

MANVILLE HIGH SCHOOL
Athletic/Co-Curricular Contract

Purpose

Dedication, desire, and discipline are integral parts of being involved with co-curricular activities. Without the pursuit of these ideals, the student can in no way do justice to himself/herself or the school. The student must be able to discipline himself/herself in order to achieve excellence.

The faculty/administration of Manville High School believes that tradition of success is established and maintained upon these principles. In order for a determined course of action for the pursuit of achievement and the character training of young persons, the following "Athletic/Co-curricular Policies" in addition to the Student Handbook, must be understood and agreed upon between the school, the student, and parents:

Attendance

1. All members of each sport/activity will attend all scheduled practices and meetings. No practices can be missed by the student athlete.
2. If circumstances arise whereby the student cannot attend a practice or meeting, the coach or advisor must be notified prior to the practice or meeting missed by either personal contact, phone call, or written statement from the parent or guardian.
3. Any student, who cuts practice, fails to appear for a game or event, fails to make scheduled team or individual meetings, or fails to attend school on game day or practice days, will be disciplined as determined by the coach/advisor and Athletic Director.
4. Excessive absences from practices, games/events, or meetings may be cause for removal from the sport or activity.
5. All students are required to attend class(es) on a regular basis. Students delinquent in class(es) attendance are subject to disciplinary action. Lack of attendance in class(es) may result in failure of class(es) work, resulting in ineligibility in athletics/co-curricular activities.

Sports

1. All members of each sport will attend all scheduled practices and meetings. **All medically excused student athletes are required to report to practice in street clothes if they are in school that day. If three (3) practices are missed without being excused by the coach, then the student athlete is removed from the team. If student athlete is tardy to practice three (3) times without being excused by the coach, he/she will be removed from the team. The coach will call the parent/guardian when student athlete is in jeopardy of being removed from the team.**

2. If circumstances arise whereby the student cannot attend a practice or meeting, the coach must be notified prior to the practice or meeting missed by either personal contact, phone call, or written statement from the parent or guardian.
3. Any student who cuts practice, fails to appear for a game, fails to make scheduled team or individual meetings, or fails to attend school on game day or practice days will not be allowed to participate in the practice/game and will be disciplined as determined by the coach and the administration.
4. **All student athletes during the fall, winter and spring sports are reminded that they are required to attend practice during school breaks (Winter and Spring Break). Student athletes and Parent/Guardian are reminded that fall sports begin in August; practices are required and may differ per each sport.**

Manville High School Athletic Department Code of Civil Conduct

We, the Manville High School Athletic Department, pledge to demonstrate commitment to fair play and civil courtesy. Under no circumstances will we disrespect a player, referee, or fan, for we realize our actions and statements are a reflection of our school. We will promote good sportsmanship and citizenship on or off the field. Home or Away, win or lose, no matter the outcome, we promise to be respectful of others and ourselves to demonstrate excellence in school spirit.

R 5570 SPORTSMANSHIP

Individuals who violate Manville School District Policy No. 5570, Sportsmanship, shall be subject to the following disciplinary actions to be imposed by the Principal or their designee:

- A. Violations shall be dealt with in the following manner:
 1. First Offense - warning by the Principal or their designee.
 2. Second Offense - short term suspension from the athletic or intramural program; duration to be determined by the Principal or designee, but not to exceed ten (10) school days.
 3. Third Offense - long term suspension; up to one (1) school year from the athletic or intramural program.
 4. Fourth Offense - permanent expulsion from participation in the athletic or intramural program by the Principal.
- B. The determination of the Principal or their designee may be appealed to the Superintendent who shall make a determination within ten (10) working days.

- C. A determination by the Superintendent resulting in a long term suspension or expulsion from the athletic or intramural program may be appealed to the Board of Education which may hold a hearing on the matter and render a determination of the matter within thirty (30) calendar days.

SPORTSMANSHIP

2009-2010 NJSIAA Constitution, Bylaws, and Rules & Regulations

Section 1. Statement of Administrative Responsibility:

Member schools (“The Association”) are expected to conduct their relations with each other at all levels of competition in a spirit of good sportsmanship in keeping with the objectives we have set for ourselves. Everyone involved has the obligation to clearly see his/her influence and act in accordance with all established rules/policies/procedures.

The Association acknowledges that the school administration is responsible for the athletic program, including the making of broad and specific policies relating to sportsmanship and the conduct of activities in the schools. The school Principal, for example, as the administrative head of his/her school, has the responsibility for establishing the principles of good sportsmanship in the minds of the entire school family. He/she realizes that the kind of sportsmanship that is practiced or displayed by the representatives of his/her school will reflect to its credit or otherwise.

The Principal, therefore, is the final authority responsible for all athletic activity of his/her school at whatever level of competition in which that school is engaged. In recognition of this authority and responsibility, the following general recommendations are suggested by the Association as a guide to school administrators with respect to sportsmanship policy:

Section 2. General Guideline Recommendations:

- A. Each school administration shall establish broad and specific policies and procedures relating to sportsmanship and to identify responsibilities of administrators, coaches and students to ensure their observance.
- B. Each school administration shall insist that personnel set good examples of deportment and sportsmanship and may correct those individuals at fault at a time convenient and in a manner adequate for the situation. Reporting of the action taken, in writing, to the NJSIAA by the Principal is mandatory.
- C. Each school administration shall utilize all appropriate occasions and means to emphasize desirable deportment and sportsmanship of all coaches, students and other personnel.

- D. The supervision of trips and “away” contests shall be such as to assure that the conduct of school representatives brings credit to themselves, their school and their sport. The Association advocates the full promotion of cooperative “host-guest” relationships between and among schools entering into athletic competition.
- E. Hazing – Continuing the focus on sportsmanship, citizenship and leadership, the NJSIAA encourages member schools to establish local policies, procedures and regulations pertaining to incidents of “Hazing.”
- F. Coaches must be cautioned not to refuse to play or to complete a game/meet. Such decisions are within the jurisdiction of the game/meet officials once game/meet has started, or rest with home management and/or tournament director if the game/meet has not started.

Penalty – Any school whose coach violates Section 2.F shall be placed on probation by the Association for not less than one (1) year from the date of violation, and shall not receive championship recognition from this Association in that sport, or enter any championship games, matches, meets or tournament sponsored by the Association in that sport unless the NJSIAA deems sufficient administrative action has been taken against the coach. Conditions of probation are outlined in the Bylaws, Article X, Section 2.A, Probation. In addition, the coach will be fined a minimum of three hundred dollars (\$300.00).

Section 3. Association Responsibility:

The Association recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition. However, it must also be seen that the NJSIAA has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. In exercising its responsibility as it applies to the principles of good sportsmanship, the Association will be guided by the following rules:

- A. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who strikes or physically abuses an official, opposing coach, player, or spectator.
- B. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who intentionally incites participants or spectators to violent or abusive action.
- C. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who uses obscene gestures or profane or unduly provocative language or action towards officials, opponents, or spectators.
- D. Any school or athletic staff member who is publicly critical of a game official, opponents and/or opposing coaches/players.
- E. The administration of a member school will be responsible for the unsportsmanlike conduct of that school’s fans or spectators.

- F. In addition to the NJSIAA disciplinary action, any violations of our sportsmanship rule, including, but not limited to disqualifications in the area of racial, ethnic, gender bias, will result in the NJSIAA contacting and working directly with the Conference and Community Agency (Human Rights/Civil Rights Group) which focuses in on this important aspect of social behavior as it relates to athletics.

Note: *Classification (CL) I Schools are not permitted to conduct pre-meet/game activities of an intimidating nature, for example: the use of fog machines; the blaring of sirens or loud music/unusual sound effects; strobe/unusual lighting effects; or similar type activities.*

Section 4. Executive Authority:

- A. The Association vests authority in its President and Executive Director to investigate and take appropriate action on any reported flagrant violation of the sportsmanship rule occurring during the regular season or NJSIAA tournament competitions.
- B. Reported violations shall be resolved in a manner sufficient to correct the problem, and may range from a written statement of the findings by the Executive Director to the school administration, to appropriate disciplinary action.
- C. Any report of a violation of good sportsmanship occurring during an NJSIAA sponsored event, must be submitted in writing and posted within one hundred twenty (120) hours of the incident to the Executive Director of the Association with a copy to the alleged violator and/or his/her school.

Section 5. General Prohibition Against Performance Enhancing Drugs:

It shall be considered a violation of the Sportsmanship Rule for any student-athlete to possess, ingest or otherwise use any of the substances on the list of banned substances, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition. Violations found as a result of NJSIAA testing shall be penalized in accordance with this policy. Violations found as a result of a member school's testing shall be penalized in accordance with the school's policy. **The NJSIAA policy shall consist of this general prohibition, the NJSIAA Steroid Testing Procedures, the NJSIAA Steroid Testing Protocol and the NJSIAA Banned Drug Classes.**

Article X PENALTIES

Penalties shall be assessed by the executive committee or the controversies committee for infractions of the association constitution, bylaws or rules and shall include but not be limited to:

Section 1.

To assure that member schools make certain that all Student-Athletes comply with eligibility standards or that they obtain appropriate waivers where necessary prior to competition, the following forfeiture penalties will be imposed. If the ineligible student participated in a TEAM SPORT, then that team will forfeit any games that it has won, irrespective of how long the ineligible student participated in that contest. This is so because it is impossible to calculate the impact made on a team contest by one or more individual players. In cases where the ineligible player participated in an INDIVIDUAL SPORT, then the team will only forfeit the events in which that player participated, since the impact of individual players can be calculated with some certainty. This penalty is mandatory and will not be subject to any appeal to the Executive Committee.

Note: *CL 1 Although the penalty of forfeiture for the use of an ineligible player is mandatory and unappealable to the Executive Committee, the school may appeal the determination of eligibility.*

Section 2.

After conducting a hearing and subject to an appeal to the Executive Committee, as set forth in Article XIII of the Bylaws, the Controversies Committee may impose the penalties set forth in this Section.

- A. Probation – A probationary period not to exceed two (2) years may be imposed, which may include a requirement that a member school submit appropriate reports to the Association, certifying that the violations are not continuing. The Controversies Committee may determine that an offending school may not participate in championship contests in the sport in which the violation occurred.
- B. Forfeit of Games – Under such terms and conditions as the Controversies Committee shall provide.
- C. Forfeit of Championship Rights – A school may be required to forfeit championship rights as determined by the Controversies Committee.
- D. Suspension of Coaches and Players – In addition to any disqualifications imposed for unsportsmanlike and flagrant verbal or physical misconduct during an interscholastic contest a coach or player may be suspended for a violation of the Constitution and Bylaws or Rules of this Association, or for violations of the rules of good sportsmanship or the rules of a particular game.

- E. Fines – Member schools, Principals, Athletic Directors, and/or coaches may be fined by the Controversies Committee in an amount not to exceed one thousand dollars (\$1,000.00) per party. Member schools may also be required to pay any property damages caused by their improper behavior and for the transcript and court stenographer costs of the Controversies Committee hearing, which would be payable within sixty (60) days.

Section 3. Major Fines and Expulsion.

The Controversies Committee may recommend for approval by the Executive Committee, the imposition of major fines against member schools, principals, athletic directors and coaches exceeding one thousand dollars (\$1,000.00) per party for serious violations of the Bylaws or Rules of the Association and/or the expulsion of member schools and/or coaches for serious violations of the Constitution, Bylaws and Rules of the Association after a hearing or review on appeal by the Executive Committee, pursuant to Article XIII of the Bylaws.

Clubs/Activities:

1. All members of each club/activity will attend all scheduled meetings. **All medically excused students are required to report to their club/activity if they are in school that day. If three (3) meetings are missed without being excused by the advisor, then student is removed from the club/activity. If student is tardy to club/activity three (3) times without being excused from the advisor, he/she will be removed from club/activity. The advisor will call the parent/guardian when the student is in jeopardy of being removed from club/activity.**
2. If circumstances arise whereby the student cannot attend a meeting, the advisor must be notified prior to the meeting missed by either personal contact, phone call, or written statement from the parent or guardian.
3. Any student who fails to appear for a meeting or event fails to make scheduled individual meetings, or fails to attend school on the activity day will not be allowed to participate in the activity and will be disciplined as determined by the advisor and the administration. **All students participating in club/activities are reminded that they are required to attend activities during the fall, winter and school breaks (Winter and Spring Break).**
4. Excessive absences from practices, games/events, or meetings may be cause for removal from the sport or activity. All students are required to attend classes regularly. Students delinquent in class attendance are subject to disciplinary action. Lack of attendance in classes may result in failure of class work, resulting in ineligibility in athletics/co-curricular activities.
5. Students who have credit withdrawn due to cuts or excessive absences will be placed on probation pending an appeal. Appeals must be submitted no later than ten (10) days from notification of credit withdrawal (see Student Handbook, Part VII, Student Appeal).

Sport/Club Changes:

1. It is recommended that all students participate in as many sports/activities as they are capable. Once a student begins the in-season training period of a sport or signs up for a club, he/she should not quit while that sport is in season or for the school year.
2. Any athlete who quits a sport to participate in another sport shall be subject to being withheld from participation until the season of the sport dropped by the athlete is over. It shall be the prerogative of the coach of the in-season sport to release the athlete to another sport.
3. No athlete may participate in a second sport until the athlete has been cleared from the first sport by obtaining a written release. When an athlete is released, that athlete shall be free to try out for any sport of his/her choosing. The head coach of that sport shall have the right to determine if the athlete shall remain on the squad.

Personal Appearance:

1. Because students involved in extra-curricular activities are constantly in the eyes of the public, they become a representative of the school and are considered to be in a position of leadership. Therefore, the student's personal appearance not only reflects their attitudes but those whom they represent.
2. Hygiene must be such that it is not harmful to the student's well being while participating in extracurricular competition. Students will be required to abide by the rules established by the coach/advisor of the particular sport/activity in which he/she is participating.
3. Lack of adherence to the above rules may result in the student being held out of practice or games. Failure to comply after further notification may result in suspension from the team/activity and/or removal from the team/activity. The Manville High School Dress Code as well as all school polices are in effect for all school-sponsored activities including sports banquets.

Personal Health Practices:

1. Due to the harmful effect upon the health of the individual, all students involved in extracurricular activities will refrain from the use of: tobacco; alcoholic beverages; abusive drugs of any kind; improper diet and; improper rest.
2. Verification of drinking of alcoholic beverages, the use of abusive drugs, or chewing/smoking of tobacco products by the student will result in immediate investigation by the administration.
3. If a student-athlete is found to be in violation during the season, that student will be subject to suspension from at least one (1) game. If a student-athlete is found to be in violation a second time, then they will be dismissed from the team. These sanctions will apply whether the infraction occurs on school or out of school as long as student is a member of a team.
4. If within the school, the student-athlete will in addition be subject to all school sanctions. It is possible that a suspension will run into the next season for a student-athlete.

Parental Involvement

1. It is important that parents model excellent behavior for their child and the community. We expect all adults to behave properly at games and/or events. Language should be respectful at all times when addressing coaches, advisors, students and officials. Not only are our athletes representing Manville, so are our fans.
2. The Athletic Director and Administrator(s) are available to help with issues and/or problems. It is also important for parents to be involved in a positive manner; we ask for all parents to join the parental organization that supports your son or daughter.
3. If there is a need to contact a coach it should be well after an event or contest, not during the event or contest.

Equipment, Fees and Physical Examination:

All students will be required to replace lost gear either by payment or with the equivalent of the lost article. Fines will be issued for lost/damaged equipment. Students will not be issued report cards, schedules, or uniforms for another sport until all fines are paid in full.

All students participating in sports will be required to turn in to the school nurse the original of three (3) forms before competing in **athletic** competition:

- a. Athletic Permission Form;
- b. Pre-Participation Physical Examination Form and;
- c. Pre-Participation Physical Evaluation Health History Questionnaire.

All participants should ensure they have copies of these forms.

School Decorum

All students are expected to govern his or her conduct in accordance with the rules and regulations of the "Student Handbook"; violation of the student's obligations under that handbook may result in removal from a team or activity.

Lettering

Varsity letters may be earned by players who participate in seventy-five percent (75%) of the varsity contests in a sport and finish the season (excluding tournament games), or if the coach feels that he/she deserves recognition. Seniors who attend all games and practices will automatically receive a Varsity letter.

Eligibility

To be eligible for all sports and activities the student must be in compliance with the Manville High School policies concerning incorrect or illegal enrollment and the rules and regulations of the New Jersey Interscholastic Athletic Association when applicable. Manville High School adheres to the eligibility rules of the New Jersey Interscholastic Athletic Association. Thus, to play a sport/or to be involved in an activity in which you represent the school in any semester, the following credits schedule must have been earned in the preceding semester (including summer school credit*):

	<u>First Semester</u>	<u>Second Semester</u>
Grade 9	30	15
Grade 10	30	15
Grades 11-12	27.50	13.75

* There is no credit requirement for incoming students from middle school (8th grade). In the event the failing grade is for the fourth/final marking period, it is understood that the student must earn the appropriate credits, summer school, or make-up work, to recover the credit(s) before the student may participate in the next Fall Athletic/Co-curricular season of participation.

1. A student receiving a failing grade in any subject for each marking period and mid-term exam, as reported by Guidance to the Vice Principal and Athletic Director (one (1) week from the end of the marking period), will be placed on a two (2) week probation period (he/she may practice and play).

The student must raise his/her grade to a passing level within the two (2) week period. In addition, the student is responsible for submitting signed documentation from her/his teacher(s) stating that she/he has increased their grade to a passing level. Failure to do so will result in suspension from participation in all activities until satisfactory progress is made in that subject.

The two (2) week (ten (10) calendar days) probation period will begin one (1) week (five (5) school days) after the grades are reported by guidance to the Vice Principal and Athletic Director.

2. A student receiving two (2) or more failing grades on a report card may practice/participate, but not play or dress for games, compete or go on outside school trips, until the following marking period ends, at which time satisfactory progress in all subjects must be evident before resuming athletics and/or activities.
3. A student may be suspended from participation in interscholastic athletics/activities at the discretion of the Administration.
4. The Administration should be informed of any continual discipline problems in connection with any students participating in activities/sports.

5. A student will be excluded from participating in all activities during the year if he/she receives more than three (3) suspensions (out-of-school and/or in-school) due to a violation of the discipline policy.
6. A student excluded from one (1) athletic/co-curricular activity for disciplinary reason may not participate in another athletic/co-curricular activity during that season/year.
7. **Any appeals on the policies of this contract must be submitted, in writing, to the principal within three (3) days of the suspension (See Student Handbook).**

Closing

A student athlete will not be permitted to participate in practices, scrimmages, or games unless he/she and a parent/guardian have signed the Manville High School Athletic/Co-Curricular Contract. These signatures represent your understanding of the Manville High School Athletic/Co-Curricular Contract and that you will abide by its provisions.

Parent/Guardian(s) (Print name)

Parent/Guardian(s) (Print name)

Parent/Guardian(s) (Signature)

Date

Parent/Guardian(s) (Signature)

Date

Student-athlete (Print name)

Student-athlete (Signature)

Date