

**MANVILLE HIGH SCHOOL  
"HOME OF THE MUSTANGS"**



**2011-2012  
STUDENT/PARENT  
ATHLETIC HANDBOOK**

**Dr. Johanna S. Ruberto - Superintendent of Schools**

**Dr. James Brunn - Principal**

**Mr. Stephen Venuto - Vice Principal**

**Mrs. Darlene Bandel - Administrative Assistant**

**Ms. Joanne Molochnick - Athletic Trainer**

**Athletic Office Hours: 7:00 AM to 3:30 PM**

**Phone: 908-231-8515**

For athletic schedules and other related information go to:

**Website: [www.manvilleschools.org](http://www.manvilleschools.org),**

**Click "Athletics"**

**MANVILLE HIGH SCHOOL  
ATHLETIC HANDBOOK**

**TABLE OF CONTENTS**

<b>Topic</b>	<b>Page(s)</b>
INTRODUCTION.....	3
• PHILOSOPHY AND OBJECTIVES.....	3
NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION.....	4
• PARTICIPATION LIMITATIONS.....	4
• IN-SEASON.....	4
• OUT-OF-SEASON.....	5
• SUMMER.....	6
STUDENT ATHLETE PARTICIPATION.....	6
CAUSE FOR SUSPENSION FROM AN ATHLETIC TEAM.....	7
CONTEST DISQUALIFICATION.....	7
ACADEMIC ELIGIBILITY.....	8
AGE ELIGIBILITY.....	8
ACADEMICS.....	8
ATTENDANCE ELIGIBILITY.....	8
PHYSICALS.....	9
ATHLETIC PARTICIPATION FORMS.....	10
INSURANCE.....	10
EQUIPMENT.....	11
CONCUSSIONS.....	11
EXERCISE PROTOCOL FOR CONCUSSIONS.....	12
SIGNS AND SYMPTOMS THAT MAY INDICATE THAT A CONCUSSION HAS OCCURED.....	12
PRACTICE SCHEDULE.....	13
AWARDS.....	13
• HONORING PUPIL ACHIEVEMENT ATHLETIC POLICY 5440.....	13
• LETTERING.....	13
• NJSIAA SCHOLAR ATHLETE AWARDS.....	13
• SOMERSET COUNTY PRINCIPALS ASSOCIATION & SKYLAND CONFERENCE SCHOLAR ATHLETE.....	14
• MALE AND FEMALE ATHLETE OF THE YEAR.....	14
TRANSPORTATION.....	15
TRAVEL DIRECTIONS.....	15
ADMISSION PRICES TO ATHLETIC CONTESTS.....	15
MANVILLE HIGH SCHOOL BOOSTER CLUB.....	15
MANVILLE HIGH SCHOOL PARENTIAL TRANSPORTATION REQUEST FOR ATHLETIC TEAM.....	16
PARENT COACH RELATIONSHIP AND COMMUNICATION.....	17
APPROPRIATE CONCERNS TO DISCUSS WITH COACHES.....	17
INAPPROPRIATE ISSUES TO DISCUSS WITH COACHES.....	18
WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DID NOT PROVIDE RESOLUTION?.....	18
SKYLAND CONFERENCE INFORMATION.....	19
MANVILLE HIGH SCHOOL SPORT OFFERINGS.....	19
SPORTS SCHEDULES.....	19
SKYLAND CONFERENCE GYMNASIUM RULES.....	20
PARENTS/SPECTATORS.....	20
MANVILLE HIGH SCHOOL ATHLETIC/CO-CURRICULAR CONTRACT.....	21-31
CROWD CONTROL, MANVILLE BOARD OF EDUCATION POLICY 9161.....	32
NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) CLEARING HOUSE.....	33-34

## **INTRODUCTION**

This handbook has been prepared to enhance communication between parents, student/athletes, coaches and school administrators. Parents and athletes are asked to familiarize themselves with the contents of this handbook. Any concerns or questions may be directed to Mr. Stephen Venuto, Vice Principal, at 908-231-8515. Questions regarding specific sports should be directed to the coach of the team on which your son/daughter is playing. At the start of each pre-season a Parent/Coaches' meeting is held at Manville High School. This is an important meeting; all parents are encouraged to attend this meeting. Specific items relative to the sport are discussed; parents will be given an opportunity to meet their son's or daughter's coaches. Parents are encouraged to demonstrate their support by attending as many athletic contests as possible. By design, athletic participation is filled with a great many challenges. Winning is not the most important thing; giving ones best effort and acting in a respectful manner is most important. Parents can make a big difference in the success of the athletic program by encouraging their student/athletes and by supporting the coaches' and officials' decisions throughout the athletic seasons.

Parents and student-athletes are encouraged to contact the specific coach for clarification, understanding and counsel.

The **MANVILLE HIGH SCHOOL ATHLETIC DEPARTMENT** is held in high regard by the **NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA)** and the **SKYLAND CONFERENCE**. Athletes are expected to uphold this tradition by exhibiting the highest level of competition and sportsmanship. Manville High School athletes traditionally are noted for dedication to their sport, intense competitiveness, and respect for opponents and officials.

## **PHILOSOPHY AND OBJECTIVES**

It is the intent of **MANVILLE ATHLETIC DEPARTMENT** to provide to the students of the high school a comprehensive, well-planned and balanced program of interscholastic athletics and to demonstrate how the student can benefit from participation in this type of activity. The program shall be managed and teams coached in a manner which strives to achieve the following objectives:

- . Promote individual and team desire for excellence while emphasizing that interscholastic sports be kept in perspective, so that the first priority for all students is intellectual and emotional growth;
- . Encourage enjoyment of competition, a desire to win and a healthy attitude towards winning and losing;
- . Develop the self-confidence and self-respect of each team member;
- . Develop the specialized talents, skills and physical fitness of each participant;
- . Develop attitudes and skills which foster teamwork, cooperation, loyalty and spirit and;
- . Develop the highest degree of sportsmanship; sense of fair play and; respect for coaches, game officials, and especially fellow athletes, both teammates and opponents.

**Manville High School does not discriminate on the basis of race, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or disability in the District's services, educational programs, activities and athletics.**

**For further information, contact:**

**Affirmative Action Officer, Dr. Barbara Popp: [bpopp@manvillesd.org](mailto:bpopp@manvillesd.org) or 908-231-8542**

# **NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**

The **NJSIAA** (The Association) is a private, non-profit, voluntary organization which is responsible for regulating interscholastic athletics in New Jersey. The **NJSIAA** governs and controls all the sports programs offered to high school boys and girls. Over the last few years the Association has broken new ground in a number of areas including a dramatic increase in women's sports, considerable streamlining of eligibility requirements so as to focus on academic consideration, and more regulation of leagues and conferences throughout New Jersey to provide an opportunity for all member schools to become members of athletic conferences suitable to their geographic location and size. We must provide a sufficient number of quality activities to meet the needs of our student-athletes in New Jersey and continue to ensure those activities are conducted within an educational atmosphere. The quality of those experiences depends largely on those coaches and officials who interact regularly with our young people. The district provides training of our leaders as role models through workshops, clinics, videos, and other educational resources.

The member schools, their communities and society desire academic excellence and recognition, activities free from unsportsmanlike acts, and a culture free of substance abuse. These issues must be addressed by this Association as part of its responsibility to New Jersey's leaders of tomorrow. The Association is made up of public, private and parochial high schools in the State who choose to become members. Today, approximately four hundred forty (440) schools belong to the NJSIAA.

The headquarters is located in Robbinsville, New Jersey approximately 12 miles from Trenton. There contact telephone number is (609) 259-2776. Effective September 2007, NJSIAA established a mandatory random student drug testing program for athletes involved in post-season play.

## **PARTICIPATION LIMITATIONS**

The NJSIAA Constitution, Bylaws, Rules and Regulations have for all intents and purposes defined the twelve (12) month sequence of participation in the following manner:

(A) In Season (B) Out-of-Season (C) Summer Recess.

### **(A) IN-SEASON**

Athletes are able to participate on their desired sport team within the following datelines:

Fall.....	August 15 to November 28
Winter.....	November 28 to March 2
Spring.....	March 2 to June 2

Specific sport seasons begin according to the following schedule:

August 15

- Cheerleading
- Cross Country
- Field Hockey
- Football
- Gymnastics
- Soccer (Boys/Girls)
- Tennis
- Volleyball (Girls)

Note: Official starting date for fall practice is established by NJSIAA Summer Recess Practice guidelines.

November 15

- Bowling (Boys/Girls)
- Ice Hockey
- Swimming (Boys/Girls)

The Friday after Thanksgiving

- Basketball (Boys/Girls)
- Cheerleading
- Fencing (Boys/Girls)
- Skiing
- Track (Winter)
- Wrestling

The First Friday in March

- Baseball
- Golf (Boys/Girls)
- Lacrosse (Boys/Girls)
- Softball
- Tennis (Boys)
- Track and Field (Boys/Girls)
- Volleyball (Boys)

**(B) OUT-OF-SEASON**

During this period, athletes may not be involved in intramurals in which they have attained team status. Open gym and recreation participation are permitted for players as long as their coaches are not present. Camp/clinic participation is permitted for players provided their coaches are not involved. Athletes may participate in local community sponsored recreation programs as long as their coaches are not involved. Athletes may be involved with a non-school team with the approval of their school.

## **(C) SUMMER RECESS**

Practice sessions during the summer recess period may be conducted by schools. Athletes are permitted to participate in any school sponsored practices; their participation is not required at these events. During the summer recess period, an athlete may not be sponsored or supported by a school or school-related group (Booster Club) when team-interscholastic or individual competition takes place as part of the activity in camps, clinics or recreation programs.

The first school day following the last NJSIAA spring championships to the first day of the next school term all restrictions are rescinded for practice for all sports. Schools may issue any and all equipment for practice use during the summer recess; the local school district may determine to what extent the school, the coaches, and the students are to be involved in the summer recess program. Athletes and coaches may participate at their own individual risk during these summer programs.

## **STUDENT/ATHLETE PARTICIPATION**

Participation in athletics and all activities in the Manville School District is a privilege which carries with it certain responsibilities. A student is a representative of the school and the entire community. There are certain basic standards expected of the participants in athletics at Manville High School:

1. All students who represent the high school on a team are expected to conduct themselves in such a manner as to reflect credit upon Manville High School.
2. All students must remember they are students of the school first and participants second. Participation in athletics is a privilege granted to a student; not a right guaranteed to them.
3. Being a member of a team does not entitle any student to any special privileges in the school. Rather, it may carry a responsibility of being a good citizen in the face of peer pressure to become involved in some action which might violate school rules. Our athletes are expected to set examples of good school citizenship and cooperation which will reflect upon them as individuals and upon all our athletes in general.
4. Students afforded these privileges must assume the responsibilities which accompany them at all times.

## **6A:16-7.6 Conduct away from school grounds**

(a) School authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function, that is consistent with the district board of education's code of student conduct, pursuant to New Jersey Administrator Code (N.J.A.C.) 6A:16-7.1.

1. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to New Jersey Statutes Annotated (N.J.S.A.) 18A:25-2 and 18A:37-2.

2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
3. The consequence pursuant to (a) above shall be handled in accordance with the district board of education approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1, and as and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 7.3 or 7.5.

### **CAUSE FOR SUSPENSION FROM AN ATHLETIC TEAM**

Gambling, stealing, the use of tobacco (in any form), failure to consent in writing (each season) to alcohol and drug testing, possession, sale and use of drugs (including steroids), and/or alcoholic beverages are prohibited and will result in discipline in accordance with Board Policies. The Student Handbook details the aspects of drug, alcohol, substance use and abuse, including other sanctions.

Any cause for suspension, other than previously mentioned, is at the discretion of the coach. These violations include, but are not limited to: insubordination; profanity; fighting; unsportsmanlike conduct and unexcused absence from and unexcused absence from practice; unsatisfactory attitude and; a failure to follow the code of conduct or any additional rules and regulations that the coach or advisor deems necessary to maintain discipline and facilitate the efficient execution of daily procedures. Imposed suspensions in excess of one (1) week require consultation with the athletic director. Parental notification will be required in all cases of suspension from the athletic team.

**Discipline referrals and school suspensions are justification for suspension or removal from a team.**

### **CONTEST DISQUALIFICATION**

An athlete who displays unsportsmanlike flagrant misconduct, physical or verbal, will be disqualified from the next two (2) regularly scheduled games/meets, with the exception of football which will carry a one (1) game disqualification. Any player with two (2) or more disqualifications in the current season, prior to the start of an NJSIAA tournament, will be ineligible to compete in said tournament. Disqualification is a judgment call by the official; the decision is final and may not be appealed. A disqualified player may not be present at any contest in that sport during the period of disqualification (not to be present in the locker room, on the bus, on the sidelines, or in the bleachers/stands before, during, or after the game).

Any player disqualified a second time during a three hundred sixty five (365) day period from the first disqualification will have the penalty doubled. On the third offense, the player will be suspended indefinitely and must apply in writing to the NJSIAA, through the office of his/her principal for reinstatement.

## **ACADEMIC ELIGIBILITY**

The New Jersey State Interscholastic Athletic Association rules and regulations regarding eligibility are mandatory. In addition, the Manville Board of Education has adopted the following guidelines for students participating in high school athletics:

A student entering 9th grade is automatically eligible in his/her first semester. To be eligible in the second semester they must achieve 15 credits or more in the first semester of the year.

A student entering 10th grade will be required to achieve 30 credits in the year prior to participation in the first semester of a school year, and to be eligible in the second semester they must achieve 15 credits or more in the first semester of the year.

A student entering 11th or 12th grades will be required to achieve 27.5 credits in the year prior to participation in the first semester of a school year, and to be eligible in the second semester they must achieve 13.75 credits or more in the first semester of the year.

These academic requirements will apply to all athletes. Additional information regarding eligibility can be obtained upon request from the vice principal or principal.

## **AGE ELIGIBILITY**

A student cannot participate in interscholastic athletics if he/she has reached the age of nineteen (19) prior to September 1<sup>st</sup> of the current school year.

## **ACADEMICS**

Student-athletes must always keep in mind that their first priority is their schoolwork. Many studies show that athletes can maintain a high level of performance in the classroom and in athletics if they make effective use of their unscheduled time. If students are having difficulty in a subject, they are encouraged to seek extra help with their teacher(s).

## **ATTENDANCE ELIGIBILITY**

Students who are absent unexcused from school for more than half of their scheduled school day are not eligible to participate in any practice, game, meet, special program, evening activity, event contest or any other school sponsored event scheduled for that day without the approval of the school administration.

**TRANSFER RULE** - the following NJSIAA RULE applies to all students:

1. A student who transfers from one secondary school to another because of a bona-fide change of residence by his/her parent/guardian, or through assignment by the Board of Education, becomes eligible to represent his/her new school immediately upon entrance (unless recruitment or transfer for athletic advantage is proven), provided all other eligibility regulations are satisfied. DEFINITION: A bona fide change of residence takes place when the parent/guardian moves with the student from one (1) public high school district to another public high school district.

2. A student transferring from one (1) secondary school to another, without a change of residence by that student's parent/guardian shall be ineligible to participate for thirty (30) calendar days from the start of the present school's regular season schedule for that sport, if that student has earned a varsity letter for said sport at the previous school.
3. A student who has not earned a varsity award in a sport at his/her previous school shall be eligible to participate immediately at any level in the sport at the new school. To prevent possible recruitment or transfer for athletic advantage, a **TRANSFER WAIVER FORM** must still be executed by the two (2) schools involved and filed with the **NJSIAA**.

NOTE: OTHER PARTS OF THE RULE CAN BE OBTAINED BY CONTACTING THE ATHLETIC OFFICE AT (908) 231-8515.

### **ELIGIBILITY PROTECTION**

In order to remain eligible for the team, consider the following:

1. Accept only awards of trophies, pins, jackets which are approved by The Manville Board of Education;
2. Do not accept merchandise or cash;
3. You may caddie or work in a golf or tennis shop, but may not receive compensation for giving instruction;
4. You may bowl in an adult league, but you may not accept or have anyone accept for your any merchandise or cash;
5. You may not accept free on loan or on a discount basis, any equipment or merchandise for personal use under any circumstances.

### **ATHLETIC PHYSICALS**

A student must have a New Jersey State Annual Athletic Pre-Participation Evaluation Form, Part B (actual physical examination) by their medical home, nurse practitioner, or physician's assistant within three hundred sixty five (365) days of any practice, or game. The health history and physical must be on the New Jersey State forms and be reviewed by the School Physician Provider (School Medical Doctor(MD)) who will clear the student to participate in a sport(s), or refer for further evaluation. Students participating in two (2) or three (3) consecutive sports seasons, who have suffered no injury or illness during a specific sport season or seasons, will need to take only one (1) physical examination. Parents **do need** to complete a new Annual Athletic Pre-Participation Examination Form, Part A (Health History) for each season, even if the medical information has not changed.

### **STUDENT RANDOM DRUG & NJSIAA STEROID CONSENT TO TEST FORM**

**A Consent to Random Testing Form (Steroid Testing Form)** must be on file in order to participate in any interscholastic sport at Manville High School. Forms can be found on the Manville High School web-site under Athletics Forms.

**Before the start of each season**, the athletic department together with the school nurse will make arrangements with the school physician to provide school issued athletic physicals. Dates for these physicals are provided to the students by their coaches at a pre-season meeting and through announcements during school and on Manville High School web-site. Students may use their own physician; he/she must also utilize the New Jersey state forms. The school physician must review and sign off on each physical. PLEASE NOTE: **This process may take an additional two (2) weeks and therefore may delay a student-athlete's eligibility to participate in an organized practice session(s).** It is recommended that if an athlete chooses to use their family physician they must submit their completed to the nurses office at least two (2) weeks prior to the start of practice. School based physicals for fall sports will be performed in June. Incoming 9th graders will be informed of the time and date through the Alexander Batcho Intermediate Schools daily announcements, health office or school web-site.

If a student gets their athletic physical by their own personal physician, the parent/guardians are now responsible to get their child's physical approved by the school doctor (Your Doctor's Care) before the start of a new sports season.

## **ATHLETIC PARTICIPATION FORMS**

Prior to permission, on an athletic team, a student must submit sign an Athletic Contract, Emergency Form, and Consent Random Steroid Form. A school issued Physical Form (PF) must be properly completed and signed by the student-athlete, parent/guardian and physician and must be submitted to the School Nurse only; do not give this form to your coach. The **Athletic Permission Participation Form (APF)** must be properly completed, signed and submitted to their coach prior to participation in each sport. A student has to undergo one (1) physical per year, but the APF must be signed by the student and their parent/guardian no sooner than sixty (60) days prior to the 1st day of practice for each sport season. Each student submits their APF to their coach for processing. The APF must be in the possession of the coach prior to the athlete starting practice. In addition, the athlete must also submit a Steroid Consent Form and Concussion Form (if required) to their coach on or prior to the first day of practice. All forms are available on: the Manville High School Page, click on Athletics, click on Forms, and; in Manville High School Main Office.

## **ATHLETIC INSURANCE**

The Board of Education has purchased secondary loss insurance coverage to protect all participants in interscholastic sports in case of an injury resulting from their participation. This coverage also applies to band members, cheerleaders and any other approved participant. The school's insurance is a secondary loss insurance coverage; for example, it may pay those expenses not covered by the parent's medical insurance that is considered to be usual and customary costs. You must submit all bills to your own insurance first. The school policy may pick up the unpaid balances up to the **limits of their policy.**

Although this coverage is very broad, there are restrictions, limitations, and exclusions in this policy. **IN MANY SITUATIONS, MEDICAL BILLS MAY NOT BE COVERED IN FULL.** Parents should understand that medical expenses are their own responsibility, not the Manville Board of Education.

All injuries should be immediately reported to the coach and athletic trainer. The student and coach/trainer prior to processing any claim information must complete an injury report. Please follow the procedures listed below when filing an insurance claim with the school district:

1. All bills must be submitted to the parent's basic and major medical carriers first.
2. Submit itemized bills and notices received from your own insurance company showing amounts paid and balances due, or a letter of denial, along with the completed insurance form to the school's insurance carrier. Insurance forms can be obtained through the nurse's office.

It is the parents/guardians responsibility, and it is to your child's benefit, to file all of the necessary papers with the school nurse as soon as possible as a claim cannot be considered until all documents are submitted.

Questions regarding coverage should be directed to the Manville Board of Education Office by calling (908) 231-8500.

## **EQUIPMENT**

The equipment issued by the school becomes the responsibility of the athlete during the season. Special care must be taken to lock all equipment in the locker/team room during practices and games. Athletes should provide their own locks when needed and are reminded not to bring large amounts of money to school. Also, jewelry should not be worn to school or left unsecured in the locker room. At the conclusion of the season, the athlete must return all equipment and uniforms to the coach(es). Any missing articles are the responsibility of the student. Diplomas, report cards and/or schedules will not be distributed until the uniforms are returned or a fee is paid for loss and/or damage.

Students may use their own equipment with the approval of their coach(es). The school district is not responsible for injuries related to the use of personal equipment; the school will not be responsible for lost or damaged equipment.

## **CONCUSSIONS**

A procedure has been established to provide a standardized protocol for Athletic Trainers (ATC) to manage and return to play after they have suffered a concussion.

### **Protocol:**

1. On the day of the concussion, the ATC will have the athlete complete a Symptom Scale. The Symptom Scale shall be kept on file in the trainer's room.
2. The ATC will refer the athlete to their Primary Care Physician (PCP) or the Team Doctor (TD) for evaluation.
3. The ATC receives documentation from the PCP or TD that states the athlete is cleared to Return to Practice (RTP).

4. The ATC will have the athlete complete a follow up Symptom Scale which will also be kept on file in the trainer's office.
5. The ATC allows three (3) days from date of clearance for the athlete to resume all normal activities in academic, social and family life. If any concussion symptoms do re-occur, the athlete will return to his/her PCP/TD for reevaluation.
6. If symptom-free for three (3) days, ATC may begin a five (5) day exercise protocol. The athlete must be monitored during this time for any re-occurrence of concussion symptoms.
7. If concussion symptoms re-occur during the exercise protocol, the athlete will return to previous level of activity that caused no symptoms and then advance as tolerated.

### **EXERCISE PROTOCOL FOR CONCUSSIONS**

- Day 1 - Stationary Bike for 30-40 minutes at 60% maximum heart rate
- Day 2 - Jogging or treadmill for 30-40 minutes at 70% maximum heart rate
- Day 3 - Functional Activities & Sport Specific Drills
- Day 4 - Push-ups, sit-ups, weight training
- Day 5 - Non-contact full practice
- Day 6 - Full contact practice

### **Signs and Symptoms that may indicate that a concussion has occurred.**

**Symptoms may include one or more of the following:**

1. Headache.
2. Nausea/vomiting.
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling of sluggishness or fogginess.
7. Difficulty with concentration, short-term memory, and/or confusion.
8. Irritability or agitation.
9. Depression or anxiety.
10. Sleep disturbance.

### **Signs observed by teammates, parents and coaches include:**

1. Appears dazed, stunned, or disoriented.
2. Forgets plays or demonstrates short-term memory difficulties (e.g. is unsure of the game, score, or opponent)
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.
6. Demonstrates behavior or personality changes.
7. Is unable to recall events prior to or after the hit.

### **PRACTICE SCHEDULE**

Athletes should plan on attending practice every day after school beginning at approximately 2:45 PM unless otherwise noted by the coach. The length of the practice is up to the discretion of each coach. In most cases, practices will run until approximately 5:30 PM. Practice sessions may also be conducted on SATURDAY'S. During the winter and spring seasons, practices can go until 6:30 PM due to the fact that we share the gymnasium.

### **AWARDS/RECOGNITION**

Manville High School honors the following:

#### **Honoring Pupil Achievement Athletic Policy 5440**

The Manville Board of Education will field a variety of athletic teams to meet the needs of the pupils. When the high school fields a Board of Education sponsored varsity team, there shall be several awards; each team will have a Most Valuable Player (MVP) award, a coaches award, a most improved athlete award and a scholar-athlete award. **(The scholar-athlete will be given to a pupil who has an earned varsity letter for that season and has the highest Grade Point Average (GPA) on the team for that season.)** There shall be no other awards sponsored by the school. If a team wins a conference or a county or state championship, they will be recognized at a Board of Education meeting. Each participant will receive a plaque outlining the team's accomplishments and a certificate of achievement; this accomplishment will be placed on a banner to be hung in the high school gymnasium.

#### **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.

#### **NJSIAA Scholar Athlete Awards**

Selected by the Principal, Vice Principal and Guidance Department, these awards (one (1) from the NJSIAA and the other from the NJSIAA/ETS) are given to one (1) male **or** female senior athlete that best exemplifies the term "Scholar Athlete" and is chosen on the basis of high academic scholarship and outstanding athleticism.

**Somerset County Principals Association Scholar Athlete and Skyland Conference Scholar Athlete Award**

Selected by the Principal, Vice Principal, and Guidance Department this award is given to one (1) male **and** one (1) female senior athlete that best exemplifies the term “Scholar Athlete” and “Sportsmanship” and is chosen on the basis of high academic scholarship, outstanding athleticism and character. The criteria is listed below:

Listed below is the criteria that is used for the Point System for the Scholar-Athlete Award, Somerset County Principal Association and the Skyland Conference Scholar Athlete Award:

- Grade Point Average based upon 0 to 4.0 systems.
- For each one tenth point above 2.0 or major fraction there-of carried out to whatever decimal necessary to break a tie: 2.5 points. Starting at 2.1 up to 4.0 or greater.
- Point distribution for athletics: One letter 30 points; 15 points for each additional letter through the winter season of senior year.

Grade Point Distribution Examples:

2.1	3.1
2.2	3.2
2.3	3.3
2.4	3.4
2.5	3.5
2.6	3.6
2.7	3.7
2.8	3.8
2.9	3.9
3.0	4.0

Athletic Points:

One Letter.....	30 Pts.
Two Letters.....	45 Pts.
Three Letters.....	60 Pts.
Four Letters.....	90 Pts.
Five Letters.....	105 Pts.
Six Letters.....	120 Pts.
Seven Letters.....	135 Pts.
Eight Letters.....	165 Pts.
Nine Letters .....	180 Pts.
Ten Letters .....	195 Pts.
Eleven Letters .....	210 Pts.
Twelve Letters .....	240 Pts.

**Male and Female Athlete of the Year-** Male and Female athlete must of lettered in two (2) varsity sports during their senior year and voted on by all head varsity coaches.

## **TRANSPORTATION**

All student athletes must use the transportation provided by the district to all away contests. If an emergency does occur, prior permission must be obtained. The procedure for this is as follows:

1. Parent/guardians must make all requests in writing to the coach, twenty-four (24) hours in advance, for the release of their son/daughter to them through a Parental Transportation Request Form (See Page 16 or High School Main Office; or [www.manvilleschools.org](http://www.manvilleschools.org); select Athletics).
2. Athlete will only be released to their parent/legal guardian; not a sibling, relative, friend or other person.

**STUDENTS ARE NEVER PERMITTED TO DRIVE THEMSELVES TO AN AWAY CONTEST.**

## **TRAVEL DIRECTIONS**

A directory of travel directions to schools that Manville High School participates against is available to all parents and fans at [www.manvilleschools.org](http://www.manvilleschools.org). Log onto [www.manvilleschools.org](http://www.manvilleschools.org); select Athletics; then Directions to Athletic Events.

## **ADMISSION PRICES TO ATHLETIC CONTESTS**

At times spectators are charged an admission fee at home football, basketball and wrestling games/matches as well as for various tournaments that Manville High School may host. This practice also occurs when we compete at away sites. Non-tournament admission is typically: \$3.00/adults; \$2.00/students and; free for senior citizens.

## **MANVILLE HIGH SCHOOL BOOSTER CLUB**

The clubs are composed primarily of, but are not limited to, parents of students involved in the district's athletic programs. The clubs do not limit themselves solely to athletics but are receptive to cooperative efforts with other groups who are willing to become involved in support of the high school program. Additional rules and limitations concerning Booster Club involvement will be distributed at the annual Booster Club meeting and on Manville High School athletic web-site (under Athletics).

# Manville High School Parental Transportation Request Form

*(Please submit at least 24 hours in advance.)*

As pursuant to the Manville High School District Board Policy, all students participating in extracurricular activities must use Manville High School District transportation. However, exceptions can be made in extenuating circumstances on an individual basis. This form **MUST** be approved by the Advisor/Coach, and/or a Principal/Vice Principal of Manville High School. It is further understood that a parent/guardian can transport **HIS/HER CHILD ONLY**.

To be considered for an exception to the above policy, please fill in all the information below and **submit to the Advisor/Coach first**.

Student Name (Please Print): \_\_\_\_\_

Activity/Sport: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

I am requesting to (please check only one):

\_\_\_\_\_ Bring my child to the event only      \_\_\_\_\_ Pick up my child from the event only  
\_\_\_\_\_ Both bring and pick-up my child to and from the event

Reason:

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name (please print)

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Coach/Advisor Approval \_\_\_\_\_

There will be **NO EXCEPTIONS** to this policy. Student athletes must ride on the team bus unless this form is **submitted and approved**. **You may fax this to Manville High School office at 908-231-8532.**

Thank you for your understanding and cooperation.

Dr. Brunn  
Principal

Mr. Venuto  
Vice Principal

## **PARENT-COACH COMMUNICATION**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our athletic program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Prior to the start of each season, the coach will host an introductory meeting for all students interested in trying out for the team. The date and time of the meeting will be announced in the daily bulletin and will be posted on the athletic web site. Specific items relative to the sport i.e., rules, policies, try-out period, practice and game schedules are reviewed and discussed at this time.

By design, athletic participation is filled with great challenges and great rewards. Parents, your role in your child's overall athletic experience is paramount. By encouraging your child's full commitment, by supporting coaches and official's decisions and by instilling the principles of sportsmanship, you will prove invaluable to your child's athletic experience. Many of life's important lessons, such as, discipline, commitment, teamwork and perseverance can be derived through participation in a well-designed athletic program.

The communication between the coach and the parent is essential to having an effective athletic program. The following coach-parent communication guidelines have been designed to foster appropriate lines of communication between the parent and the coach.

### **Communications you should expect from your child's coach:**

1. His /Her Team Philosophy;
2. Expectations the coach has for your child as well as all the players on the team;
3. Location and times of all practices and contests;
4. Team requirements: in and out of season;
5. Procedure to follow if your child is injured during the season and;
6. Consequences for breaking team rules.

### **Communication Coaches expect from parents:**

1. Concerns expressed directly to the coach;
2. Notification of any schedule conflicts well in advance and;
3. Specific concern in regard to a coach's philosophy and/or expectations.

Your child may experience some of the most rewarding moments of their high school lives when they become involved in the athletic program. It is important to understand that there may also be times when things do not go the way you or your child would like; at these times you are encouraged to set up a meeting to discuss these concerns with a coach.

### **Appropriate Concerns to Discuss with a Coach(es):**

1. The treatment of your child mentally and physically;
2. Ways to help your child improve and;
3. Your child's behavior.

It may be very difficult to accept your child's lack of playing time. Coaches are trained professionals; they make judgment decisions based on what they believe to be best for the team as a whole. As noted, certain issues can and should be discussed with your child's coach. Other issues, previously listed, must be left to the discretion of the coach.

**Inappropriate Concerns to Discuss with a Coach(es):**

1. Playing time;
2. Team strategy;
3. Play calling and;
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent(s). It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern:

1. Call to set up an appointment with the coach. The Manville High School telephone number is 908-231-6806, then push the # and type in the last name of coach.
2. If the coach cannot be reached, call Mr. Stephen Venuto, Vice Principal, at 908-231-8515. A meeting may then be scheduled at a mutually convenient time.
3. **Please do not attempt to confront a directly coach before or after a contest or practice. These can be emotional times for both the parent(s) and/or the coach. Meetings of this nature rarely result in resolution to an issue of concern.**

**What can a Parent do if the Meeting with the coach did not provide a satisfactory resolution?**

1. Call and set up an appointment with the Vice Principal (at telephone number 908-231-8515) to discuss the situation.
2. At this meeting the appropriate next step will be determined.

## **Skyland Conference** **Mission Statement**

The aim of athletics in the Skyland Conference will be to develop wholesome attitudes toward the school programs, teams, participants, officials and coaches; to develop the qualities of loyalty, unselfishness, responsibility, cooperation, citizenship, leadership and sportsmanship; to compete successfully in a sportsmanship manner and; to encourage the growth of morale, health, and self-discipline of boys and girls.

Manville High School is a member of the Skyland Conference which is comprised of schools with the following classifications: Group I, II, III, and IV. Groups are determined by the enrollment of students in each of the schools; Group IV schools being the largest. Manville High School is classified as a Group I school by the NJSIAA.

The SKYLAND CONFERENCE is comprised of twenty-three (23) schools that are located in Hunterdon, Warren and Somerset Counties. The schools are in a divisional structure that is based on student enrollment. This school alignment extends for a period of two (2) years and then is restructured based on input from the member schools:

### **Delaware**

Bridgewater  
Hillsborough  
Hunterdon Central  
Immaculata  
Montgomery  
North Hunterdon  
Phillipsburg  
Ridge  
Watchung Hills

### **Delaware West**

Delaware Valley  
Franklin  
North Plainfield  
Pingry  
Somerville  
Voorhees  
Warren Hills

### **Valley**

Belvidere  
Bernards  
Bound Brook  
Gill St. Bernards  
Manville  
North Warren  
South Hunterdon

In some sports, single alignments are the rule and/or two (2) divisions. Manville High School has earned a fine reputation in our conference for competitive, aggressive play with an emphasis on sportsmanship, fairness and integrity. We continue to be proud of accolades for our student athlete and the outstanding job our coaches do in working with our athletes.

## **MANVILLE HIGH SCHOOL SPORT OFFERINGS**

### **FALL**

Cheerleading  
Cross Country-Boys & Girls  
Football  
Soccer-Boys & Girls

### **Winter**

Basketball-Boys & Girls  
Cheerleading  
Wrestling

### **Spring**

Baseball  
Softball  
Track-Boys and Girls

## **SPORT SCHEDULES**

Schedules are posted and will be updated on our school web-site during the season. To find this information go to [www.manvilleschools.org](http://www.manvilleschools.org); then select Athletics; Sports Schedules. You will be transferred to [highschoolsports.net](http://highschoolsports.net) and be able to view our schedules.

## **SPORTSMANSHIP**

Sportsmanship, the quality of fair play, is of the utmost importance and needs to be given the highest priority in an athletic program. In order for this to happen, the NJSIAA and SKYLAND CONFERENCE'S Code of Behavior for athletic events must be stressed at all levels of competition.

### **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; 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. (See Athletic Co-Curricular Contract)

## **SKYLAND CONFERENCE GYMNASIUM RULES**

### **PROHIBITED IN THE GYMNASIUM**

1. Food or beverage
2. Smoking
3. Use of any form of noise makers
4. Use of profanity
5. Consumption or possession of an alcoholic beverage or an illegal substance
5. Throwing of objects in or from the stands
6. Interfering with the performance of the cheerleaders
7. Banners or signs
8. Unsportsmanlike behavior towards fans, players, officials, and coaches

**FAILURE TO COMPLY WITH THESE REGULATIONS CAN RESULT IN REMOVAL FROM THE GYMNASIUM**

## **PARENTS/SPECTATORS**

Spectators have an important role in the success of an athletic program. If the program is going to be successful, spectators must encourage good sportsmanship, courteous treatment of visitors and absolute fairness under all conditions. It is important that spectators allow the athletes to play the game, the coaches to coach and the officials to officiate. All spectators must follow the Code of Behavior for Athletic Contests. In accordance with Skyland Conference Bylaws, whenever a member school finds it necessary to notify a parent/spectator in writing that they are banned (as a spectator) from a school athletic event, that person shall be banned from the events of all member schools until the conclusion of that school year.

**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 (Thanksgiving, 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 (Thanksgiving, 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		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

## **CROWD CONTROL (MANVILLE BOARD OF EDUCATION POLICY 9161)**

### **Spectator Rules**

All spectators at a school sponsored event are expected to know and observe the following rules. A spectator who violates any of these rules may be evicted from the event. Persistent disregard of these rules may cause a spectator to be barred from future events.

#### **Spectators are to abide by the following rules:**

1. Conduct themselves with decorum and with respect for the rights and property of others at all times, at the school event and while traveling to and from the school event.
2. Respect and obey those in authority (school officials, police, and the persons assigned by the school to act for those in authority).
3. Respect the efforts of the pupils involved in the event, for whom the event may mark the culmination of many hours of preparation and hard work.
4. Respect the seating arrangements provided by the school and remain seated in assigned seats during the event.
5. Respond enthusiastically to pupil efforts and accomplishments by cheering and applauding and refrain from boos, disrespectful remarks, and other loud negative expressions.
6. Stay off the stage, arena, or athletic playing area on which pupils are performing or competing.
7. Respect the property of the school by causing no litter and leaving the premises as clean as they were found; make proper use of lavatory facilities and food and drink concessions.
8. Do not bring and/or consume alcoholic beverages or narcotics or drugs of any kind on school premises and stay away from school premises if under the influence of alcohol or drugs.
9. Use no tobacco products in a school building or in any place on school premises.
10. Park as directed, obey traffic rules, and drive with extreme care on school property.
11. Out of concern for the comfort and safety of all spectators and respect for the efforts of performing or competing pupils, report any violation of these rules to a person in authority.

## **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (N.C.A.A.)** **CLEARING HOUSE**

Since 1995 the N.C.A.A. has mandated that no student-athlete shall be considered for a full academic qualifier unless he/she meets the standards on the sliding scale listed below. The N.C.A.A. has established a central clearinghouse to certify students eligible for participation in Division I, Division IAA and Division II. Athletic scholarships only become available for students certified by The Clearinghouse. Below are some of the frequently asked questions by athletes and their parents concerning the N.C.A.A. Clearinghouse:

***Why do I need to register and be certified?*** If you intend to participate in athletics at Divisions I, Division IAA and Division II as a freshman, you must be registered with and be certified as eligible by the N.C.A.A. Initial-Eligibility Clearinghouse. Please note that initial-eligibility certification pertains only to whether you meet the N.C.A.A. requirements for participation in Divisions I, Division IAA and Division II and has no bearing on your admission to a particular institution.

To be certified for Divisions I, Division IAA and Division II, you need to graduate from high school and have a grade-point average in the core curriculum of at least 13 academic courses and achieve a qualifying test score on the American College Testing (ACT) or Scholastic Aptitude Test (SAT) that is within the following academic sliding scale.

***When should I register?*** You should register with the clearinghouse whenever you decide you would like to participate in athletics as a college freshman. It generally is best to register after your junior year grades appear on your transcript. Although you can register any time prior to participation, if you register late, you may face delays that will prevent you from practicing and competing.

***How do I register?*** You may obtain registration materials from the athletic office or from your high school guidance counselor. The NCAA recommends that you register online by contacting **[www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org)**. These materials include a student-release form and other pertinent information. A fee must be forwarded at the time of your registration. (The fee can be waived if you received a waiver of the ACT or SAT test fee.) Your guidance counselor will forward an official copy of your high-school transcript, to the clearinghouse. **NOTE: Faxed transcripts are not acceptable.**

***What if I attended more than one school?*** If you have attended multiple high schools since ninth grade, each school will need to send your official transcript to the clearinghouse. You should give the pink and yellow copies of the student-release form to the counselor at the high school from which you will be graduating. You also will need to make copies of this form and send them to the counselors at the other schools you have attended.

***Are standardized test scores required?*** Qualifying tests scores are required for participation at Division I Division IAA and at Division II institutions. You may report your scores directly from the testing agency using code 9999; or if your high school reports test scores on the official high school transcript, those scores may be used for eligibility purposes.

***How can I arrange for my scores to be sent directly from the testing agency?*** When you register to take the ACT or the SAT, you can indicate code 9999 so that the clearinghouse will be one of the institutions receiving your scores; alternatively, you can submit a request (and fee) for an additional score report to the appropriate testing agency by indicating code 9999 on your request form.

***What will the clearinghouse provide to those institutions that are recruiting me?*** The clearinghouse will send your eligibility status to any Division I, Division IAA or Division II institution that requests it, provided you have given your permission on your student-release form for the institution to receive that information. Please note that the clearinghouse will not send your eligibility information at your request; rather, the institution must make the request for that information.

***How can I check on the status of my file at the clearinghouse?*** When you complete the student-release form, be sure to enter 18, your Social Security Number and a 4-digit Personal Identification Number (PIN). After you submit your form, you will then be able to call the 24-hour voice response service at 319-339-3003 and access your record, using a touch-tone phone.