

# 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, Crew, Cricket, Cross Country, Double Dutch, fencing, Golf, Gymnastics, Handball, Indoor Track, Lacrosse, Outdoor Track and Field, 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
- 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.
- 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 interscholastic sports program. He/She is responsible for administrating all interscholastic 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 programs, always seeking ways of improving interscholastic athletics. He/She should encourage good sportsmanship, respect for others and self discipline.

### RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

#### 1-NEW ATHLETIC DIRECTORS

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

- Contact Maria Roman at the PSAL at 718-707-4216. She will update your information on the school profile page. She will explain to you how to log on to the Athletic Director's page.
- In order to perform your duties as an Athletic Director, you must 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](mailto:Mroman@schools.nyc.gov).

#### 2-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
- N.Y.C. Certified teacher with an active file #

- If applicant does not have a Physical Education License, required coaching classes must be completed within the required two and five year time periods.
  - **Non Physical Education Certified Teachers.** 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.

**In addition to the first aid, CPR and AED 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; and
- (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 will be terminated.**

- For additional information regarding coaching class requirements
  - Go to Featured Links on the PSAL Website
  - Go to Rules and Regulations
  - Scroll to Non-Physical Education Teacher-Coaches
- Applicant must attend all PSAL sports specific clinics and workshops

**B-Advertising for a Coach**

- School
- PSAL website-classified
- All positions must be advertised in the school for 20 school days
- For a sample advertisement.
  - Go to Featured Links on the PSAL Website
  - Go to Rules and Regulations
  - Scroll to Advertising for Coaches and Athletic Directors.

### 3-TEAM TRYOUTS

- Each individual sport has specific tryout dates prior to the season. These dates can be found on the specific “Sports Rules” and on the “Sports Standards for Interscholastic Competition” by going to “Featured Links” under “Rules and Regulations.”
- Medical and Parental Consent forms should be distributed to students at team meetings prior to tryouts. Available on website at featured Links/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 the Coach prior to trying out. The Athletic Director must insure 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 MEDICAL AND PARENTAL CONSENT FORM ON FILE.**
- MEDICAL FORMS
  - Form must be filled out by a Doctor
  - Doctors stamp must be on form
  - Doctors registry # must be on form
  - Form must be signed and dated by parent/guardian
  - Medical is good for all sports for one calendar year from date stamped. 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.-Go to Featured Links, than 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 Seasons.
  - Forms can be printed off the PSAL Website-Go to Featured Links, than Printable Forms

#### 4-INSURANCE BOOK

- The Athletic Director is responsible for checking the accuracy of the Athletic Insurance Book for each team and insuring 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 Featured Links
  - Go to Rules and Regulations
  - Go to Insurance Book

#### 5-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 forms go to Medical, than Medical Insurance 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. It 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.

#### 6-ELIGIBILITY

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

- **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.
- **ELIGIBILITY RULES ARE LINKED ON THE WEBSITE.**
  - Academic eligibility-Rule 9
  - Attendance eligibility-Rule 10

- Age eligibility-Rule 12
- Grade eligibility-Rule 12
- Transferring student athletes eligibility-Rule 3
- School Suspensions-Rule 11
- Athlete ejected from a PSAL Interscholastic Contest-go to Rules and Regulations of that sport.
- If a student athlete participates in an Interscholastic League or Non-League game or scrimmage as a Varsity player, or his/her name appears on the Varsity Roster, he/she is no longer eligible for Junior Varsity.

## 7-COACHES CERTIFICATION

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

- Verify and maintain records of First Aid, CPR/AED for all coaches.
  - First Aid is valid for 3 years from the date it was issued-**With PSAL Instructors Only**
  - AED is valid for 2 years from the date it was issued **With EMERGENCY SKILLS Only**
  - CPR is valid for 1 year from the date it was issued **With EMERGENCY SKILLS Only**
  - **FOR SWIMMING COACHES** - please fax Lifeguard/**CPRO** certification
- Verify and maintain records of appropriate course requirements for Non Physical Education licensed coaches.
- Coaches First Aid, CPR/ AED certificates must be faxed (718-707-4224) to the PSAL prior to the start of each season.
- 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

## 8-SUPERVISION OF COACHES

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

- Responsible for the orientation of new coaches.
- Reviews all rules, regulations, and coaching requirements with all coaches on an ongoing basis.
- Observes coaches, athletes, officials and spectators at practices and games.
- Observes coaches in order to evaluate their performance.
- Monitors the actions of the coaches in his/her program in order to insure that all coaches abide by the Coaching Ethics as outlined on the PSAL Website.

Coaching Ethics can be found by going to Featured Links, Rules and Regulations, and scroll to Coaching Ethics.

- Direct all coaches to attend all mandatory clinics.
- Assists coaches in encouraging student interest and involvement in the interscholastic sports program.
- Ensures 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.
- Supervises and verifies the submission of coaches timecards and time sheets
- Responsible for coordinating and verifying submission of authorization of payment forms.
- Promotes 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 # and have updated First Aid and CPR/AED certification. Due to scheduling difficulties, the PSAL requires that all games to be played when scheduled.
- Works with the Principal, cheerleading advisors, COSA and coaches involved in scheduling all athletic assemblies and pep rallies.
- Submits a per session rating report for all coaches. If the Athletic director is not an Assistant Principal, this report must be completed by the Principal.

## 9-ROSTERS

- The Athletic Director must verify the accuracy and the entering of TEAM ROSTERS on-line prior to the deadline as designated in the Rules and Regulations of each specific sport.
- IF Athletic Directors would like to submit a roster, instead of the coach, they should use the following steps.
  - Logon 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# of the athlete and submit
  - After submitting all of your players, click on BACK TO MAIN PAGE
  - Click on the word APPROVE for that 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.

## 10-SPORTS STANDARDS

The Athletic Director must familiarize himself/herself with the standards of each individual sport. Go to Featured links, Rules and Regulations, and Sports Standards for Interscholastic Competition.

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

## 11-SCHEDULING OF FACILITIES

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

- Scheduling of contests and practice sessions in such a manner as to avoid conflicts in facility usage as well as to insure equitable use of the 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.

## 12-SUPERVISING FACILITIES

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

- Inspecting and reporting the condition of indoor and outdoor facilities.
- Insuring that all facilities are safe for athletic competition.
- Responsible for the physical equipment and the scheduling of facilities for all interscholastic contests.
- Coordinates with the Supervisor of Maintenance, the repair and maintenance of the athletic field, track, baseball field and gymnasiums, including physical education facilities.
- Manages athletic facilities and controls the use of same by the band, football team etc. Hires or makes necessary arrangements to provide ushers, security and other services required by the athletic operation.

- Assumes responsibility for the assignment of keys to athletic facilities and gymnasium, including physical education facilities.
- Finds athletic facilities for the school's teams if facilities are not available on the school campus.

### 13-GAME ADMINISTRATION

The Athletic Director is responsible for game management at all home interscholastic 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.
- He/She is responsible for the observation of coaches, players, spectators at practices and games.
- Advises 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.
- Sends reminders of coming events to schools and officials.
- Insures the safety of the facility and/or equipment prior to the contest.
- Provides guidelines for the conduct and placement of the band, boosters, cheerleaders, twirlers and spectators of home and visiting teams.
- Provides dressing area for the officials.
- Provides dressing area for the visiting team.
- Provides medical supervision (when required). Arranges for medical doctors at all home football games.
- Arranges positive press and publicity for the sports program. All press releases must be approved by the DOE.
- Arranges for security. Notifies the local police precinct and School Safety, in advance, as to the dates, times and locations of home contests.
- Oversees a safe means of transportation of teams when necessary.
- Arranges 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.
- Oversees the confirmation of assigned officials for all games.
- Ensures the timely payment of all officials, for which the school is responsible (scrimmages and non-league games etc)
- Ensures that coaches enter their box scores and statistics within 24 hours after a league contest.
- Makes arrangement for all interscholastic events such as transportation, lodging and meals when required.
- Acts 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.

#### 14-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 all your school coaches can be found on the PSAL Reports Link of our website under coaches' hours.

#### 15-TEAM BUDGETS

The Athletic Director prepares and oversees team budgets.

- Submits 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.
- Works in conjunction with the Principal in developing the yearly budget for the athletic program as requested by the Head Coaches.
- Works 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.
- Assures that all teams budgets provide for all the basic costs of such teams i.e. uniforms, equipment and travel.

#### 16-OVERSEEING ATHLETIC EQUIPMENT AND SUPPLIES

- Provides for the cleaning, repairing and storage of all athletic equipment, uniforms and supplies.
- Maintains a perpetual inventory of all equipment.
- Purchases equipment and uniforms for athletic teams. If the vendor is not on the approved vendor list, 3 bids are required.
- Assures that all equipment and uniforms meet required standards i.e. NOCSAE (National Operating Committee on Standards for Athletic Equipment) approved soccer shin guards, football helmets and baseball and softball catcher's face masks.

#### 17-PAYROLL

- Supervises and verifies the submission of coaches' timecards and time sheets.
- Responsible for certifying coaches' hours.

- Athletic Directors can submit their payroll electronically.

## 18-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.
- Promotes publicity for all interscholastic sports.
- Assure 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.
- Organizes scholarship awards and a program to appropriately honor student-athletes and their families.
- Establishes positive public relations with all other schools as well as the community.

## 19-COLLEGE BOUND STUDENT ATHLETES

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

- Working with the Coaching Staff, assisting in the guidance of student-athletes in the area of college admission and possible athletic scholarship opportunities.
- Working with the Coaching Staff, monitoring the academic progress of student-athletes.
- Working with the Coaching Staff, insuring 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 Clearinghouse.
  - All prospective student-athletes at a Division 1 or Division 2 institution must register with the NCAA Clearinghouse.
  - For up to date information regarding who needs to register with the Clearinghouse and what documents need to be submitted, go to the NCAA Clearinghouse Website.
- Ensuring that Coaches follow up all questionnaires, phone calls, e-mails, and letters from College Coaches regarding their interest in the school's student-athletes.
- Ensuring 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.

- Encouraging Coaches to attend clinics and camps in an attempt to make connections with College Coaches.

## 20-DEFIBRILLATORS

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

- RULES REGARDING DEFRILLATOR 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.
- Information on obtaining additional AEDs can be found on the AD CORNER on the WEBSITE.
- Information on the maintenance of AEDs can be found on the AD CORNER on the WEBSITE.

## 21-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 Featured links, Rules and Regulations, and scroll to State Regulations.

## 22-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 .This can be located on the AD CORNER on the PSAL WEBSITE.

## 23-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.

## 24 ATHLETIC DIRECTOR ACTING AS COACH

- If a coach is unable to coach his or her team on a specific date the Athletic Director can coach in that coach's absence. The Athletic Director must have current AED, CPR and First Aid certifications.
- Standard PSAL procedure requires that any Athletic Director who is actually coaching a team relinquish the responsibilities of Athletic Director during that season to a qualified replacement.
- An Exemption can be requested from the PSAL Director.

- 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 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.

## 25 VOLUNTEER COACHES

Many PSAL teams enlist volunteer assistant coaches 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 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 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.