

GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION, INC.

Founded in 1967

CONSTITUTION AND BY-LAWS

PREPARED BY:

Mr. Robert Ciurczak – Denville Schools

Mr. Robert Leary – Brooklawn Junior School (Parsippany)

Mr. Robert Lynch – Morris Plains Borough School

Mr. Anthony Naporano – Montville Schools

Mr. William Schrader – East Hanover Schools

Mr. Harry Stilwell – Memorial Junior School (Hanover Township)

Revised 1974

Peter D. Wikander, Chairman of the Constitution Committee
Morris Plains Borough School

Amended in 1975, 1978, 2000

Revised in 1989, 1995, 2010

Robert A. Fordyce, GMCJSCA Treasurer

Revised in 2024

Shawn Plumb, GMCJSCA President
Robert A Fordyce, GMCJSCA Treasurer
Larry Plumb, GMCJSCA Executive Committee
John Grzymko, GMCJSCA Executive Committee

ARTICLE 1: NAME

The name of this organization shall be the *GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION, INC.*

ARTICLE II: OBJECTIVES

The objectives of this association shall be:

1. To promote better understanding among the people directly or indirectly associated with school athletics through business and social functions; and
2. To promote good sportsmanship among schools, coaches, players, and school and state authorities; and
3. To place at the disposal of coaches, sources of information through the media of speakers, movies, rules interpretation meetings, etc

ARTICLE III: MEMBERSHIP

Sec. 1. There shall be two (2) classes of memberships; namely, **Active Members** and **Associate members**.

Sec. 2. Active Members

- a. Any person employed as a coach, assistant coach, or A.D. is a greater Morris County area public, parochial, or private school, which is a member of the GMCJSCA, shall be eligible for active membership. A Coach is defined to be a person who is appointed to instruct a recognized athletic team representing a school
- b. Any Emeritus Members selected by the Association for active membership.

Sec. 3. Associate Members

- a. Any person recommended by two or more active members of the Association who merits membership because of his successful effort and wholesome influences on school or college athletics and/or athletes shall be eligible for associate membership (honorary membership). Associate (honorary) membership shall be subject to Executive Committee approval. Each such member shall have no (0) vote and may not hold office. Associate (honorary) members shall not be charged the annual dues but will be subject to all other membership expenses that may be forthcoming during the year.
- b. All administrators of member schools, including the superintendent of each member school's district, shall be Associate Members.

Sec. 4. School Membership – To be eligible for Association Membership, a school must submit to the Treasurer the following prior to October 1st:

- a. their **Directory Information Sheet**
- b. their **Voucher, Purchase Order, or Payment of Membership Dues**
- c. their signed **School Membership Agreement Form**.

Schools that fail to meet these requirements and deadline will be ineligible for membership. Membership can be re-established when the school fulfills all requirements.

(please note: the School Membership Agreement states that the school will “certify that the teams and programs have been approved by our Board of Education (teams organized by town recreation groups, PAL, CYO, AAU, and other similar groups are not considered school teams). We also certify that all of our team members are students who are registered in our school district/and or attend our school, they have passed a comprehensive athletic physical and have participated in a minimum of six practices with their coach. We agree to follow the rules and demonstrate good sportsmanship. We further agree to abide by all player eligibility requirements as stated in the Policy Manual. ”Any player who reaches his/her 15th birthday prior to September 1st will not be able to participate in the tournament.” This statement must be signed by the Superintendent or business administrator, Principal, A.D.).

ARTICLE IV: DUES

Sec. 1. Annual dues will be assessed to each member school. The Executive Committee will determine the amount, which must be approved by the membership at a regularly scheduled meeting.

ARTICLE V: VOTING POWER

Sec. 1. Each school shall have one (1) vote upon all questions submitted to the Association for decision.

ARTICLE VI: OFFICERS

Sec. 1. Officers shall be elected from the membership as follows:

- a. President
- b. Vice president
- c. Secretary
- d. Treasurer

Sec. 2. The term of office of each officer shall be two years

Sec. 3. Nominations shall be electronically submitted to the Nominations Committee.

Sec. 4. The Executive Committee shall have the power to fill vacancies in any of the offices.

ARTICLE VII: EXECUTIVE COMMITTEE

Sec. 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, the immediate past president, and other Association members.

Sec. 2. The Executive Committee shall have complete control and management of the Association’s affairs, funds, and property.

Sec. 3. The Executive Committee shall meet at least once each year, and when ever the President feels it is necessary.

ARTICLE VIII: COMMITTEES

Sec. 1. The President, with approval of the Executive Committee, shall appoint for one year the following standing committees:

- a. Membership
- b. Public Relations
- c. Nominations
- d. Policy Manual
- e. Program
- f. Rules

Sec. 2. Special committees may be appointed by the President (when in the best interest of the Association) with the approval of the Executive Committee.

ARTICLE IX: DUTIES OF THE OFFICERS

- Sec. 1.** The duties of the officers of this Association shall be those common to the office held.
- Sec. 2.** The President shall act as the presiding officer of both the Executive Committee meetings and the Association meetings. The President shall appoint all committees, committee chairpersons, and section chairpersons subject to the approval of the Executive Committee.
- Sec. 3.** The Vice President shall act as presiding officer when the President is absent.
- Sec. 4.** The Secretary shall be responsible for keeping an accurate record of all business of this Association, and **sending proper notices of all meetings to the membership**. He/she shall perform other duties referred to him as needed by the President and the Executive Committee. The Secretary shall be responsible for the production of a bulletin when necessary.
- Sec. 5.** The Treasurer shall receive and hold all funds of the Association and shall disburse funds only as authorized by the Executive Committee.
- Sec. 6.** All checks for disbursement of Association funds shall bear the signature of the Treasurer or the President. In an emergency of vacancy, the Executive Committee shall have the power **to** designate the necessary proper signature.

ARTICLE X: DUTIES OF THE STANDING **COMMITTEES**

- Sec. 1. Program:** This committee shall prepare and arrange programs for meetings.
- Sec. 2. Membership:** It shall be the duty of the membership committee to encourage **schools**, qualified persons involved in sports and/or various fields of recreation, parks, and conservation to apply for membership.
- Sec.3. Public Relations:** This committee shall promote the aims and objectives of the Association through the media of publicity and public information.
- Sec. 4. Nominations:** The nominations committee shall prepare a slate of candidates of office annually as provided under *Article XI, Elections*.
- Sec. 5. Policy Manual:** This committee shall oversee and update, when necessary, the policy manual of the Association.
- Sec. 6. Rules:** This committee shall secure current *National Federation Rule Books* and organize Association Rules and Interpretation Meetings.

ARTICLE XI: ELECTIONS

- Sec. 1.** Nominations for office in this Association shall be made by the **Executive Committee, appointed by the President at the January meeting**. The Nominations Committee is to nominate a President, Vice President, Secretary, Treasurer, **and Executive Committee members** annually, or when an incumbent officer's term expires the following June 30th. Nominations may also be made from the floor at the time the slate of candidates is presented.
- Sec. 2.** Elections of officers is to be **held at the October GMCJSCA meeting**. Newly elected officers shall take office the following July 1st.

ARTICLE XII: MEETINGS

Sec. 1. The time and place of meetings shall be determined by the Executive Committee. There shall be meetings **in October, January, and April**. Other meetings may be called by the Executive Committee as the need arises. All member schools shall be given at least one week's notice of any special meetings.

Sec. 2. Quorum: A quorum in order to conduct official business of the Association shall consist of one-fourth (1/4) of the Association school membership.

Sec. 3. Voting shall be by ballot **or** show of hands.

Sec. 4. The order of business shall be as follows:

- a. Role call
- b. Reading and approval of the minutes
- c. Reports of officers
- d. Report of the Executive Committee
- e. Report of the Standing Committees
- f. Reports of other committees
- g. Unfinished Business
- h.. New Business
- i. Announcements
- j. Adjournment

ARTICLE XIII: AMENDMENTS

Sec. 1. This constitution may be amended by a two-thirds (2/3) majority vote of the members present and voting at any meeting of the Association.

Sec. 2. All proposed amendments shall be submitted in writing to the Executive Committee at least one month in advance of the meeting in which action on the proposed amendment is to be taken. The Executive Committee shall submit said amendment(s) to the members present at a regularly scheduled meeting, with the Committee's recommendations as to its disposal.

Sec. 3. Before action is to be taken on a proposed amendment, each school shall receive a written copy of said amendment which is to be circulated to the athletic representative in the member school.

Policy Manual

GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION, INC.

FOUNDED IN 1967

MANUAL REVISED IN 1995, 2010, 2019, 2024

SECTION A: GENERAL POLICIES OF THE ASSOCIATION

SECTION I: INTRODUCTION

Junior school coaches in the Morris County area have found through the years that certain “unwritten agreements” amongst them have proven highly successful in enhancing the conduct of athletic competition among schools.

With the founding and subsequent growth of the GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION, INC., these “unwritten agreements” have, through necessity of organization growth, become more formal; and it is felt an understanding among members is needed. The following policy sections of this manual are a formal statement of the previously “unwritten agreements” and newer positions recently adopted.

SECTION II: AUTHORITY

Although the Greater Morris County Junior School Coaches Association, Inc. does not attempt to regulate completely its member schools and to force its members to comply with its policies, it is the position of the Association **that** member schools should adhere to ALL Association Policies as much as possible.

If any member school, because of financial, administrative, or other extenuating conditions cannot follow a particular Association policy, it is strenuously urged and hoped that all other schools directly affected by that non-compliance to policy will be informed of such by the member school effecting any changes.

SECTION III: ASSOCIATION SPONSORED EVENTS

There are, however, certain policies and events over which the Association **MAINTAINS COMPLETE** CONTROL. These are policies and regulations pertaining to activities and events directly sponsored by the GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION INC., such as the county cross country, soccer, field hockey, basketball, wrestling, volleyball, track, lacrosse, softball, and baseball tournaments, as well as any other play day, exhibition, or event officially sanctioned by the Association. Member schools **MUST** comply completely with the regulations and policies established for the conduct of those events in order to participate in them.

SECTION IV: VIOLATION OF POLICY IN ASSOCIATION EVENTS

Should any member school during its participation in Association sponsored events allegedly violate regulations and/or policy, the Executive Committee of the Association shall have the authority to act as a protest committee to review and dispose of any ascertained violations. Executive Committee action may include, but not be limited to disqualification of a member school’s participation in and/or awards for a particular event.

SECTION V: ACTION AS SPOKESMAN FOR ASSOCIATION MEMBERS

The Executive Committee of the GREATER MORRIS COUNTY JUNIOR COACHES ASSOCIATION, INC. will also act as a voice for its member coaches **if** a particular coach, either member or non-member, “runs up the score” or otherwise acts in manner the Association feels is questionable to the furthering of school athletic competition in the Morris County area.

SECTION VI: AWARDS

A. Awards to and from outside sources: the GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION, INC. will not donate trophies, plaques, or the like to any group or organization; likewise, the Association will not accept the donation of any trophies, plaques, or other awards from any group or organization.

B. Awards presented to individuals: Specific awards to member coaches or other individuals for dedicated service to the Association and/or the school students of Morris County may be presented if deemed warranted by the Executive Committee of the Association. Under NO circumstances will such an award be in monetary form.

C. Awards presented to individual athletes: Because team play and performance is stressed by the Association, no awards for individual athlete performances (MVP, OUTSTANDING PERFORMER, etc.) may be given. Individual awards in cross country, wrestling, and track are given only for their placement in their respective events.

SECTION VIII: ELIGIBILITY

Any student who reaches his/her fifteenth (15) birthday prior to September 1 shall be **ineligible** to participate in interscholastic athletics on the junior school level in Association competition.

SECTION IX: OFFICIATING

The appropriate number of officials for the tournament will be provided by the Tournament Official Assignor. Officials certified by the NJSIAA will be used whenever they are available.

SECTION X: BEHAVIOR OF COACHES, PARTICIPANTS, AND SPECTATORS.

A. Tournament and Site directors will have the authority to handle unsportsmanlike conduct of a coach, an assistant or other staff member of the school in the following manner:

1. Approach the coach and request he/she cease such behavior.
2. Report such behavior to the Executive Committee of the GMCJSCA
3. ***In most cases, such behavior should be handled by the game officials.***

B. The Executive Committee will handle such matters by:

1. Requesting a full written report **from** the Tournament Director and/or Site Director.
2. Sending a written request to meet with the coach involved, stating the problem.
3. A letter of reprimand may be sent to the coach, with a copy to the A.D.
4. Written minutes of the meeting with the coach will be kept on file with copies to the Executive Committee.

C. Any person (AD, coach student athlete or spectator) will be ejected from the contest by the directors if any of the following unsportsmanlike behaviors are displayed:

1. Abusive and/or obscene language and actions.
2. Violent contact and/or other forms of physical abuse.
3. Actions that intentionally incite violent and/or abusive behavior.
4. Actions that result in the destruction of property.
5. Hurling, slamming, or throwing of objects.

D. PENALTIES for “Section X” Violations:

1. **coaches and players ejected must also serve an additional 2 game suspension.**
2. **Any school which has had any coach or player disqualified in a tournament is *required to have a designated school representative, other than the coaches, to be physically present at the tournament sites for 1 calendar year following the incident.***
3. **Spectators ejected are subject to the Site and/or Tournament Director’s decision.**

SECTION B: RECOMMENDED POLICIES FOR EACH SPORT

SECTION XI: BASIC RULES

The basic rules for all boys' and girls' sports are those compiled by the National Federation of State High School Associations for each sport, except as modified by the NJSIAA or in other sections of this manual.

SECTION XII: STARTING TIMES

- A. On school days, all games are to start **no later than 4 pm**.
- B. Game times for tournaments are to be established by the specific tournament committees.

SECTION XIII: SOCCER

- A. Season: September 1 – November 15
- B. Length of game: 2 thirty (30) minute halves are to be played. **Overtimes and shootout format will only be used during the end of season tournament.**

SECTION XIV: CROSS COUNTRY

- A. Season: September 1 – November 15
- B. In the County Meets, special rules may be established by the by the cross country tournament director.
- C. **Minimum** Distance: one and one half miles.

SECTION XV: FIELD HOCKEY – CONTACT TOURNAMENT DIRECTOR

- A. Season: September 1 – November 15

SECTION XVI: BASKETBALL

- A. Season: November 15 – February 22
- B. Eight (8) minute quarters are to be played.
- C. Junior varsity games to be played **at the discretion of the participating schools.**

SECTION XVII: WRESTLING

- A. Season: November 15 to February 1
- B. Weight classes listed below will be in affect at the beginning of the season, with a two (2) pound increase in January for each class (**example**: 70 pound class in December would increase to 72 pounds in January and for the tournament).
- C. Weight Classes in Pounds: 70-75-80-85-90-95-100-105-110-116-123-130-137-147-163-HWT.
- D. Weigh-in at **3:45** PM or directly before meet.
- E. First bout should start at 4 PM.
- F. Length of periods (minutes): 1-2-2
- G. National Federation rules pertaining to uniforms, hair, head gear, point calls, **shall be followed.**
- H. The Executive Committee of the Association is VERY concerned about the possibility of opposing heavyweight wrestlers having a great disparity in weight. Coaches are strongly urged to use careful discretion when heavyweight bouts find opposing wrestlers of GREATLY DIFFERENT WEIGHTS AGAINST ONE ANOTHER.

SECTION XVIII: VOLLEYBALL

- A. May be competitive, with NFHS rules with New Jersey modifications used.
- B. Season: February 1 – March 31
- C. Uniform shirts required for competitive play.

SECTION XIX: BASEBALL/SOFTBALL

- A. Season: March 8 – last day of the tournament.
- B. Length of game is seven (7) innings. Every effort should be made to complete 7 innings. However, coaches may agree on a curfew when discussing ground rules with the umpires **before** the start of the game.
- C. All home team warm-ups should be completed by the arrival of the visiting team. The visiting team will only participate in infield and outfield warm-ups.
- D. Aluminum baseball bat weight/length ratio must be minus three (-3).
- E. Baseball and softball bats must meet NFHS specifications and NJSIAA modifications, including the baseball bat minus three (-3) weight/length ration

SECTION XX: TRACK

- A. Season: March 8 to the last day of the track championships.
- B. Order of events: 100 meter trials
1600 meter final
400 meter final
100 meter final
1600 meter final (if it is a multiple group tournament)
200 meter final
800 meter final
1600 meter relay final (800 meter relay for girls)
Field events: long jump, discus, shot put
- C. Starting blocks are not permitted. The usage of spikes will be determined by the host school and/or the meet director.
- D. Runners will carry labels for each event
- E. Individual awards:
 - 1. 4 places for a 3 group tournament
 - 2. 6 places for a 2 group tournament
- F. Other specific rules pertaining to county meets **will** be determined by the track committee.

SECTION XXI: LACROSSE – CONTACT TOURNAMENT DIRECTORS

- A. Season: March 8 – last day of the tournament.

SECTION C: TOURNAMENTS

One of the major functions of the GMCJSCA INC. has been to sponsor end of season tournaments in various sports so that county champions can be determined and that middle school athletes can experience tournament competitions. To administer the tournaments consistently, a basic set of policies applicable to all tournaments has been developed. The following policies must be adhered to in tournament organization and administration.

SECTION XXII: TOURNAMENT AND SITE DIRECTORS

To maintain a high caliber of organization and administration in tournaments, the Executive Committee shall employ member coaches to act as tournament directors and site directors when necessary.

A **Tournament Director** shall be the chairperson of the sports committee for that sport and shall be subject to the job description of **SECTION D** of this manual.

A **Site Director** shall be responsible for the control of the facilities at the location at which a tournament is held and shall be subject to the appropriate job description in **SECTION D** of this manual.

SECTION XXIII: GROUPING

- A. Grouping will be determined by the tournament director at the seeding meeting.
- B. The following formula will be used to determine the maximum number of groups in a tournament:
 - 1. Two group tournament: minimum of 12 teams
 - 2. Three group tournament – minimum of 18 teams
 - 3. Four group tournament: minimum of 24 teams.
- C. No tournament will have more than 4 groups.

SECTION XXIV: ENTRANCE FEES AND ELIGIBILITY

- A. Entrance fees may be required for a team to participate in a tournament. The total amount of the entrance fees shall be equal to the total amount of the cost of officials for the tournament, and shall be divided equally among the participating schools, plus a \$5.00 surcharge per entrance fee.
- B. Schools are ineligible for tournament play when:
 - 1. They enter any tournament and they have unpaid dues.
 - 2. They enter any tournament and have unpaid entrance fees from the previous season tournaments.
 - 3. They fail to turn in their school's Directory sheet and Membership Agreement Form.

SECTION XXV: AWARDS

Awards may be presented to tournament competitors and/or winners and their school as determined by the Executive Committee. The cost of the awards shall be assumed by the GMCJSCA.

SECTION XXVI: TOURNAMENT PERSONNEL

In order to provide adequate administration, supervision, and coordination of tournaments, the tournament director shall have the right to employ Association members and non-members to provide services which may include, but not be limited to: scoring, timing, crowd control, ticket selling, locker room supervision, announcing, clerking, etc. Any employment must have Executive Committee approval.

SECTION XXVII: COMPETITORS

- A. Competitors in Association tournaments must be students in grade 6,7, or 8.
- B. Competitors in Association tournaments must be students recognized by the school system they are representing.
- C. Competitors that turn age 15 prior to September 1st are ineligible for tournament participation.

SECTION XXVIII: SEEDING

- A. A seeding meeting will be held by the Tournament Director prior to the start of the tournament.
- B. Seeding can be done by a committee designated by the Executive Committee.
- C. If the seeding meeting is not done by committee, attendance at seeding meeting by a school representative is mandatory for eligibility.
- D. If the seeding meeting is not done by committee, a school will not be seeded if their representative fails to appear at the seeding meeting within 30 minutes of the starting time.
- E. In order to accurately seed the participating teams, schools wishing to participate must have played at least 4 games with GMCJSCA member schools prior to the Seeding Meeting. Schools can apply to the Executive Committee for a waiver of this rule in the event of games being postponed due to weather or other unforeseen circumstances.
- F. Seeding criteria will include record, strength of schedule, head to head competition.

SECTION XXIX: PROTESTS

After reviewing the NJSIAA ruling on Protests, the Executive Committee has agreed upon its own No Protest Policy. Referring to the **NJSIAA Rulebook, Article VII, Protests, Section 1, LC2**: *“Protests based upon an official’s judgment or misinterpretation (misapplication) of the playing rules will not be honored”*. The GMCJSCA will neither hear nor honor any protests regarding any of our tournament games.

SECTION XXX: COACHES AND TOURNAMENT GAME REPORTING

- A. All coaches must be certified and approved by their board of education, board of trustees, or other ruling body
- B. Coaches of the winning team must report the results to the Tournament Director.
- C. The Tournament Director must receive the report on the same day of event by 9 pm.
- D. Schools that fail to report their winning results to the Tournament Director by 9 pm will lose their home field advantage for the duration of the current tournament, and will be denied home field advantage for the following year’s tournament of the same sport.

Example: if the winning soccer (or baseball, softball, field hockey, lacrosse) coach does not call in their scores by 9 pm, their team will immediately lose their home field for the duration of their current tournament, and will not have a home game in next year’s soccer (or other fall/spring) tournament.

SECTION XXXI: TOURNAMENT SITE FIELD DIMENSIONS AND MARKINGS

A. Field dimensions and markings must meet all specifications as defined in the current rulebooks of the **National Federation of State High School Associations** for each sport, except as modified by the NJSIAA or in other sections of the **GMCJSCA Constitution and Policy Manual**.

B. If game officials determine that the field dimensions and/or markings are inaccurate, corrections to make the field legal must be made prior to the start of the contest.

C. If corrections cannot be made in a timely manner, either team may choose to postpone the contest until the conditions have been corrected or another legal field has been located.

D. If the coaches and officials mutually agree to play the game on a field displaying the conditions described in **SECTION XXXII B**, the score will be final, and no protest will be considered. The winning school must report these illegal conditions, along with the score to the tournament director by 9 pm.

E. If the winning team is the home team with the illegal field, they will lose their home field advantage for the duration of the tournament.

SECTION D: EMPLOYEES OF THE GMCJSCA

In order to maintain a high caliber of organization and administration within the GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION, INC., people may be employed to serve in certain capacities. Employment and the amount of remuneration for services rendered are at the sole discretion of the Executive Committee of the Association and may be terminated at any time. All employees of the Association shall be subject to the relevant job descriptions contained herein.

SECTION XXXII: JOB DESCRIPTION FOR THE TREASURER OF THE ASSOCIATION

The **TREASURER** of the **GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION INC.** shall have the following responsibilities:

- A.** To serve as a member of the Executive Committee of the Association;
- B.** To receive and hold all funds of the Association;
- C.** To disburse funds as authorized by the Executive Committee;
- D.** To pay all bills incurred by the Association;
- E.** To advise the Association of sound fiscal practices;
- F.** To maintain complete and accurate records of all financial transactions of the Association;
- G.** To balance all bank accounts monthly;
- H.** To prepare a treasurer's report for each Association meeting;
- I.** To prepare an annual budget for the Association meeting;
- J.** To prepare annually a treasurer's report accounting for all funds received and disbursed during the fiscal year;
- K.** To prepare budgets for the various tournament activities sponsored by the Association;
- L.** To prepare a financial report for each tournament to be presented at the Association meeting following the tournament(s);
- M.** To serve as chairperson of the awards committee of the Association;
- O.** To act as liaison officer with insurance companies, boards of education, school administrators, etc;
- P.** To advise sports committees regarding entrance fee amounts for tournaments;
- Q.** To ensure through necessary billing procedures that all tournament entrance fees are paid;
- R.** To supervise admissions sales at tournaments;
- S.** To pay all officials, police, custodians, etc., as well as all association employees;
- T.** To prepare annually a billing of schools for payment of membership dues;
- U.** To prepare and distribute annually a membership list of schools joining the Association;
- V.** To assist the President and Executive Committee in any other ways possible when needed.

SECTION XXXIII: Job Description for a Tournament Director of the Association

The **TOURNAMENT DIRECTOR** of the **GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION, INC.** shall have the following responsibilities:

- A. To serve as chairperson of the Association standing committee for that sport;
- B. To act as the official agent of the Association on all tournament matters and to enforce all policies of the Association applicable during the tournament;
- C. To notify all member schools and all Executive Committee members of the tournament, including but not limited to its dates, location, and procedures to be followed;
- D. To develop the basic procedures to be used in conducting the tournament. These procedures shall include, but need not be limited to: use of letters of intention, deadlines for submission of forms and information, grouping and seeding procedures, etc.;
- E. To assist the Executive Committee in securing all location(s) for the tournament;
- F. To adhere as closely as possible to the Association's budget for the tournament when contracting officials and/or police, custodians, crowd control personnel, etc. The Director is encouraged to discuss the tournament budget when it is being developed with the Executive Committee;
- G. To secure and assist the Site Director in obtaining persons for crowd control, ticket selling, score keeping, timing, etc.;
- H. To satisfy any applicable responsibilities of a Site Director in the absence of the Site Director or if no Site Director is hired for the Tournament;
- I. To be present at all tournament games when possible, especially the finals;
- J. To conduct seeding meetings, including grouping, seeding procedures, bracket sheets,
- K. To coordinate uniform colors of competing teams;
- L. To mediate and attempt to resolve any disputes among tournament participants to their mutual satisfaction. The Tournament Director shall however, have the authority to arbitrate disputes if necessary;
- M. To work with the chairperson of the awards committee to ensure that awards are obtained and presented to winning teams and/or participants at the conclusion of the finals of the tournament;
- N. To record and distribute to the membership the results of the tournaments. The report shall include, but need not be limited to: announcement of winning teams/participants, success or failure of the tournament, problems encountered during the tournament, results of the evaluation of the tournament by participating members, and recommendations for future tournaments. **Failure to submit this report with 2 weeks after the conclusion of the tournament will result in the forfeiture of the director's stipend;**
- O. To immediately contact the President and Treasurer of any player or coach ejected for a tournament, both verbal and in writing, as per NJSIAA Rules and Regulations;
- P. To have an evaluation of the tournament done by participating member coaches after its conclusion according to the form prescribed by the Executive Committee;
- Q. To obtain Certificates of Insurance from all participating schools before the tournament begins. Schools may not participate until this form is submitted;
- R. The following form should be used as part of the letter of intent and must be returned to you completely filled out in order for a school to be eligible for tournament play:

We at _____ intend to participate in the _____ tournament. We certify that our team members have participated in a minimum of 6(six) practices with the coach and have all passed a comprehensive athletic physical exam. We further agree to abide by all player eligibility requirements as stated in the GMCJSCA Policy Manual. Signed by: Coach____ Athletic Director____ Principal____

**SECTION XXXIV: JOB DESCRIPTION FOR A SITE DIRECTOR OF THE
ASSOCIATION**

A SITE DIRECTOR of the **GREATER MORRIS COUNTY JUNIOR SCHOOL COACHES ASSOCIATION, INC.** shall have following responsibilities:

- A. To complete and submit all “use of facilities” applications to Board of Education representatives of the host school or to the authorized designee of the owner(s) of the facility to be used for the tournament;
- B. To notify the Association Treasurer of any certificates of insurance of other legal documents which must be presented in order to use the facilities;
- C. To assist the Tournament Director in any way possible;
- D. To act as the agent of the Association at the tournament in the absence of the Tournament Director;
- E. To adhere as closely as possible to the Association’s budget for the tournament when contracting police, custodians, crowd control personnel, etc. The Director is encouraged to discuss the tournament budget when it is being developed with the Executive Committee;
- F. To obtain persons for crowd control;
- G. To obtain persons for admission sales;
- H. To contract for and coordinate special services personnel such as custodians, police, etc.;
- I. To assist the Association Treasurer in supervising admissions sales;
- J. To act as the liaison person between the host school and competing teams;
- K. To be present at all tournament games;
- L. To make readily available equipment, locker facilities, etc. needed to conduct the tournament;
- M. To assess the physical condition of the tournament site daily and at the conclusion of the tournament, and to consult with administration members of the host school regarding the conditions.

SECTION E: TREASURERS REPORT