

BELLEVILLE HIGH SCHOOL



2016-2017 STUDENT/PARENT ATHLETIC HANDBOOK

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**BELLEVILLE HIGH SCHOOL
ATHLETIC HANDBOOK**

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BELLEVILLE HIGH SCHOOL **ATHLETIC PHILOSOPHY**

The athletic program at Belleville High School consists of 23 Varsity, 23 Junior Varsity and various Freshman level programs. Since the inception of Athletics at Belleville High School, the school has won its share of individual and team championships at the conference, county, and state levels. Many of our athletes have gone on to various colleges and universities throughout the country and have excelled not only on the playing fields, but in the classroom as well.

The Athletic Program is an integral part of the total educational process at Belleville High School. Young people learn a great deal participating in education-based interscholastic athletics. Determination, perseverance, sportsmanship and teamwork are some of the valuable lessons that can be attained through their participation. Athletics play an important role in helping the individual student develop a positive self-concept as well as a healthy body. Athletic competition fosters school spirit and develops pride in the school and community for participants, students, and fans.

Through athletics, we seek to provide a wholesome form of physical activity for as many students as possible. We will make every effort to offer our student-athletes the best in equipment, facilities, and coaching in order to provide them with an enjoyable and rewarding experience. The reputation of our school and community is enhanced whenever its representatives excel. The department's greatest reward and satisfaction is derived by the large number of students that actually participate on our athletic teams.

We believe that the soul of our school can be reflected in what occurs before and after the normal school day. This extension of the school day – whether it is in athletics, in the arts or in clubs – sets the tone for the school year. If we can keep students involved and concerned beyond the classroom, we are bound to have a more positive effect on them in the classroom. We are aware of the tremendous obligations we have to the student-athletes in our care. Parents entrust their children to us and we shall always strive to earn their trust.

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 in order to garner a further understanding of the athletic experience at Belleville High School. It includes general guidelines for conduct, NJSIAA rules and regulations, and the coach/athlete/parent communication procedure. Every Athlete and Parent/Guardian must sign and turn in the agreement at the end of the Handbook as a testament that they agree to all policies and procedures set forth by the Athletic Department. Any concerns or questions may be directed to Dan Sanacore, Director of Athletics, at (973) 450-3500 ext. 1005. Sport-specific questions should first be directed to your child's Head Coach.

DEPARTMENT OBJECTIVES

It is the intent of Belleville High School's Athletic Department to provide to our students an education-based, comprehensive program. (BOE Policy #2431)

The athletic program shall be managed, and students coached, in a manner that strives to achieve the following objectives:

- To provide a positive image of school athletics at Belleville High School.
- To promote individual and team desire for excellence while emphasizing that the first priority for all students is intellectual and emotional growth.
- To encourage enjoyment of competition, a desire to win and a healthy attitude towards athletics.
- To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- To develop an understanding of the value of activities in a balanced educational process.
- To develop the self-confidence and self-respect of each team member.
- To develop the specialized talents, skills and physical fitness of each participant.
- To develop attitudes and skills that foster teamwork, cooperation, loyalty, and team spirit.
- To develop the highest degree of sportsmanship by instilling a sense of fair play: respect for coaches, game officials, and especially fellow athletes, both teammates and opponents.
- To be competitive in every sport in which it competes.

BELLEVILLE HIGH SCHOOL
ANTICIPATED* SPORTS OFFERINGS 2016-17

***ALL LEVELS ARE SUBJECT TO CHANGE BASED ON BUDGETARY ALLOWANCE**

<u>FALL SEASON</u>	<u>LEVELS</u>		
	Varsity	Junior Varsity	Freshman
Cross Country – Boys^	X	X	
Cross Country – Girls^	X	X	
Football	X	X	X
Soccer – Boys	X	X	X
Soccer – Girls	X	X	X
Tennis – Girls^	X	X	
Volleyball – Girls^	X	X	
Cheerleading^	X	X	
<u>WINTER SEASON</u>	<u>LEVELS</u>		
Varsity	Junior Varsity	Freshman	
Basketball – Boys	X	X	X
Basketball – Girls	X	X	X
Bowling^	X	X	
Wrestling^	X	X	
Winter Track – Boys^	X	X	
Winter Track – Girls^	X	X	
Cheerleading^	X	X	
<u>SPRING SEASON</u>	<u>LEVELS</u>		
Varsity	Junior Varsity	Freshman	
Baseball	X	X	X
Softball	X	X	X
Tennis – Boys^	X	X	
Spring Track – Boys^	X	X	
Spring Track – Girls^	X	X	
Golf – Boys^	X	X	
Golf – Girls^	X	X	
Crew^	X	X	
Volleyball-Boys^	X	X	

*Freshmen are encouraged to try-out for the team. If the coaching staff sees fit that they become part of the team, Freshmen participation will be based on the availability of facilities and opponents.

HEAD COACHES
2016-2017

As Head Coaching Positions are to change from year to year, please consult the website for an updated list. To leave a message for a head coach, you may call the Athletic Department at (973) 450-3500 ext. 1013.

SPORT	Phone Number	EXT.	EMAIL
Baseball	(973) 450-3500	1013	Joseph.Sorce@Belleville.k12.nj.us
Basketball – Boys	(973) 450-3500	1013	James.Stoeckel@Belleville.k12.nj.us
Basketball – Girls	(973) 450-3500	1013	Isis.Ramirez@Belleville.k12.nj.us
Bowling – Coed	(973) 450-3500	1013	Michael.Early@Belleville.k12.nj.us
Cheerleading – Girls	(973) 450-3500	1013	Jennifer.Caputo@Belleville.k12.nj.us
Crew – Coed	(973) 450-3500	1013	Joanne.Victorio@Belleville.k12.nj.us
Cross Country – Boys	(973) 450-3500	1013	Nicholas.Campione@Belleville.k12.nj.us
Cross Country – Girls	(973) 450-3500	1013	Joanne.Campione@Belleville.k12.nj.us
Football	(973) 450-3500	1013	Mario.Cuniglio@Belleville.k12.nj.us
Golf – Boys	(973) 450-3500	1013	Corey.Woodring@Belleville.k12.nj.us
Golf-Girls	(973) 450-3500	1013	Angelo.Gaccione@Belleville.k12.nj.us
Soccer – Boys	(973) 450-3500	1013	Carlos.Goncalves@Belleville.k12.nj.us
Soccer – Girls	(973) 450-3500	1013	Percy.Pineda@Belleville.k12.nj.us
Softball	(973) 450-3500	1013	Chris.Cantarella@Belleville.k12.nj.us
Tennis-Boys	(973) 450-3500	1013	John.Dubuque@Belleville.k12.nj.us
Tennis-Girls	(973) 450-3500	1013	Michael.DiMasi@Belleville.k12.nj.us
Track, Spring – Boys & Girls	(973) 450-3500	1013	John.Lenczuk@Belleville.k12.nj.us
Track, Winter – Boys & Girls	(973) 450-3500	1013	John.Lenczuk@Belleville.k12.nj.us
Volleyball - Boys	(973) 450-3500	1013	John.Spina@Belleville.k12.nj.us
Volleyball - Girls	(973) 450-3500	1013	John.Spina@Belleville.k12.nj.us
Wrestling	(973) 450-3500	1013	Joseph.Pizzi@Belleville.k12.nj.us

All head varsity coaches will be selected by the Athletic Director and High School Administration with the Superintendent's consent and approval from the Board of Education. The same process will hold for all assistant coaches hired with the exception that head coach input will be considered by the Athletic Director. At times, it may be necessary to form a committee to aide in the appointment of a respective coaching position.

STUDENT-ATHLETE PARTICIPATION

Participation in athletics and all extracurricular activities in the Belleville Public School District is a privilege that carries certain responsibilities. A student is a representative of the school and the entire community. There are certain standards of behavior expected of the participants in athletics at Belleville High School.

1. All participants must remember that they are students first and athletes second. Participation in athletics is a privilege granted to students, not a right guaranteed to them. All students are required to sign an Athlete/Parent Contract (last page) prior to each School Year.
2. All students are expected to conduct themselves in such a manner as to reflect credit upon Belleville High School as well as the Belleville Community.
3. Being a member of a team does not entitle any student to special privileges in the school. Rather, student-athletes are expected to use good judgment in the face of peer pressure that may violate school and/or team rules. Student-athletes are also expected to set examples of good school citizenship which will reflect upon them as individuals and upon the student body in general.
4. Students afforded these privileges must assume the responsibilities that accompany them at all times.

CAUSE FOR SUSPENSION FROM AN ATHLETIC TEAM

Athletic Department disciplinary action(s) are authorized by Board Regulation 5600, Section C.3.b-Deprivation of Privileges

- **Out of School Suspension (OSS)** - A student that is suspended from school may be ineligible for contests and practices during that time. Upon the return from suspension, a meeting will be held between the Head Coach, Principal (or designee), and Athletic Director that will determine future athletic participation of the suspended athlete. At such time, all subjects that pertain to the student's involvement in extracurricular activities will be discussed. Such discussions may include, but are not limited to, recidivism, attendance (in school, practices and competition), and academic progress.
- **In School Suspension (ISS)** - A student that is suspended from school may be ineligible for contests and practices during that time. Upon the return from suspension, a meeting will be held between the Head Coach, Principal (or designee), and Athletic Director that will determine future athletic participation of the suspended athlete. At such time, all subjects that pertain to the student's involvement in extracurricular activities will be discussed. Such discussions may include, but are not limited to, recidivism, attendance (in school, practices and competition), and academic progress.

- A student must be in attendance for at least a half day (12:00 p.m.), if they are to practice or participate in a contest. Friday will declare the eligibility for Saturday contests. Any exceptions will only be considered by the Athletic Director/ High School Principal.
- A student must report to school by 10:00 a.m. to be eligible for competition. An unexcused tardy later than 10:00 a.m. will result in the athlete being ineligible for that day's (or next day if it is a day before a break or weekend) competition or practice.
- Fighting during a contest is strictly forbidden. Since athletic contests are a school function a student-athlete involved in a fight during an athletic activity is subject to the same discipline as if they were in school or on a field trip. After an investigation of a fighting incident, consequences will be determined by the coach, Athletic Director and Principal/Vice Principal and may include suspension from the team. If a second offense occurs during the same season or a subsequent season during the same school year the athlete will be removed from the team, forfeit all awards and the athlete may no longer participate in any sport for the remainder of the school year.
- **Saturday Detentions** – Failure to attend Saturday Detention for any unexcused reason, or failure to comply with the rules and regulations of Saturday Detention will result in further disciplinary consequences as per Board of Education policies. This may include suspensions, therefore precluding the Athlete from participation in up-coming competitions. Athletic events and/or practice shall not be used as an excuse to miss Saturday detention.

Any Athlete's involvement in gambling, stealing, using alcohol, tobacco (in any form), or illegal substances such as drugs or steroids in school may result in discipline in accordance with Board Policies (5530). The athlete may also be subject to the following Athletic Department disciplinary action(s) as authorized by Board Regulation 5600, Section C.3.b-Deprivation of Privileges:

First Offense (any season): Suspension from participation in all athletic contests for fourteen (14) calendar days from day of suspension. This may include practices.

Subsequent Offenses (all seasons): Suspension from all athletic participation for sixty (60) calendar days excluding days from June 15th through August 15th.

A record of all suspensions will be kept in the respective Vice Principal's office with a copy in the Athletic Director's office.

Any student-athlete that is charged with a violent criminal offense may be subjected to suspension from participation in athletics at Belleville High School. The suspension may stay in effect until a disposition of the charges occurs. (BOE Policy #5611 & 5612)

Other reason for suspensions may include, but are not limited to, insubordination, profanity, fighting, hazing, bullying, sexual misconduct, unsportsmanlike conduct, unexcused absence from practice, unsatisfactory attitude, and a failure to follow any additional rules and regulations that the coach or advisor deems necessary to maintain discipline and facilitate the efficient execution of daily procedures as authorized by Board Regulation 5600, Section C.3.b-Deprivation of Privileges

An accumulation of disciplinary referrals and school suspensions may be justification for suspension or removal from a team as authorized by Board Regulation 5600, Section C.3.b-Deprivation of Privileges.

In general, if an Athlete brings discredit to the school or team, he/she may be subject to disciplinary action and may lose the privilege of participating in the Belleville Athletic Programs.

ELIGIBILITY

The New Jersey Interscholastic Athletic Association rules and regulations regarding eligibility are mandatory. In addition, the Belleville Board of Education has adopted the following guidelines for students participating in high school athletics. (BOE Policy #2431)

- Academic eligibility is an integral part of the entire eligibility process and a student-athlete must meet the standards set forth by the NJSIAA before participation is granted. The regulations are contained within the NJSIAA handbook in the athletic office and must be verified for each student-athlete by the Guidance Department each season. All students will need 30.00 (Fall/Winter) and 15.00 (Spring) credits to be eligible. Incoming freshmen are automatically eligible for the Fall and Winter seasons for the Spring season must be passing a minimum of 15.00 credits from the first (1st) semester of the current year.
- Student-athletes should know their academic standing as it applies to participation in athletics. When academic eligibility for a sport is in doubt the athlete should contact the athletic office and/or the guidance department. This should be done well in advance of the start date for the sport.
- Student-athletes should contact their coaches when they are having difficulties during the season and may need academic assistance. Coaches have been advised to keep close contact with members of their respective teams with regard to their academic standing. Each coach has the responsibility and obligation to help guide every student on his/her squad academically, morally, and socially, especially those who may have difficulty maintaining eligibility.

Please note: All 9th grade students are automatically eligible in their first (Fall) semester.

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

ACADEMICS

Student-athletes must always keep in mind that their first priority is their schoolwork. Many students demonstrate 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 respective teacher. Students receiving “No Credit” for a course at Progress Report or Report Card time will be removed from all athletic teams until proper credit is given. Students may be placed on “academic probation” possibly barring them from practice and/or competition. A student will be considered under “Academic Probation” when a grade of “D” or lower is reported to the Athletic Director, Vice Principal, Coach, or Guidance Counselor during the athletic season. During academic probation, the student may attend extra academic assistance from their respective teachers. The student will be taken off of academic probation only after the class average is above a “D.” Failure to comply with this procedure will result in suspension or removal from an athletic program.

AGE ELIGIBILITY

A student cannot participate in interscholastic athletics if he/she has reached the age of 19 prior to September 1st of the current school year. This rule can only be waived by the New Jersey State Interscholastic Athletic Association (NJSIAA).

SEMESTER ELIGIBILITY

A student cannot participate in interscholastic athletics if he/she has exceeded eight (8) consecutive semesters since their enrollment into the 9th grade. Participation is limited to four years of high school. This rule can only be waived by the New Jersey State Interscholastic Athletic Association (NJSIAA).

GENERAL INFORMATION

ATTENDANCE ELIGIBILITY

In order for a student to participate in a scheduled athletic event, practice or school function, he/she must be in school on the day of the event or the last day of school prior to a Saturday event for a total of four hours. A note from a doctor or prior written approval from the Athletic Director or school administrator are the only **VALID** excuses. Excessive absenteeism, tardiness and cutting classes will not be tolerated. These offenses justify loss of credit, therefore removal from a team with the consent of the Athletic Director and school administration.

ATTENDANCE DURING SCHOOL VACATIONS

Varsity players are expected at all practices and games, including those scheduled during the times when school is not in session.

Junior Varsity and Freshmen are also expected at all practices, but may be excused by their coaches in the event of a family commitment during vacation times. Athletes should notify their coaches at least one week prior to the expected absence. It is expected, however, that no athlete will be absent from games or contests.

RULES OF CONDUCT FOR ATHLETES - As a Reference:

“Character Counts! Website (<http://josephsoninstitute.org/sixpillars.html>)”

Trustworthiness

- **Be completely honest. Tell the whole truth. Do not be sneaky.**
- **Do not do anything you think is wrong. Stand up for you beliefs. Show commitment and courage. Keep your promises.**
- **Do the right thing even when the cost is high.**

Respect

- **Treat opponents, teammates, referees and others with respect and courtesy. Do not use insults, negative cheers or name-calling.**
- **Do not use violence to settle disputes. Do not hit, shove or threaten to hurt anyone.**

Responsibility

- **Think before you act. Think about consequences, how your actions today can affect you and others in the future.**
- **Take responsibility for the consequences of your choices.**
- **Do not blame others for what you did or take credit that doesn't belong to you.**
- **Always control yourself. Do not lose you temper.**
- **Do not throw things, scream, hit others or use bad language.**

Fairness

- **Play fair and with honor. Play by the rules. Never cheat.**
- **Give everyone a fair chance. Help your team and community.**
- **Adhere to both the letter and spirit of the rules.**

Caring

- **Treat others the way you would want to be treated.**
- **Never intentionally injure any player or engage in reckless behavior**

Citizenship

- **Obey laws and rules. Remember it is unfair for some people to play by the rules while others do not.**
- **Listen to your coaches, referees and your parents. Respect authority**

ATHLETIC PRE-PARTICIPATION HEALTH HISTORY & PHYSICAL EXAMINATIONS

******New this year: The student-Cardiac Assessment Professional Development Module must be taken by any health care provider administering a physical.**

Please see the physical forms and website for further information****

Before the start of each season, the athletic department will make arrangements for athletes to receive professional medical services for purposes of a sports physical. Dates for these physicals are provided to the students by their coaches at a pre-season meeting, through morning announcements, the Belleville District Website (www.bellevilleschools.org) and WBHS message boards. Students may use their own physician as long as school-issued physical forms are used (NJSIAA/DOE forms are also available on BellevilleSchools.org, click on "Departments" then "Athletics"). The school physician must review and sign off on each physical form requiring a physician's signature. All forms must be completed in full with all appropriate areas signed by the physician, parent/guardian, and students.

Any student who wishes to try out for a Belleville Athletic Team and has NOT had a physical in 365 days (1Year) must complete a Physical Packet. If an Athlete has had a physical within 365 days (1Year), they must complete an Athletic Physical Re-up. In addition to physical forms, all students must read and sign the Steroid Testing Consent Form, the Concussion Awareness Form, The Sudden Cardiac Death Brochure and Sign-off, The Athletic Department Agreement, and the Student Photo/Video Image Release Forms. In addition to the forms, all athletes must take a base-line concussion test prior to participation and/or try-outs.

All Physicals Forms are to be handed in to the School Nurse or the Athletic Trainer by the following dates to be considered for participation in the respective sports season. (BOE Policy #2431,Regulation #2431.2)

Fall ~ Due by June 10, 2016*

**June 20th for incoming 9th graders only*

Winter ~ Due by October 7, 2016

Spring ~ Due by January 13, 2017

HEALTH HISTORY UPDATE (90-DAY UPDATE)

If more than 90 days have elapsed since the last physical examination and an Athlete has had a physical within 365 days (1Year), they must complete an Athletic Physical Re-up. In addition to physical forms, all students must reread and resign the Steroid Testing Consent Form, the Concussion Awareness Form, The Sudden Cardiac Death Brochure and Sign-off, The Athletic Department Agreement, and the Student Photo/Video Image Release Forms. In addition to the forms, all athletes must take a base-line concussion test prior to participation and/or try-outs. (BOE Policy #2431,Regulation #2431.2)

PLEASE NOTE: This process may take an additional two weeks and therefore may delay a student-athlete's eligibility to participate in an organized practice session.

NJSIAA STERIOD TESTING PROCEDURES

In accordance with Executive Order 72, issued by the former Governor of the State of New Jersey, Richard J. Codey, on December 20, 2005, the NJSIAA will test a random selection of student-athletes who have qualified as individuals or as members of a team for state championship competition.

1. List of banned substances: A list of banned substances shall be prepared annually by the Medical Advisory Committee, and approved by the Executive Committee. For more information, go to the NJSIAA website <http://www.Njsiaa.org/NJSIAA/10banneddrugclass.pdf>
2. Consent Form: Before participating in interscholastic sports, the student-athlete and the student-athlete's parent or guardian shall consent, in writing, to random testing in accordance with this policy. Failure to sign the consent form renders the student-athlete ineligible.
3. Selection of athletes to be tested: Tested athletes will be selected randomly from all of those athletes participating in championship competition. Testing may occur at any state championship tournament or state championship site.
4. Administration of tests: Tests shall be administered by a certified laboratory selected by the Executive Director and approved by the Executive Committee.
5. Testing methodology: The methodology for taking and handling samples shall be in accordance with current legal standards.
6. Sufficiency of results: No test shall be considered a positive result unless the approved laboratory reports a positive result and the NJSIAA's medical review officer confirms that there was no medical reason for the positive result. A "B" sample shall be available in the event of an appeal.
7. Appeal process: If the certified laboratory reports that a student-athlete's sample has tested positive and the medical review officer confirms that there is no medical reason for a positive result, a penalty shall be imposed unless the student-athlete proves, by a preponderance of the evidence, that he or she bears no fault or negligence for the violation. Appeals shall be heard by a NJSIAA committee consisting of two member of the Executive Committee, the Executive Director/designee, a trainer and a physician. Appeal of a decision of the Committee shall be to the Commissioner of Education, for public school athletes, and to the superior court, for non-public athletes. Hearings shall be held in accordance with NJSIAA By-Laws, Article XIII, "Hearing Procedure."
8. Penalties: Any person who tests positively in an NJSIAA administered test, or any person who refuses to provide a testing sample, or any person who reports his or her own violation, shall immediately forfeit his or her eligibility to participate in NJSIAA competition for a period of one year from the date of the test. Any such person shall also forfeit any individual honor earned while in violation. No person who tests positive, refuses to provide a test sample or who reports his or her own violation shall resume eligibility until he or she has undergone counseling and produced a negative test result.
9. Confidentiality: Results of all tests shall be considered confidential and shall only be disclosed to the individual, his or her parents and his or her school.
10. Compilation of results: The Executive Committee shall annually compile and report the results of the testing program.
11. Yearly renewal of the steroid policy: The Executive Committee shall annually determine whether this policy shall be renewed or discontinued.

ATHLETIC PARTICIPATION FORMS

Prior to participation on athletic teams, a student must submit all appropriate forms. All school-issued physical form must be properly completed and signed by the student-athlete, parent/guardian and physician and must be submitted to the School Nurse.

A student has to undergo one physical per year, but the Athletic Participation Form must be signed by the student and their parent/guardian no sooner than **30 days prior to the 1st day of practice** for each sport season. Students shall submit their Athletic Participation Form to their coach for processing. The Athletic Participation Form 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 his/her coach on or prior to the first day of practice.

ALL FORMS ARE AVAILABLE EITHER ON LINE OR IN THE ATHLETIC OFFICE
<http://www.bellevilleschools.org> (Departments-Athletics)

THE DEADLINE FOR PHYSICAL FORMS FOR 2016-2017 **SCHOOL YEAR**

Fall
June 10, 2016*

Winter
October 7, 2016

Spring
January 13, 2017

**June 20th for incoming 9th graders only*

All forms are to be handed in to the School Nurse or Athletic Trainer

TRY-OUT GUIDELINES

Coaches will, at times, have the unenviable task of cutting a squad. It is never easy or pleasant. Cutting a squad is certainly one of the most difficult and uncomfortable responsibilities of a coach. Coaches will base the selection of their team on the following criteria:

1. Nature of the sport.
2. The ability to provide playing time.
3. Instructional/practice time.
4. Space considerations.
5. Transportation.
6. Facility use.
7. Supervision.
8. Injury factors.
9. Objective measures of skill assessment
10. Coach's preference

The above-listed factors will all determine the most effective squad size for a particular sport.

However, in line with our athletic philosophy, coaches will make every attempt to involve as many students as possible without compromising the safety and productivity of their team.

In order to minimize any misunderstanding, the following tryout guidelines will be implemented:

1. Coaches will announce in advance when tryouts will be conducted. Dates, times and location of tryout sessions will be clearly articulated to athletes and/or parents/guardians.
2. The length of the tryout period (usually 3-6 days) and the sport-specific skills and other criteria to be considered will be discussed with students prior to the tryout session.
3. When cuts are made, students will be informed of their status in an individual and personal session with the coach. Strategies to improve skills and other factors will be discussed with each student at that time.

Please Note: Cuts may be made in each sport across all three levels. The necessity for cuts will be determined by the coaching staff and the Athletic Director.

Note: Players will not be permitted to participate in scrimmages (against other teams) until they have practiced for six days. Athletes who miss practice during the try-out period may be granted additional try-out days as determined by the coaching staff and/or administration.

TEAM DEVELOPMENT MODEL

The following criteria may also be used to determine the team selection process in the following sports:

Tennis – Competitive ladders

Basketball/Baseball/Soccer/Softball/Volleyball/Wrestling – Skill testing/Role playing

Bowling – Raw scores

Golf – Playoff hole-by-hole or lowest scores/match play

It is never easy to cut a student. Our coaching staff will be sensitive and compassionate towards each child who participates in the tryout process.

DESCRIPTION OF ATHLETIC TEAMS (levels)

Freshman Sports

The purpose of the freshman level is to:

- Develop and refine basic skills, learn the rules as they pertain to interscholastic sports.

- Transition athletes from recreation-level sports to interscholastic-level sports.
- Provide playing time to participants at the coach's discretion.

The freshman team will consist of 9th graders who have demonstrated intellectual development, proper attitude, physical and sport-specific skills which indicate a potential to someday perform at the Varsity level. The number of players selected for each team may vary from sport to sport.

Junior Varsity Sports

The purpose of the Junior Varsity level is to:

- Further develop the skills of the athlete.
- Increase the intensity of competition.
- Prepare the athlete for the Varsity level.
- Place more emphasis on winning, but not to the extent of the Varsity level.
- Provide playing time to participants at the coach's discretion.

The Junior Varsity team will consist of primarily sophomores and possibly a few juniors and/or freshmen that have demonstrated the ability to contribute at the JV level. The JV players must exhibit intellectual development, proper attitude, physical and sport-specific skills indicative of a Varsity performer. In rare circumstances, a junior who shows the potential to be a Varsity Starter or a key contributor as a senior who is a part-time varsity player may play JV if the Varsity is particularly strong at his/her position. The number of players selected for each team may vary from sport to sport.

Varsity Sports

The purpose of the Varsity level is to:

- Develop skills and physical conditioning of the athlete to his/her fullest potential.
- Allow the talented athlete the chance to excel.
- Provide athletes with the opportunities to set goals, strive to achieve them, and serve as role models for younger athletes.
- Program goals include winning, team building skills and enjoyment of the activity.
- Coaches will notify students during the pre-season whom they feel may see limited playing time.

The Varsity team will normally consist of juniors and seniors, but freshman and sophomores who have demonstrated the ability to be starters or key contributors may also be members of the team. The Varsity player must show the mental development, proper attitude, physical and sport-specific skills to be starters or essential contributors to the success of the team. The numbers of players selected for each team varies from sport to sport.

Note: Regardless of the level every player must demonstrate the skills needed to be a member of the athletic program for which he/she is trying out. No player is guaranteed a position in the present year simply because he or she was a part of the program the previous year.

SPORT CAMP PARTICIPATION

Camp participation by any athlete for any sport is at the discretion of the athlete and his/her family. At no time will participation in a sports camp be the basis for an athlete's selection for participation at Belleville High School. This refers to camps held in and out of the district. Summer camps are held at Belleville High School at the discretion of our coaches with Board approval. The coaches will disseminate all information. Attendance at these camps is strictly voluntary. However, off season conditioning is necessary have our athletes participate under the safest conditions possible. Mandatory weight room/cardiovascular conditioning may be required for some programs. Athletes are expected to participate for safety reasons.

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 participation. This coverage also applies to managers, band members, cheerleaders and any other approved participant. (BOE Policy # 8760)

The school's insurance is a secondary loss insurance coverage, i.e., **it may pay those expenses not covered by the parent's medical insurance that is considered to be usual and customary costs.** Thus, you must submit all bills to your own insurance first. The school policy may pick up the unpaid balances up to the **limits of the 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 RESPONSIBILITY, NOT THE BOARD OF EDUCATION'S.**

All injuries should be immediately reported to the coach and athletic trainer. The student and coach/athletic 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/guardian's basic and major medical carriers first.
2. Submit itemized bills, claim sheet/explanation of benefits (EoBs) 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 Athletic Department via the Athletic Training Office. If you have no medical coverage, a letter of verification from your current employer is required as proof.

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 school athletic trainer or Athletic Director.

EQUIPMENT

The equipment issued by the school becomes the responsibility of the athlete during the season. All students must wear all school-issued uniforms and warm-ups when competing for Belleville High School. **Uniforms and warm-ups should not be worn as casual wear away from school. Varsity Athletes may wear their Varsity Uniforms to school the Day of, or before (if a day before a weekend competition), a competition provided that the Athletes wear such uniforms only on such days. If this privilege is abused by a specific team, the privilege will be revoked at the discretion of the Athletic Director and/or Principal.** (BOE Policy #5511) 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, electronics or anything of value should not be left in the locker room unsecured. At the conclusion of the season, the athlete must return all equipment and uniforms to the coaches. Any missing articles are the responsibility of the student. Participation in another athletic season will be prohibited, diplomas, report cards, and/or schedules will not be distributed until the uniforms are returned or a fee is paid.

PRACTICE SCHEDULE

Athletes should plan on attending practice every day after school beginning at approximately 3:00pm, unless otherwise noted by the coach. The length of the practice is at the discretion of each coach. In most cases, practices will run until approximately 5:30-6pm. Practice sessions may also be conducted on Saturdays and, on very rare occasions, Sundays (only with prior consent from the Athletic Director or Principal.)

There will be times during the season when it will be necessary for teams to practice away from the High School (off campus). Transportation will usually be provided by the school district and the same travel procedures will be followed as for an away contest.

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. Parents/guardians must make all requests in writing to the coach 24 hours in advance for the release of their son/daughter to them through a travel release form.
2. An Athlete will only be released to their parent/legal guardian – not a sibling, relative or friend. (BOE Policy #8660)

**STUDENTS ARE NEVER PERMITTED TO DRIVE THEMSELVES
TO AN AWAY CONTEST OR SCRIMMAGE/PRACTICE!**

ATHLETIC TRAINING PROGRAM

The training room will normally open every day at 3:00pm. Our athletic trainer can be reached at (973) 450-3500 ext. 1055. Services include, but are not limited to, prevention, taping/bracing, acute care, emergency care, management, evaluation, treatment and rehabilitations of athletic injuries under the direction of team physicians and other qualified personnel. On-site immediate care will be provided by a Certified Athletic Trainer licensed by the New Jersey State Board of Medical Examiners. All student-athletes must report all injuries to their coaches and the athletic trainer as soon as they occur.

An athlete who sustains an injury during an athletic-related activity must report it to his/her coach **IMMEDIATELY**, which in turn will be reported to the athletic trainer. The trainer will then be responsible for providing this information to the school nurse. If any injury occurs outside of school, it must be reported to the coach prior to the athlete's next practice or game. (BOE Policy #8441, Regulation #8441)

The athletic trainer may initiate treatment as soon as he/she feels is necessary. If there is any question about the nature or seriousness of an injury, the athletic trainer will notify the parent/guardian and team physicians and refer for a medical opinion before allowing the athlete to continue practice and/or competition.

If your son/daughter is seen by a physician for an injury or illness sustained at a school-sponsored athletic event and has not been evaluated by the Athletic Trainer, he/she must submit a letter to the Athletic Trainer from the treating physician stating the diagnosis, treatment, and if there are any restrictions limiting the student-athlete's participation in his or her respective sport. Decisions regarding the clearance to participate and/or the return to participation for practice/competition of a student-athlete will be the responsibility of the team physicians and the certified athletic trainer. Belleville High School has one of the most extensive anti-concussion programs in New Jersey. The program is implemented by the ImPACT Corporation and involves baseline testing for all student-athletes. All athletes must undergo ImPACT testing prior to athletic participation. **It should be noted that when an athlete suffers a concussion, addition precautions will be taken and protocols followed before he/she is permitted to return to practice. In all instances, a physician's clearance is necessary before an athlete can return to practices/games. Below is the Concussion Management Protocol. All questions must be directed to Dan Sanacore, Athletic Director (973) 450-3500 ext. 1005 or the Athletic Trainer, Ms. Jenna Bidoglio (973) 450-3500 ext. 1055. (BOE Policy # 2431.4)**

CONCUSSION

ImPACT (Immediate Post-Concussion Assessment & Cognitive Testing)

ImPACT Neuropsychological Testing Requirements: (BOE Policy # 2431.4)

1. ImPACT is a research-based software tool utilized to evaluate recovery after concussion. It was developed at the University of Pittsburgh Medical Center (UPMC). ImPACT evaluates multiple aspects of neuro-cognitive function, including memory, attention, brain-processing speed, reaction time and post-concussion symptoms. These tests are a non-evasive “video-game” type of format which takes approximately 15-20 minutes to complete. Neuro-psychological testing is utilized to help determine recovery after concussion.
2. All athletes at Belleville High School are required to take a baseline impact test prior to participation in sports (usually Freshman year). The baseline results are held for a two year period.
3. Athletes are required to take a new baseline test prior to participation in their junior year. Baseline tests are valid for two years.

Management & Return to Play (BOE Policy # 2431.4)

Protocol for athletic trainers: Our trainer will adhere to the following protocol that has been designed by our school district’s team physicians.

Purpose: To provide a standardized protocol for athletic trainers (ATC) to manage and return to play after they have suffered a concussion.

Protocol:

1. Any athlete suspected to have a concussion is removed from competition.
2. No student with a concussion is allowed to return to play in the current game/practice/competition.
3. Certified athletic trainer will evaluate the athlete for concussion by assessing their cognition, presentation, neurological screening and testing.
4. The athlete will complete a post-concussion symptom scale following the injury and multiple times throughout the management of their concussion.
5. All concussions are referred for medical evaluation in order to rule out more serious intracranial pathology as well as receive further assessment by a medical doctor.
6. The athlete will be required to retake the post-concussion ImPACT test during the management of their concussion.

7. The athlete must meet the following criteria to progress to activity:
 - a. Asymptomatic at rest and with exertion (including mental exertion at school)
 - b. Within normal range of baseline on post concussion impact testing
 - c. Have written clearance from primary care physician (PCP), team physician, or specialist (athlete must be clear for progression to activity by physician other than emergency room physician)
8. Once the above criteria are met, the athlete will be progressed back to full activity, following a step-wise progression, under the supervision of the athletic trainer.

NOTE: Progression is individualized, and will be determined on a case-by-case basis. (BOE Policy # 2431.4)

- **Step 1:** Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. If no return of symptoms, next day advance.
- **Step 2:** Light Aerobic exercise, which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.
- **Step 3:** Sport-specific exercise including skating, and/or running: no head impact activities. The objective of this step is to add movement.
- **Step 4:** Non contact training drills (e.g. passing drills). Student-athlete may initiate resistance training.
- **Step 5:** Following medical clearance (consultation between school health care personnel and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- **Step 6:** Return to play involving normal exertion or game activity.

Please Note: If the athlete experiences post-concussion symptoms during any phase, the athlete will drop back to the previous asymptomatic level and resume the progression after 24 hours. By following this protocol, we will help to ensure that the athlete returns safely and without further complications. The ATC will be in contact with the athlete and his/her parents/guardians consistently throughout this process.

Signs and symptoms that may indicate that a concussion has occurred:

1. Signs observed by a member of the coaching staff, athletic trainer or physician.
 - A. Appears dazed or stunned.
 - B. Is confused about assignment.
 - C. Forgets plays.
 - D. Is unsure of game, score or opponent
 - E. Moves clumsily.
 - F. Answers questions slowly.
 - G. Loses consciousness.
 - H. Shows behavior or personality changes.
 - I. Can't recall events prior to hit.
 - J. Can't recall events after hit.

2. Symptoms reported by athlete.
 - A. Headache
 - B. Nausea
 - C. Balance problems or dizziness
 - D. Double or fuzzy vision
 - E. Sensitivity to light or noise
 - F. Feeling sluggish
 - G. Feeling foggy or groggy
 - H. Concentration or memory problems
 - I. Confusion

WEIGHT TRAINING PROGRAM

No student is permitted to use the weight room without proper adult supervision and proper medical clearance. In order to maintain the safest facility possible, the supervising monitor will provide students with a weight-training regimen.

In-season teams may utilize the weight room while a coach supervises them.

CONFLICTING ACTIVITIES DURING SPORT SEASON

Prior to the start of any season, an athlete must realize his/her obligation to the team and refrain from scheduling any activity that may conflict with practice or games during the season. This may include, but is not limited to, attending functions such as proms, dances, or other school functions. Every attempt will be made to not place the Athlete in a conflicting situation. However, given the unpredictable nature of the elements and their effect on State competitions, such circumstances may arise. The length of a season is from the first practice/try-out to the last competition. Any unexcused absences from such may be grounds for dismissal.

Under no circumstances will a private club or organization outside of Belleville High School take precedence over the sport in which the student is enrolled. Private practice sessions do not count towards NJSIAA eligibility. There will be no exceptions.

AWARDS

Awards are presented to students in the following categories:

1. **End of Season Awards:** At the end of each season, every head varsity coach should organize and implement some type of awards dinner or ceremony. As a courtesy to show their support, the Superintendent, Board of Education members, school principal, Athletic Director and Athletic Trainer should be invited to all athletic dinners and/or award ceremonies. Fees for tickets may be requested as needed. Team accomplishments and players are recognized for various awards (e.g., offensive-defensive MVP's, most improved player, coach's award, etc.) and/or sport-specific awards. Any presentations to the Board of Education will be decided by a committee composed of coaches, Athletic Director and Principal, on a sport-by-sport basis. (BOE Policy #5440)
2. **Athlete of the Week:** During each season, coaches nominate individual varsity athletes from their respective sports for the Athlete of the Week Award. One athlete is usually selected each week from those nominated by current in-season coaches. The Athletic Director will make the final decision. The names and pictures of the selected athletes are displayed in school and forwarded to the town newspaper.
3. **Additional Awards:** Belleville High School may also present awards to seniors who qualify based on their athletic ability, scholarship, sportsmanship, citizenship and other criteria.

Guidance Counselors, coaches, faculty and school administrators may make recommendations to the selection committee. The selection committee will consist of the Athletic Director, Vice Principal, guidance counselor(s) and coach(es). A list of these awards can be attained from your guidance counselor.

4. **Letter Requirements:** Requirements for varsity letters are reviewed with all students at their preseason meeting. A coach has the authority to recommend students who have met the requirements for a varsity letter. Students must end the season in good standing i.e. Attended all mandatory practices, games, tournaments; Abide by school/athletic department/team rules; remain academically eligible. Athletes must also return all school-issued equipment and uniforms before they are eligible to receive their letter.

Varsity Letter Criteria

UPDATED 2016-2017

Athletic Seasons begin the first practice/try-out and last until the final competition of the season. This may include State-level competitions. If athletes do not carry out the full length of the season, their letter status may be revoked. Extenuating circumstances will be reviewed by the Head Coach, with approval from the Athletic Director. In cases of any unfortunate injuries, letter winners will be recommended by the coach to the Athletic Director. The lettering of athletes will ultimately be the determination of the Athletic Director. Attendance will be a universal criteria for Lettering.

BASEBALL

- The player must complete the season. The season is not complete until we have played our final game. As it states in the program rules, any player who must miss a game must be excused by a coach prior to that game. If a player misses without being excused, he is dismissed from the program and will not receive a letter.
- Position players must appear in 60% of varsity games. Any appearance will count towards this criteria.
- Players who are only used at the varsity level as a pitcher, must appear in 20 % of varsity games.
- Players who are considered position players but are also used as pitchers, must appear in 60% of varsity games.

BASKETBALL – BOYS & GIRLS

- Must have played in at least 50% or more of the games.
- Players who have demonstrated commitment and dedication to the level/team they are assigned will be awarded the recognition established for that level/team at the discretion of the coach.

BOWLING

- Must have participated in at least 50% of all regular season matches.
- Must have made a significant contribution to the team during the course of the season.

CHEERLEADING

- Cheerleaders who have demonstrated commitment and dedication to the level/team they are assigned will be awarded the recognition established for that level/team.
- Must be on Varsity and participate in at least 80% of games, practices, and competitions including football, basketball and wrestling.
- In all cases the athlete must be a member in good standing at the time of the awards presentation.

Crew

- Race Criteria: Varsity Races (V8, V4, Lwt8 & Lwt 4) – Minimum of ½ of varsity races.
 - To qualify, a crew must be of varsity caliber, i.e., not racing in a varsity, event because it's the only option for the crew to race.
- Other Letter Criteria: Managers that assist and support coaching staff.
 - To qualify, the candidate must have been a member of BHS Crew for a minimum of 2 consecutive years.

CROSS COUNTRY - BOYS AND GIRLS

- Run varsity in all dual/tri meets and more than 50% of invitational meets.
- Frequent unexcused absences may prevent the awarding of a letter.

FOOTBALL

- Any athlete with at least 16 quarters of varsity playing time during the varsity season.
- Any athlete that starts and remains on a special team unit for 80% of the season.

GOLF BOYS AND GIRLS

- Must play in 50% of matches to get a varsity letter.

INDOOR TRACK BOYS AND GIRLS

- The Athlete must have competed in all Invitationals. (only excused absences are permitted)
- The Athlete could also earn a Varsity Letter if they **medal** at a Conference, County, or State Championship meet.

SOCCER - BOYS AND GIRLS

- Must have played in at least 50% or more of the total number of games during the season.
- Players who have demonstrated commitment and dedication to the level/team they are assigned may be awarded the recognition established for that level/team at the discretion of the coach.

SOFTBALL

- Players who have demonstrated commitment and dedication to the level/team they are assigned will be awarded the recognition established for that level/team regardless of appearances or innings at the discretion of the coach.
- Attend every possible practice and game, be a "team" player and accept any role that the coach or team demands.
- Abide by team, school and society rules and uphold moral standards.
- Compete in a minimum of 5 varsity games.

TENNIS-BOYS AND GIRLS

- Player must be an active member of the varsity team
- Player must have played in at least 4 varsity matches
- Player attends all or almost all practices and matches (only excused absences are permitted)
- Player conducts himself/herself in a professional manner
- Player must be a model of sportsmanship

TRACK (OUTDOOR) - BOYS AND GIRLS

- Medaling at Invitationals or Relays.

- The Athlete could also earn a Varsity Letter if they **medal** at a Conference, County, or State Championship meet.
- Participation in at least 3 meets at the varsity level.

VOLLEYBALL-BOYS AND GIRLS

- Must have played on varsity or been included on the varsity roster for at least 50% of the total number of matches during the season.
- Players who have demonstrated commitment and dedication to the level/team they are assigned may be awarded the recognition established for that level/team at the discretion of the coach.
- Daily attendance is required whether its preseason, regular season, practice, or a game and player will accept any role the coach and team demand.
- Each athlete will remain academically eligible for the duration of the season. The athlete will respect all team, school, and society rules
- All athletes will demonstrate class and take pride in all they do both on and off the court.

WRESTLING

- Any wrestler in good standing who wrestles (not weighs-in) in at least one third (7 to 8) varsity matches achieves varsity designation. A varsity letter may be earned by placing in top three at the County and/or District Tournaments.

Senior Letter Criteria

Athletes that do not meet the varsity letter criteria by their last year of eligibility and have participated on a sports team for a minimum of two full seasons, will earn a Varsity Letter. Athletes that join their senior years must meet all criteria listed above to earn a varsity letter.

Managers/Statisticians: Managers and Statisticians will be awarded varsity letter upon the recommendation of the respective coach. The universal letter criteria for all Managers and Statisticians will be that they have attended all necessary practices/games/competitions to successfully complete their managerial/statistical duties for the VARSITY Team. JV/Frosh managers/statisticians will not letter.

TRAVEL DIRECTIONS

Directions to schools that Belleville High School participates against are available to all parents/guardians and fans on the Athletics Page of the Belleville School District Website. <http://www.bellevilleschools.org/> (Departments – Athletics)

SPORTSMANSHIP, ATHLETE/SPECTATOR CODE OF BEHAVIOR

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat. (BOE Policy & Regulation # 5570)

Failure to exhibit good sportsmanship shall include, but not be limited to the following conduct: Any person who strikes or physically abuses an official, coach, player or spectator; Any person who intentionally incites participants or spectators to abusive action; Any person who uses obscene gestures or unduly provocative language or action towards officials, coaches, opponents or spectators; Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players; Any person who engages in conduct which exhibits bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities; Other conduct judged by the Building Principal or Athletic Director to be unsportsmanlike in character; Any violation of the rules of the New Jersey State Interscholastic Athletic Association.

Failure to exhibit good sportsmanship may result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.

Individuals who violate the Sportsmanship Policy shall be subject to the following disciplinary actions to be imposed by the Athletic Director or Principal.

- A. Violations shall be dealt with in the following manner:
1. First Offense - warning by the Athletic Director or Principal.
 2. Second Offense - short term suspension from the athletic or intramural program - duration to be determined by the Athletic Director or Principal, but not to exceed ten school days.
 3. Third Offense - long term suspension - up to one school year from the athletic or intramural program.
 4. Fourth Offense - permanent expulsion from participation in the athletic or intramural program by the Principal or designee.

Please review the Board of Education’s Code of Behavior with your son/daughter.

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 Belleville High School may host. This practice also occurs when we compete at away sites. Non-tournament admission is usually \$4.00/adults and \$3.00 students.

BOOSTER CLUBS

The clubs are composed primarily of, but are not limited to, parents/guardians of students involved in the district’s athletic programs. The clubs, however, do not limit themselves solely to athletics but are receptive to cooperative efforts with other groups who are willing to become involved. Additional rules and limitations concerning booster club involvement will be distributed at the annual booster club meeting. All Booster Clubs/organizations must operate in compliance with BOE Policy # 9191. All head coaches are encouraged to utilize the internal school accounting system provided by the Board of Education. It is understood that some teams have long-standing individual Booster Clubs. All athletic teams must send a financial disclosure report to the Athletic Director bi-monthly by the 15th of the respective month. The first financial report for each sport is in September. Immediately following any fundraising efforts, a direct deposit of

all funds should be made directly into an internal school account or a booster club account.

- Coaches should never handle cash if they have a booster club.
- Checks should always be written out to the appropriate booster club, Belleville Board of Education, or Belleville High School. Checks should never be written out to “Cash” or to an individual coach.
- When cash is used as a payment, all booster clubs or athletic teams must supply a written cash receipt for all monies collected.

PARENT-COACH RELATIONSHIP

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 Belleville High School 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. **Winning is not the most important thing, but preparing to win is.** Many of life’s important lessons, such as discipline, commitment, teamwork and perseverance can be derived through participation in a well-designated athletic program.
- All Belleville High School coaches are expected to act with professionalism and courtesy when communicating with student-athletes and parents/guardians. All student-athletes and parents/guardians should not address coaches or administrators by their first names or nicknames. Example: Bill Nelson should be addressed as “Coach Nelson.” Not “Coach Nels,” “Nelly,” “Nelson,” or “Mr. N.”

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.

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.
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.
3. Specific concern in regard to a coach's philosophy and/or expectations.

Your child will experience some of the most rewarding moments of their high school lives when they become involved in the athletic program, however, 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, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches.

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

It is 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 the best for the team as a whole. As noted, certain issues can and should be discussed with your child's coach. Other issues, such as those listed below, must be left to the discretion of the coach. Past athletic success will not determine an athlete's playing time.

Issues Not Appropriate to Discuss with Coaches:

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

Being straight forward and honest is the desired behavior for all parents/guardians and coaches when communicating with each other. Team concerns or problems should be discussed with the head coach. Coaches, student-athletes, parents and guardians should not utilize other social networking sites to air problems.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's 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.
2. Appointments with coaches can be set up directly through them or by contacting the Athletic Director at (973) 450-3500 ext.1005.

3. Please do not attempt to confront a coach directly before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature rarely result in resolution.

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 Director of Athletics to discuss the situation.
2. At this meeting, the appropriate next step will be determined.

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA)

Belleville High School is a member of the New Jersey State Interscholastic Athletic Association (**NJSIAA**) <http://www.njsiaa.org/> and the **SUPER ESSEX CONFERENCE (SEC)** <http://sec.powermediallc.org/tag/super-essex-conference/> . The **NJSIAA** is a private, non-profit, voluntary organization responsible for regulating interscholastic athletics in New Jersey. The **NJSIAA** governs and controls all the sports programs offered to high school boys and girls.

The NJSIAA is considered a model institution that is emulated by many other states nationally. Over the past three decades, the NJSIAA has broken new ground in a number of areas, including a dramatic increase in girls' sports, considerable streamlining of eligibility requirements so as to focus on academic consideration and further regulation of leagues and conferences throughout the state in order to provide equal opportunities for all schools to become members of an athletic conference suitable to their geographic location and/or size.

The NJSIAA provides a number of quality tournaments (30) to meet the needs of student-athletes in New Jersey. All tournaments are conducted with specific guidelines and are conducted in an education-based atmosphere. The quality of the athletic experience depends largely on the administrators, coaches and officials who interact regularly with our young people. The NJSIAA continuously provides training for these leaders as role models through workshops, clinics, videos and other educational resources.

The NJSIAA is made up of public and non-public (private and parochial) high schools in New Jersey. Today, approximately 425 schools are members of the NJSIAA.

NJSIAA PARTICIPATION LIMITATIONS

The NJSIAA Constitution, Bylaws, Rules and Regulations have for all intents and purposes defined the 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 athletic team within the following datelines:

Fall.....Summer practice sessions (as determined by individual schools) through NJSIAA play-off schedule in November and December.

Winter.....November 15 (Bowling) or the Monday after Thanksgiving, for all other winter sports through the NJSIAA tournament schedule in March.

Spring.....First Friday in March through the NJSIAA play-off schedule in June.

Summer practice sessions for all sports will be determined by the Belleville High School Athletic Department.

Note: The official starting date for fall practice is established by NJSIAA Summer Recess Practice guidelines. Scheduling fall scrimmages will be made in accordance to these guidelines. Fall coaches will determine their first day of summer practice.

(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 and local community-sponsored recreation program participation is permitted for players provided their coaches are not involved.

(C) SUMMER PRACTICE

Schools may conduct practice sessions during the summer recess period. Athletes are permitted to participate in school-sponsored practices. Participation is ENCOURAGED but not MANDATORY.

During the summer recess period, an INDIVIDUAL 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. However, activities such as camps, competition and other activities that are available to all athletes interested in participating may under certain circumstances be appropriate for school or school-related group sponsorship.

From the last NJSIAA scheduled spring championship 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 and 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.

TRANSFER RULE

The following **NJSIAA RULE** applies to all students:

1. With our concurrence, Steven Timko recommended to the Executive Committee that the Transfer Bylaw be amended to basically return to the Bylaw that existed prior to September 2008 with a thirty-day wait for athletes who transfer without a parental/guardian change of address. The wait would only apply to athletes who participated at the varsity level at the previous school and, as with the pre-2008 Bylaw, there would be no appeals. On March 10, 2010, a Resolution was adopted asking our Committee to submit such a new Bylaw for consideration by the Executive Committee at the April 14 meeting.
2. It is therefore recommended that the ineligibility period for student-athletes, who have transferred from one secondary school to another without a bona fide change of residence by that student's parents or guardians, be reduced to 30 days from the first contest or one half the maximum number of games allowed in NJSIAA rules, whichever is less.
3. To prevent recruitment or transfer for athletic advantage, a **TRANSFER WAIVER FORM (TWF) must** be processed by the two schools involved and filed with the **NJSIAA**. Please complete and submit the TWF to the Athletic Office as soon as possible.

OTHER PARTS OF THE RULE CAN BE OBTAINED BY CONTACTING THE ATHLETIC OFFICE.

ELIGIBILITY PROTECTION

Student-athletes shall:

1. Only accept awards such as trophies, pins, and jackets which are approved by your Boards of Education.
2. Never accept merchandise or cash.
3. Never directly receive compensation for giving athletic instruction during the school year.
4. You may bowl in an adult league, but you may not accept or have anyone accept for you any merchandise or cash.
5. You may not accept any equipment or merchandise for personal use under any circumstances whatsoever.

CONTEST DISQUALIFICATION

An athlete/spectator who displays unsportsmanlike flagrant misconduct, physical or verbal, will be disqualified from the next two regularly scheduled games/meets, with the exception of football, which will carry a one-game disqualification (approximately 10% of scheduled contests). **Disqualification/ejection is a judgment call by the official and the decision is final and may not be appealed.**

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

SUPER ESSEX CONFERENCE

Belleville High School is a CHARTER member of the “Super Essex Conference” (SEC) <http://sec.powermediallc.org/tag/super-essex-conference/> . The SEC is comprised of over 33 schools – all located in Essex County. The SEC contains schools of varying size, i.e., Group I, II, III and IV – with Group IV schools having the largest enrollment. Private and parochial schools are also part of the SEC, providing that they are members of the NJSIAA as well. Groups are determined by the enrollment of students in grades 9, 10, 11 for each of the member schools. Belleville High School (BHS) is presently classified as a Group IV school by the NJSIAA. BHS competes in the North I Section of the state.

The Super Essex Conference will organize all members into different divisions based on the strength of the school’s program in that particular sport. Schools may compete in different divisions throughout the year. The number of schools that sponsor a particular sport will determine the number of divisions. A divisional champion will be declared based on a team record within divisional play.

NCAA CLEARINGHOUSE

Since 1995, the NCAA 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 NCAA 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 athlete and their parents concerning the NCAA 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 NCAA Initial-Eligibility Clearinghouse. Please note that initial-eligibility certification pertains only to whether you meet the NCAA 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 graduation 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 ACT or 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 anytime 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. 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 attend 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 test scores are required for participation at Divisions I, Division IAA and Division II institutions. You may report your scores directly from the testing agency using code 9999; or if your high school reports test scored 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 Divisions I, Division IAA and 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 your Social Security Number and 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.



BELLEVILLE HIGH SCHOOL

STUDENT/ATHLETE AGREEMENT

(This Agreement shall apply for all sports, all seasons)



“Athletes, Parents and Coaches working together for a Better Belleville”

PROCEDURES

--The Athlete Agreement must be on file in the Athletic Office in order to participate in interscholastic sports programs.

--Athletes must meet Belleville and NJSIAA eligibility requirements (as found in the Belleville High School and the NJSIAA Handbooks) and must have a good citizen status at Belleville High School. Athletes must abide by all school policies, which are located in the Student Handbook.

--All injuries are to be reported immediately to your Coach and to our Athletic Trainer for proper examination and if needed, a referral to appropriate medical personnel or services.

--Students are to be in school by 10:00 a.m. if they wish to participate in a scheduled practice or game on that day. Any exception must be approved by the Athletic Director or a building administrator.

CONDUCT

--Athletes are representatives of Belleville High School and at all times must present themselves in a positive and sportsmanlike manner. ***All athletes, spectators and coaches must show proper respect for opposing teams, their coaches and officials alike.***

--Bus behavior will be beyond reproach. Appropriate demeanor and reasonable volume must be maintained at all times. No abuse, distasteful or obscene language or unsafe actions will be permitted. ***All athletes are expected to arrive and return to the school as part of the team.*** The coach may allow a student athlete to return home from an away event Only after a parental release form is signed in front of the coach. At this point, the parent of that child will assume all responsibility. At no time are students allowed to drive themselves to or from athletic contests. Any other arrangement must be made prior to the beginning of the day through the office of the Athletic Director or the building Principal. That will include written parental permission and a detailed rationale for exemption. ***We encourage all team members, whenever possible, to use the assigned school transportation. This promotes team unity, ensures proper supervision and allows for greater safety of our students.***

--Harassment /Intimidation/Bullying: BHS will not tolerate HIB of any kind to our student athletes. Students who disregard this rule are subject to suspension and/or expulsion from their team, as well as appropriate school consequences set forth by the Administration.

RESPONSIBILITIES

--It is the responsibility of the Head Coach to decide which student/athlete will participate and at which level of play, as well as the amount of playing time that the student will have. Questions regarding this area will be addressed directly to the Head Coach in a mutually acceptable timeframe and in an appropriate, professional manner (see Parental/Coach Communication section in the Handbook).

--Athletes will be on time for practice and will be prepared for practice every day. They should prioritize their affiliations with community teams, placing the needs of the BHS team first.

--Athletes are responsible for all equipment issued and for the care of said equipment. Equipment and uniforms are to be worn and used only at BHS events. Athletes will be held accountable and submit restitution for any equipment/uniforms mistreated or not returned.

--On practice/game dates, participants are required to have prearranged transportation home from school. Every effort should be made to have the transportation waiting at the school for student/athlete pick-up.

--Failure to comply with requirements stipulated in the BHS Handbook or any of the rules stated in this contract or stipulated by the Coach regarding curfews, detentions, etc., will result in disciplinary action which may include suspension or dismissal for a designated time as determined by the Head Coach and/or the policy set forth in the Student Handbook.

In addition to the above-mentioned criteria, all athletes are required to be alcohol-free, tobacco-free, and drug-free throughout their season. Student/athletes who use and/or are in possession of these items are subject to disciplinary action as outlined by Board of Education Policy and Procedures (#5530) in the Belleville High School Student Handbook. Attendance at parties or gatherings where alcohol, tobacco or drugs are present is discouraged. The purpose of this rule is to deter under-age drinking and/or substance abuse.

Signatures below indicate that the Handbook has been read, understood, and agreed upon by all parties. A strict adherence to the Policies set forth in this Handbook is imperative to the success of the Athletic Department and overall enjoyment of interscholastic sports at Belleville High School. Cooperation from all parties is necessary. **Remember:** Everything you say and do should be consistent with the six core ethical values comprising good character:
Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

I HAVE READ AND UNDERSTAND THE POLICIES IN THIS HANDBOOK AND AGREE TO ABIDE BY THEM

Student/Athlete & parent/legal guardian must sign this document prior to issuing a uniform or adding the student's name to the team roster

SPORT(S) _____

ATHLETE'S SIGNATURE _____

DATE _____

Date Received (For office use only): _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____