

ATHLETIC DIRECTOR'S

MANUAL



.....
TEAMWORK

.....
PRACTICE



DISCIPLINE



SPORTS -
➤
MANSHIP



FITNESS



DETERMINATION



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SPORTS COORDINATOR

Under the supervision of the PSAL Director, the Sports Coordinators are responsible for the organization and administration of the Following PSAL sports:
Baseball, Basketball, Bowling, Cricket, Cross Country, Double Dutch, Fencing, Flag Football, Football, Golf, Gymnastics, Handball, Indoor Track, Lacrosse, Outdoor Track and Field, Rugby, Soccer, Softball, Swimming, Tennis, Volleyball, and Wrestling.

The Sports Coordinator's responsibilities are:

- To facilitate the day to day scheduling of events, meets, and games
- To facilitate the assignment and payment of officials
- To respond to emergencies, protests, and appeals as required
- To prepare sports budgets
- To monitor and evaluate school's athletic programs
- To provide all coaches with the rules and regulations of their specific sport(s)
- To assist the Athletic Director, Coach, and Commissioner in the performance of their respective duties and responsibilities

SPORTS COMMISSIONER

Under the direct supervision of the PSAL Sports Coordinator, the Sports Commissioner's responsibilities are:

- The preparation of league and post season schedule parameters
- To organize and conduct meetings, clinics, workshops, and events
- To provide coaches with current rules and regulations as it pertains to their specific sport(s)
- To administer appeals and protests of league events
- To observe and evaluate the sports programs and special events
- To post pertinent information on the PSAL website
- To monitor box scores

ATHLETIC DIRECTOR

The Athletic Director has the responsibility to assist the Principal in the organization, administration, and supervision of the PSAL sports program. He/She is responsible for administrating all policies and procedures, working within the confines of the Rules and By-Laws of the PSAL. The Athletic Director shall represent the school in all matters related to athletics.

It is the responsibility of the Athletic Director to attend all home athletic contests and/or arrange for proper supervision of home athletic contests by administrative personnel. He/She is responsible for the observation of coaches, players, officials, and spectators at practices and games. The Athletic Director constantly evaluates the program, always seeking ways of improving interscholastic athletics. He/She should encourage good sportsmanship, respect for others, and self-discipline.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

NEW ATHLETIC DIRECTORS

Once an Athletic Director is selected by the Principal, the Principal must do the following:

- Contact Maria Roman at the PSAL at Mroman@schools.nyc.gov with a letter stating who he/she is appointing as Athletic Director. In the letter, include the new Athletic Director's name, file number, and contact information.

Once the Athletic Director has been appointed and his/her information has been submitted to the PSAL by the Principal, the Athletic Director must then do the following:

- Contact Maria Roman at the PSAL at Mroman@schools.nyc.gov and she will explain to you how to log on to the Athletic Director's page.
- Check your Department of Education e-mail on a daily basis. The PSAL website and the DOE e-mail are the primary means of communication. The website will keep you informed of all rules, regulations, and current information. All Athletic Directors must have an active DOE e-mail address. Call the DIIT hotline at 718-935-5100 if you have any questions.
- Review your school profile page periodically. All updates and changes should be processed via the PSAL through Maria Roman at Mroman@schools.nyc.gov.

HIRING COACHES

In conjunction with the Principal, it is the responsibility of the Athletic Director to hire coaches.

A-Criteria for Hiring

- Knowledge of the sport
- Previous coaching experience
- Ability to relate to colleagues, students, parents
- AED certified
- CPR certified
- First Aid certified
- Concussion Management Certified
- N.Y.C. Certified teacher with an active file number
- Coaching a secondary school athletic team is considered teaching Physical Education. However, a person who holds a valid teaching certificate in an area other than Physical Education may also be employed to coach.
- If applicant does not have a Physical Education License, required coaching classes must be completed within the required two and five year time periods. **In addition to the first aid, CPR, AED, and Concussion Management requirements, the non-PE licensed coach must:**

- (a) Complete an approved course in philosophy, principles, and organization of athletics in education **within two years** from the date of employment as a coach;
- (b) Complete a course on health sciences applied to coaching **within five years** of employment as a coach;
- (c) In addition, **within that same five years**, complete a course on theory and techniques of coaching the sport or sports for which he/she is employed.

*Bowling and Golf coaches are not required to take the last two courses on health sciences or theory and techniques.

****Any non-Physical Education certified coach failing to meet these requirements is subject to termination for failure to fully meet the qualifications.***

- For additional information regarding coaching class requirements:
 - Go to *Resources & Procedures* on the PSAL Website
 - Go to *Athletic Directors Corner*
 - Scroll to *A Teaching License...*
- Coaches must attend all PSAL sports specific clinics and workshops

B-Advertising for a Coach

- The Athletic Director must email Maria Roman at Mroman@schools.nyc.gov for the proper vacancy forms.
- All positions must be advertised in the school for 20 school days.
- For a sample advertisement:
 - Go to *Resources & Procedures* on the PSAL Website
 - Go to *Classifieds*
 - Click on any slide show article

TEAM TRYOUTS

- Each individual sport has specific tryout dates prior to the season. These dates can be found under the specific sports rules and on the *Sports Standards for Interscholastic Competition* by going to *Resources & Procedures* then *Rules and Regulations* and clicking on the specific sport or scrolling to *Sports Standards for Interscholastic Competition*.
- Medical and Parental Consent forms should be distributed to students at team meetings prior to tryouts. Forms are available on the website under *Resources & Procedures* and then *Printable Forms*.
- If possible, the Athletic Director should arrange for medical examinations for his/her student-athletes.

- Each student must submit a Medical and Parental Consent form to his/her coach prior to trying out. The Athletic Director must ensure that the Medical and Parental Consent forms are correct, completely filled out, and on file for each student athlete prior to team tryouts. These forms must be appropriately filed in a secure place. These forms must be available for PSAL audits.
- A separate folder must be maintained for each team. The official team roster plus Medical and Parental Consent forms (attached and alphabetized) should be placed in the folder, along with all pertinent transcripts and report cards.
- NO STUDENT MAY PARTICIPATE IN ANY TRYOUT, PRACTICE, SCRIMMAGE, OR GAME WITHOUT AN APPROVED AND VALID MEDICAL AND PARENTAL CONSENT FORM ON FILE.
- MEDICAL FORMS:
 - Form must be filled out by a doctor
 - Doctor's stamp must be on form
 - Doctor's registry number must be on form
 - Form must be signed and dated by parent/guardian
 - The Medical is good for all sports for one calendar year from date stamped and it is valid until the last day of the expiring month.
 - If a student is on multiple teams, make a copy of his/her Medical. The original Medical form or a copy should be attached to a Parental Consent form and filed in a separate folder for each sport.
 - The only accepted Medical form is the one issued by the PSAL.
 - Forms can be printed off the PSAL Website by going to *Resources & Procedures* and then *Printable Forms*.
- PARENTAL CONSENT FORMS:
 - A signed and dated Parental Consent form is needed for **each sport** in which an athlete participates. Note: Football requires one for the fall and one for the spring season.
 - Forms can be printed from the PSAL website by going to *Resources & Procedures* and then *Printable Forms*.

INSURANCE BOOK

- The Athletic Director is responsible for checking the accuracy of the Athletic Insurance Book for each team and ensuring proper submission of accident and /or claim forms.
- An Insurance Book is required for every team.
- Each coach is required to prepare and maintain an Insurance Book each season.
- An explanation of what is required in the Insurance Book is provided on the PSAL Website:
 - Go to *Resources & Procedures*
 - Go to *Rules and Regulations*
 - Scroll to *Insurance Book*

INJURY TO A STUDENT-ATHLETE

The Athletic Director is responsible for all athletic insurance and accident reports.

- When an athlete is injured during a game, scrimmage, practice, or tryout the coach and athlete must file an accident report along with the statement of witnesses.
- If an athlete needs medical attention he/she must be provided with insurance claim forms. For proper forms go to *Safety & Certifications* then *Medical Insurance Resources* and then scroll to *Claim Form* on the website.
- The Coach or Athletic Director must explain to the athlete's parent that PSAL insurance is secondary coverage; it takes effect after the athlete's primary coverage has been submitted. The insurance may not cover all the medical expenses.
- School accident report forms and insurance claim forms should be distributed to all coaches prior to the start of their season.
- It is recommended that accident forms be filed in the School Medical Office.

ELIGIBILITY

The Athletic Director is responsible for the verification of student-athlete eligibility as per PSAL Rules and Regulations.

- **ELIGIBILITY RULES ARE LINKED ON THE PSAL WEBSITE UNDER *RESOURCES AND PROCEDURES* AND THEN SCROLL TO *ELIGIBILITY*. ALL ATHLETIC DIRECTORS MUST THOROUGHLY READ THE ENTIRE ELIGIBILITY DOCUMENT.**
- Must maintain a permanent file of athletes' Medical forms, Parental Consent forms, along with all pertinent transcripts and report cards
- Must maintain a record of all circumstances surrounding athletic suspensions and expulsions

COACHES CERTIFICATION

The Athletic Director is responsible for ensuring that all coaches are certified.

- Verify and maintain records of First Aid, CPR/AED, and Concussion Management training for all coaches.
- Coaches First Aid, CPR/ AED, and Concussion Management certificates must be faxed (718-707-4224) to the PSAL prior to the start of each season.
 - First Aid is valid for 3 years from the date it was issued. The course must be administered by an approved PSAL instructor.
 - CPR/AED is valid for 2 years from the date it was issued. The course must be administered by Emergency Skills.
 - Concussion Management training is valid for 2 years from the date it was issued. The course must be administered by an approved PSAL instructor. In conjunction with the PSAL Concussion Policy, New York State mandates

- coaches to complete an online “Heads UP” training course through the Center for Disease Control (CDC) every 2 years.
- FOR SWIMMING COACHES – The Lifeguard Certification is valid for 2 years. The CPRO certification is valid for 1 year. Both courses are administered by American Red Cross.
 - Verify and maintain records of appropriate course requirements for non-Physical Education licensed coaches.
 - It is recommended that the Athletic Director arrange for his/her coaches to be certified. Certification requirements and information are available on the PSAL website.
 - You can check PSAL records of your coaches’ certifications by accessing **PSAL REPORTS** as follows:
 1. Go to *Athletic Director Login* and *log in*
 2. At the bottom of the page go to **PSAL REPORTS**
 3. Choose your school and coaches information
 4. Click *Submit*

SUPERVISION OF COACHES

The Athletic Director must supervise all coaches in the performance of their responsibilities.

- Responsible for the orientation of new coaches
- Review all rules, regulations, and coaching requirements with all coaches on an ongoing basis
- Observe coaches, athletes, officials, and spectators at practices and games
- Observe coaches in order to evaluate their performance
- Monitor the actions of each coach in his/her program in order to ensure that all coaches abide by the Coaching Ethics as outlined on the PSAL Website. Coaching Ethics can be found by going to *Resources & Procedures* then *Coaches Corner* and then scroll to *Ethics*.
- Direct coaches to attend all mandatory clinics
- Assists coaches in encouraging student interest and involvement in the PSAL sports program
- Ensure that all coaches enter box scores, statistics, and rosters on-line within the required deadline. All box scores, including playoffs, must be entered within 24 hours after a league competition. The entering of box scores is linked to other pertinent information that is necessary for the PSAL.
- Supervise and verify the submission of coaches timecards and time sheets
- Responsible for coordinating and verifying submission of authorization of payment forms
- Promote professional development (clinics, conferences, workshops, etc.)
- Responsible for assigning a substitute coach when, due to an emergency, the regular coach cannot attend a game. The substitute coach must be a certified teacher with an active file number and have updated First Aid, Concussion Management, and CPR/AED certification. Due to scheduling difficulties, the PSAL requires that all games to be played when scheduled.

- Work with the Principal, cheerleading advisors, COSA, and coaches involved in scheduling all athletic assemblies and pep rallies
- Work with the Principal in preparing per session rating reports for all coaches

ROSTERS

- The Athletic Director must verify the accuracy of TEAM ROSTERS prior to the deadline as designated in the *Rules and Regulations* for each specific sport.
- If Athletic Directors would like to submit a roster, instead of the coach, they should use the following steps:
 - Log on to the *Athletic Director Login*
 - Go to the *ADD/EDIT ROSTER* to submit your roster and click on player for that team
 - Click on *ADD NEW PLAYER PROFILE/ROSTER*
 - Enter the name or ID number of the athlete and submit
 - After submitting all of your players, click on *BACK TO MAIN PAGE*
 - Click on the word *APPROVE* (for that specific sport)
 - Click a check mark in the box of the students that you certify are eligible for the official roster
 - Click *SUBMIT*
 - All athletes that were certified eligible will appear on the official roster as active
 - All athletes that were NOT certified eligible will appear on the official roster as inactive
 - **ONLY ATHLETES ON THE ACTIVE OFFICIAL ROSTER ARE ELIGIBLE TO PARTICIPATE IN ANY TEAM COMPETITION.**

SPORTS STANDARDS

The Athletic Director must familiarize himself/herself with the standards of each individual sport. Go to *Resources & Procedures* then *Rules and Regulations* and scroll to *Sports Standards for Interscholastic Competition*.

Essential Information to Know:

- Pre-season tryout date and season starting date
- Consecutive weeks
- Maximum number of contests
- Required minimum number of participants on the roster
- Required number of practices prior to first scrimmage for team/individual
- Required number of practices to first contest for team/individual
- Game and scrimmage limits
- Practice limitations
- Time between scrimmages and contests
- Playing Rules

SCHEDULING OF FACILITIES

The Athletic Director must schedule the use of his/her facilities to avoid conflicts as well as to ensure access to all teams.

- Schedule contests and practice sessions in such a manner as to avoid conflicts in facility usage as well as to ensure equitable use of facilities.
- Resolve conflicts that may develop from time to time within the ranks of the athletic department.
- Use of a facility or field for a PSAL contest should take precedent over a practice for any other team.

SUPERVISING FACILITIES

The Athletic Director is responsible for the supervision of all facilities.

- Inspect and report the condition of indoor and outdoor facilities
- Ensure that all facilities are safe for athletic competition
- Responsible for the physical equipment and the scheduling of facilities for all sports contests
- Coordinate with the Supervisor of Maintenance, the repair and maintenance of the athletic field, track, baseball field, and gymnasiums (including physical education facilities)
- Hire or make necessary arrangements to provide ushers, security, and other services required by the athletic operation
- Assume responsibility for the assignment of keys to all athletic facilities
- Find athletic facilities for the school's teams if facilities are not available on the school campus

GAME ADMINISTRATION

The Athletic Director is responsible for game management at all home contests and to ensure that all athletic contests operate smoothly.

- ***It is the responsibility of the Athletic Director to attend all home athletic contests and/or arrange for proper supervision of home athletic contests by administrative personnel.***
- Responsible for the observation of coaches, players, spectators at practices and games
- Advise all schools (preferably in writing), scheduled to compete at your home site, as to the rules and regulations regarding visiting teams (i.e. spectator policies)
- Send reminders of coming events to schools and officials
- Ensure the safety of the facility and/or equipment prior to the contest
- Provide guidelines for the conduct and placement of the band, boosters, cheerleaders, twirlers, and spectators of home and visiting teams
- Provide dressing area for the officials
- Provide dressing area for the visiting team

- Provide medical supervision (when required)
- Arrange for medical doctors at all home football games
- Arrange positive press and publicity for the sports program (all press releases must be approved by the DOE)
- Arrange for security
- Notify School Safety, in advance, as to the dates, times, and locations of home contests
- Oversee a safe means of transportation of teams when necessary
- Arrange for the preparation of tickets (printing, sales, collection and auditing receipts) for home competition when necessary
- When admission is charged, the Athletic Director is responsible for the safekeeping and deposit of all gate receipts
- Oversee the confirmation of assigned officials for all games
- Ensure the timely payment of all officials, for which the school is responsible (scrimmages and non-league games)
- Ensure that coaches enter their box scores and statistics within 24 hours after a league contest
- Make arrangements for all sporting events such as transportation, lodging, and meals when required
- Act as tournament manager for all league and tournament playoff activities that are assigned to the school
- Responsible, along with the Principal, after consulting the head coach, for the cancellation or postponement of scheduled contests because of an emergency situation
- Scheduling and/or rescheduling of non-league contests
- The PSAL recommends that responsible adults operate scoreboards and time clocks

DEVELOPMENTAL TEAMS

The Athletic Director is responsible for monitoring all Developmental Teams and informing those coaches of their allotted hours. Their allocated hours are 2/3rds of the regular allocated hours for that team. All allocated hours for your school's coaches can be found by going to *Athletic Directors Login* and then *PSAL Reports*.

TEAM BUDGETS

The Athletic Director prepares and oversees team budgets.

- Submit a financial report to the Principal
- Liaison with the COSA (Coordinator of Student Activities), the School GO (General Organization), and other school organizations and departments
- Work in conjunction with the Principal in developing the yearly budget for the athletic program

- Work with the head coaches in planning and organizing fund raising activities to supplement the sports budget. All fundraising activities are under the jurisdiction of the Principal. All DOE procedures must be followed.
- Ensure that all team's budgets provide for all the basic costs of such teams (i.e. uniforms, equipment, travel)

OVERSEEING ATHLETIC EQUIPMENT AND SUPPLIES

- Provide for the cleaning, repairing, and storage of all athletic equipment, uniforms, and supplies
- Maintain a perpetual inventory of all equipment
- Purchase equipment and uniforms for athletic teams (if the vendor is not on the approved vendor list, three bids are required)
- Ensure that all equipment and uniforms meet required standards (i.e. NOCSAE - National Operating Committee on Standards for Athletic Equipment)

PAYROLL

- Supervise and verify the submission of coaches timecards and time sheets
- Responsible for certifying coaches hours
- Athletic Directors can submit their payroll electronically

RECOGNIZING ATHLETES

The Athletic Director is responsible for ensuring that athletes are recognized in some manner for their athletic accomplishments.

- Responsible for interschool relations
- Responsible for public relations and community relations
- Responsible for school awards and athletic dinners
- Promote publicity for all interscholastic sports
- Ensure that all press notices be approved by the DOE
- Liaison between the sports program and parent organizations, community organizations, COSA, the press, other school organizations and departments
- Organize scholarship awards and a program to appropriately honor student-athletes and their families
- Establish positive public relations with all other schools as well as the community

COLLEGE BOUND STUDENT ATHLETES

Athletic Directors are responsible for assisting in the guidance of athletes seeking college entry assistance (i.e. scholarships, grants, loans).

- Work with the coaching staff and assist in the guidance of student-athletes in the area of college admission and possible athletic scholarship opportunities
- Work with the coaching staff and assist in monitoring the academic progress of student-athletes
- Work with the coaching staff and assist in ensuring that all student-athletes take the SAT or ACT exams
- Be aware of Division 1 and Division 2 initial eligibility requirements
- Be knowledgeable of the NCAA Eligibility Center:
 - All PSAL schools must identify and register school's core courses with the NCAA Eligibility Center
 - All college-bound student-athletes must register with the NCAA Eligibility Center
 - For up to date information regarding NCAA Initial Eligibility and registration, visit www.eligibilitycenter.org
- Ensure that coaches follow up all questionnaires, phone calls, e-mails, and letters from college coaches regarding their interest in the school's student-athletes
- Ensure that coaches contact college coaches, by telephone or e-mail, to help student-athletes in their attempt to continue their athletic careers at the next level
- Encourage coaches to attend clinics and camps in an attempt to make connections with college coaches.

DEFIBRILLATORS

Athletic Directors are responsible for obtaining AEDs and for their periodic maintenance.

- RULES REGARDING DEFIBRILLATOR UNITS AND PSAL SPORTING EVENTS:
- The State Law requires public schools to ensure the presence of an AED unit, and personnel trained in the operation and use of an AED unit, at all athletic contests, practices, and scrimmages. In addition, the Department of Education has mandated AED certification for all Coaches.
- Coaches who fail to comply with State Law and Department of Education regulations are subject to suspension or dismissal.
- For information on obtaining additional defibrillators, contact Lorna D. Austin at the PSAL HQ office.
- Information on the maintenance of AEDs can be found on the PSAL website by going to *Safety & Certification* then *AED and CPR Certification* and then scroll to *AED FAQ's*.

STATE REGULATIONS

All Athletic Directors should familiarize themselves with the Regulations of the State Commissioner of Education. This information can be found on the PSAL Website. Go to *Resources & Procedures* then *Rules and Regulations*, and then scroll to *State Regulations*.

PSAL AUDITS

The Athletic Director is responsible for preparing all student-athlete eligibility material for review by PSAL Auditors or other approved Department of Education officials. In preparation for PSAL Audits, review the *BASIC GUIDE TO PSAL AUDITS* which can be located on the *AD Corner* on the PSAL website.

REQUEST FOR NEW INTERSCHOLASTIC TEAMS

Every year, in the spring, the PSAL will issue a memorandum for the request of new interscholastic teams for the following year. This memorandum can be found on the *AD Corner* of the *PSAL website*.

REMINDER- Most first year teams enter the league as developmental teams

ATHLETIC DIRECTOR ACTING AS COACH

- If a coach is unable to coach his/her team on a specific date, the Athletic Director can coach in that coaches absence (the Athletic Director must have current AED/CPR, Concussion Management, and First Aid certifications).
- Standard PSAL procedure requires that any Athletic Director who is actually coaching a team relinquishes the responsibilities of Athletic Director during that season to a qualified replacement.
- An exemption can be requested to the PSAL Director Donald Douglas
- Schools with small PSAL athletic programs (6 or less) would be considered for an exemption. A Principal may appeal for an exemption by e-mailing the PSAL Director, Donald Douglas. The Principal must explain the need for the exemption and identify the person responsible for certifying the eligibility of the AD/Coach's team.

VOLUNTEER COACHES AND ADULT MANAGERS

Many PSAL teams enlist volunteer assistant coaches and Adult Managers to assist the paid PSAL head coach. The Department of Education has specific guidelines regarding volunteerism and these guidelines are set forth in the *Rules and Regulations* in regard to the use of *Volunteers*. **Please keep in mind that all volunteer assistant coaches and adult managers must be fingerprinted and cleared by the Department of Education prior to attending any practice or game.**

In addition to the official procedures set forth by the Department of Education, the position of the Public Schools Athletic League in regard to the use of volunteers is as follows:

- No individual may assist coaches, nor come into contact in any way with student-athletes, without consent from the Principal.
- Volunteers may work with student-athletes only while under the direct oversight and supervision of the officially employed PSAL coach.
- In the event of an injury, only individuals certified according to State Regulations in AED, CPR, Concussion Management, and First Aid may treat a victim.

Athletic Directors and Principals are strongly reminded that the aforementioned safeguards are in place within the Department of Education to ensure that all individuals who work with students have been cleared by appropriate agencies. Every guideline required for volunteers within the classroom must also be followed for volunteers on the athletic field, in the gymnasium, and in any location where PSAL activity occurs.