues, the majority of teams participate in the North Jersey Interscholastic Conference or NJIC. There are four divisions within the NJIC conference. They are the Meadowlands Division, the Colonial Division, the Patriot Division, and the Liberty Division. With few exceptions, Dwight-Englewood sports are governed by the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA). For State Tournaments, the NJSIAA will classify our

teams for participation at either the Non-Public A or B level.

**Mascot:** Bulldogs

**School Colors:** D-E Blue, D-E Gold and White. Please note that any official D-E Blue and D-E Gold colors (and their use on uniforms and any apparel, etc.,) are to be consistent with the School's brand standards and guidelines, which are co-managed/co-maintained by the D-E Athletic Department and Communications and Publications Office.

## Athletics and the College Process

In recent times much has been written and stated about high school athletes and college. Whether attempting to play at the intercollegiate level or simply use the student's participation in athletics to reflect some vital additional information during the application procedure, there is much for parents/guardians, students, coaches and the college admissions office to discuss and understand before beginning the process. It is generally a good idea to begin talking about the student's plans sometime during their sophomore year. In truth the very first question that the student and parent must answer is this – Does the student desire to play sports in college? That answer will then dictate the course of events that should take place over the next two years. It is far better to understand the process, time commitment, devotion to the sport, exposure to a higher level of play and achievements necessary to play at the collegiate level at an early time than to be disappointed as a senior.

# Intercollegiate Athletics- The three levels of intercollegiate athletics are:

**Division I** – These schools give scholarships for athletics and only those athletes who are highly skilled and receive national or state recognition usually receive those scholarships. Generally speaking, Division I coaches usually find these athletes – the athletes do not find them. There are a few levels of Division I – national programs in various sports, such as Duke in men's basketball; Stanford in women's softball, Notre Dame in football would be the highest level of competition. Schools such as Bucknell and Lehigh would be Division I, but with fewer, if any scholarships to give for athletics. The Ivy League schools offer no athletic scholarships, but do offer grant-in aid based on financial need. The commitment to a Division I athletic program is full time in scope while at the college and a serious dedication of time, energy and abilities is the minimum expectation. If the student intends to participate in Division I athletics as freshmen, the NCAA Clearinghouse must certify them as eligible. Students who are serious about competing at the Division I level should contact the College Counseling Office in their Sophomore year to discuss the recruiting process.

**Division II** – Some scholarships for athletics are available. The level of play is slightly below that of Division I, with the commitment to athletics about the same. If the student intends to participate in either Division I or II athletics as freshmen, the NCAA Clearinghouse must certify them as eligible. Students who are serious about competing at the Division-II level should contact the College Counseling Office in their Sophomore year to discuss the recruiting process.

**Division III** – NCAA Clearinghouse rules do not apply to Division III schools. Many of our student/athletes have gone on to play at the Division III level. All of them would tell any prospective Division III athlete that the commitment to the sport at the college level is still quite high and the level of competition in many Division III athletic programs could equal or exceed programs at the Division I or Division II levels. Any student seeking to compete at the Division III level should be ready to undertake the rigors of academics and athletics on a more demanding level than that of high school. Students who are serious about competing at the Division III level should contact the College Counseling Office in their Sophomore year to discuss the recruiting process.

## **Some Final Notes about College Athletics**

There are 351 Division I schools in the country, 282 Division II and 442 Division III schools. Approximately three percent of male and female high school basketball players go on to play college basketball, and only about one percent of those players turn pro. While opportunities continue to grow in women's athletics, available scholarships for both genders can be sometimes misleading. For example, in baseball and softball, a Division I school may offer only eleven scholarships in a four-year period. This means that of the twenty-two players on the team, the coach may have only one or two full scholarship athletes in the program. There may be some partial scholarship players and some with no scholarship at all. Division III does not provide athletic scholarships, but it does provide financial aid and, in some situations, may provide "Merit" aid to those that they may recruit. However, even on the Division-III level, competition is becoming more intense. It is important that

families discuss their options early in the student's high school career. Finally, it is noteworthy that the first part of being a student-athlete at any college is the first part of that word: student! Colleges want good students along with good athletes. Participation in athletics at Dwight-Englewood offers our students opportunities for growth outside the classroom that will help them in their college years and throughout life. Colleges and universities respect participation in athletics and the values that participation can bring to a student's life and to their campus, whether in high school or as a collegiate athlete.

Any student or parent with any questions regarding the information in this handbook should contact the Athletic Director JD Sand at [sandj@d-e.org](mailto:sandj@d-e.org).

## **Coaches' Handbook**

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- [Athletic Department Mission Statement](#)
- [Dwight-Englewood Student-Athlete Expectations](#)
- [Athletic Department Policies](#)
- [Student Eligibility](#)
- [Attendance: \(Important Policy Regarding Attendance and Extracurricular Events\)](#)
- [Practice Attire \(Guidelines\)](#)
- [Communications with Players, Parents/Guardians](#)
- [Coaches Guidelines for Vacations and Missed Practices/Games](#)



- [Transportation](#)
- [Athletic Trainer and Training Room](#)
- [Athletic Medical Concerns, Injuries, and Emergencies](#)
- [Medical Insurance](#)
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- [Emergency Action Plan](#)

## **Related**

[Fall 2023 PreSeason Schedule](#)

[Student-Athlete & Parent Handbook](#)

## **Dwight-Englewood School**

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