

Athletic Extracurricular Positions

Branchburg Township School District

Branchburg, New Jersey

Athletic Director:

- Hold or obtain current CPR/AED certifications
- Complete an annual first aid, concussion, and heat acclimation training via Safe Schools
- Take responsibility for the overall organization and operation of the entire extra-curricular athletic program for the district.
- Provide coordination and scheduling of all intramural and interscholastic athletic programs.
- Arrange for officials for all events.
- Coordinate bus arrangements for the district athletic program with the Transportation Supervisor.
- Coordinate the use of the equipment by the various teams.
- Work with the Recreation Department to arrange for field maintenance.
- Update and maintain the athletic website.
- Update and maintain both the athletic and student activities calendars.
- Create and maintain the athletic budget.
- Work with the coaches in creating academic eligibility lists for their respective teams.

Athletic Director Time Requirements:

- September through June each year
- Specific time requirements to be determined by the needs of the program
- Scheduling requirements to be worked out jointly with the building principals
- Must be in the building for all home games and practices; on call for all away games.
- Facilitate and supervise Activity Fair.
- Attend 8th Grade Awards Night

All Coaches:

- Hold or obtain current CPR/AED certifications
- Complete an annual first aid, concussion, and heat acclimation training via Safe Schools
- Complete state mandated and approved concussion course.
- All outdoor coaches must attend the Rutgers' Safety course (only once).
- Compile eligibility lists to include permission slips, medical clearance & academic eligibility.

- Conduct tryouts so that there is equal opportunity for all students in grades 6-8 to participate.
- Plan, administer, and evaluate your sport in a manner consistent with the philosophy of the program.
- Supervise the conduct of players during practices, trips and contests.
- Uphold conditions set forth in the athletic sport contract.
- Submit squad rosters to the Athletic Director, front office staff and BCMS teachers.
- Submit daily attendance records to the front office staff.
- In coordination with the Athletic Director, create and maintain an academic eligibility list throughout the season.
- Distribute, record, collect and inventory equipment for your sport.
- Meet the schedule of contests established by the Athletic Director.
- Hold daily practices (including indoor practices when space is available).
- Submit a post-season report to the Athletic Director on your sport. Include recommendations, need for additional equipment and potential trouble areas.
- Prepare a budget for your sport with needed materials.
- Keep adequate records of contests and performance for your sport.
- Attend the 8th grade awards ceremony to present your teams' award(s).
- Maintain a proper professional relationship with the faculty and student body and all public relations outlets.

Coaching Time Requirements:

- Fall season (boys' and girls' soccer A & B teams) – September through October
- Winter season (boys' and girls' basketball, cheerleading, dance) – November through mid-February (cheerleading and dance – attending home games only with the exception of the league finals)
- Spring season (baseball, softball, boys' and girls' lacrosse) – March through May (possible into June depending on weather)

Timekeeper:

- To serve as official timekeeper at all home basketball games.
- To be available at least 15 minutes prior to game time to explain the scoreboard and time clock to the referees and visiting coach.
- To be familiar with the rules on substitution, fouls, and various game situations involving the clock.
- To provide other assistance as required by the Athletic Director.

Crowd Control:

- To be in the gym at 3:15 pm for all home basketball games.

- To maintain proper control of the crowd at all times.
- To enforce the no food, no drink rule of the gym (except for water).
- Do not permit students to wander on the floor (during the game, at halftime or after the game is over).
- To remove any students that are not behaving in a proper manner.
- To be available in the hall and gym during half time.
- To check the hall at various times during the game (no loitering in the halls).
- To keep all students out of the hall during the game (no loitering in the halls).
- To be restrictive of bathroom use during the game and keep a close check on the washrooms.
- To control any poor sportsmanship by the crowd (booing and pounding of the bleachers are not permitted).
- Report all behavior problems.
- Check persons appearing to be under the influence of alcohol or other substances when they enter the gym – these persons must be denied admission to the event.
- Check visitors' bus loading after the game.
- To remain until all spectators have departed after the game.
- To serve as crowd control in play-off games.
- To provide assistance as required by the Athletic Director.

Intramural Coach – Stony Brook

- Hold or obtain current CPR/AED certifications
- Complete an annual first aid, concussion, and heat acclimation training via Safe Schools
- Intramural coaches are responsible for creating a noncompetitive, community-like environment for students to participate in various sports and activities after school for ten sessions at a duration of one and a half hours.
- The sports and activities will be determined by the number of students, the time of year, and the weather. Therefore, an intramural coach should have knowledge of various sports and activities and be able to effectively share that knowledge with students.
- Intramural coaches dismiss students either on the bus, or per individual student's written dismissal instructions.
- There is a 1:25 teacher to student ratio.

Board Approved: June 14, 2012

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