

**MILLBURN HIGH SCHOOL  
"HOME OF THE MILLERS"**



**STUDENT/PARENT  
ATHLETIC HANDBOOK  
2019-20**

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Phone: 973-564-7130 Ext. 10010**

**For other related sport information go to:  
Website: [www.millburnhs.rschooteams.com](http://www.millburnhs.rschooteams.com)**

# MILLBURN HIGH SCHOOL ATHLETIC HANDBOOK

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**MILLBURN HIGH SCHOOL**  
**ATHLETIC PHILOSOPHY**

The athletic program at MILLBURN HIGH SCHOOL consists of 29 varsity, 24 junior varsity and 13 freshman level programs. Since the inception of athletics at Millburn 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 Millburn High School. Young people learn a great deal participating in educational based interscholastic athletics. Discipline, perseverance, sportsmanship and teamwork are a few of the valuable lessons that can be attained through participation. Athletics plays an important role in helping the 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. However, the large number of students that actually participate on our athletic teams derives the department's greatest reward and satisfaction.

We believe that the soul of our school can be reflected in what occurs before and after the normal academic 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 our students involved and concerned beyond the normal school day, 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.

1.

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 better understanding of the athletic experience at MHS. It includes general guidelines for conduct, NJSIAA rules and regulations, and the coach/athlete/parent communication procedure. Any concerns or questions may be directed to Francesco Bifulco, Director of Athletics, at 973 564-7165. Sport specific questions should be directed to your child's coach.

**DEPARTMENT OBJECTIVES**

It is the intent of **Millburn High School's Athletic Department** to provide an educationally based, comprehensive program to our students.

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

- Promote individual and team desire for excellence while emphasizing 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 athletics.
- 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 that foster teamwork, cooperation, loyalty and team spirit.
- 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.

2.

**HEAD COACHES**  
2019-20

**MILLBURN HIGH SCHOOL**  
**SPORT OFFERINGS**

**Fall Season**

	<u>Var.</u>	<u>Levels</u>	
		<u>JV</u>	<u>FR.</u>
1. Cross Country (B)	X	X	X
2. Cross Country (G)	X	X	X
3. Field Hockey	X	X	X
4. Football	X	X	X
5. Soccer (B)	X	X	X
6. Soccer (G)	X	X	X
7. Tennis (G)	X	X	
8. Volleyball (G)	X	X	X

**Winter Season**

	<u>Var.</u>	<u>Levels</u>	
		<u>JV</u>	<u>FR.</u>
1. Basketball (B)	X	X	X
2. Basketball (G)	X	X	X
3. Bowling (Coed)	X	X	
4. Fencing (B)	X	X	
5. Fencing (G)	X	X	
6. Ice Hockey	X		
7. Swimming (B)	X		
8. Swimming (G)	X		
9. Winter Track (B)	X	X	
10. Winter Track (G)	X	X	
11. Wrestling	X	X	

**Spring Season**

	<u>Levels</u>		
	<u>Var.</u>	<u>JV</u>	<u>FR.</u>
1. Baseball	X	X	X
2. Golf (B)	X		
3. Golf (G)	X		
4. Lacrosse (B)	X	X	X
5. Lacrosse (G)	X	X	X
6. Softball	X	X	X
7. Track (B)	X	X	
8. Track (G)	X	X	
9. Tennis (B)	X	X	
10. Volleyball (B)	X	X	

**SPORT**

**HEAD COACH**

**EMAIL**

BASEBALL	BRIAN CHAPMAN	brian.chapman@millburn.org
BASKETBALL (B)	PATRICK LEONARDIS	patrick.leonardis@millburn.org
BASKETBALL (G)	STACY DINNER	stacy.dinner@millburn.org
BOWLING (COED)	BRIAN CHAPMAN	brian.chapman@millburn.org
	REGINA CONLON	regina.conlon@millburn.org
CROSS COUNTRY (B)	JEFF KAYE	jeffrey.kaye@millburn.org
CROSS COUNTRY (G)	MIKE ARTIGLIERE	michael.artigliere@millburn.org
FENCING (B)	ROBERT BAUM	robert.baum@millburn.org
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TENNIS (G)	BILL WICKENHEISSER	william.wickenheisser@millburn.org
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VOLLEYBALL (G)	WILLIAM RENTIERS	william.rentiers@millburn.org
WINTER TRACK (B)	JEFF KAYE	jeffrey.kaye@millburn.org
WINTER TRACK (G)	AMANDA DILWORTH	amanda.dilworth@millburn.org
WRESTLING	MARC LOMBARDY	marc.lombardy@millburn.org
CHEERLEADING	JESSICA SIEGEL	jessica.siegel@millburn.org

## **STUDENT/ATHLETE PARTICIPATION**

Participation in athletics and all extracurricular activities in the **MILLBURN TOWNSHIP SCHOOL DISTRICT** is a privilege that carries with it 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 **MILLBURN 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 Athletic Participation Form prior to each season.
2. All students are expected to conduct themselves in such a manner as to reflect credit upon **MILLBURN HIGH SCHOOL**.
3. Being a member of a team does not entitle any student to special privileges in 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.

**All required forms are available on the athletic registration website under the "FORMS" tab:**

<https://millburnhs-ar.schooltoday.com>

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

Gambling, stealing, the use of tobacco (in any form), possession, sale & use of drugs (including steroids), use of tobacco or e-cigarettes (including vaping) and /or alcoholic beverages are prohibited and will result in disciplinary action in accordance with BOE Policy, the student handbook and the Athletic Participation Form.

Other reasons for suspensions may include, but are not limited to, failure to submit properly completed consent forms, insubordination, profanity, fighting, 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.

5.

Imposed suspensions in excess of one day require consultation with the Athletic Director and/or Principal. Parental notification will be required in all cases of suspension.

Discipline referrals and school suspensions may be justification for suspension or removal from a team.

## **INITIATIONS AND HAZING: ZERO TOLERANCE POLICY**

Any ceremonies, rituals, tests or general actions which a member is asked to perform before full admission to a team or club is banned under HIB laws, even though the intention of those conducting the initiations may very well not be malevolent.

Keep in mind that those most embarrassed are typically those least likely to complain. Those embarrassed may mask their discomfort by smiling or laughing. Do not assume their response is an accurate measure of how they truly feel. The law is intended to prevent the possibility that even just one person might be emotionally scarred.

With regards to hazing, initiations and even teasing, remember the 3 D's: Do right, Discourage others and Distance yourself from those in the wrong. There are more positive ways to build team unity such as hosting team dinners, taking part in community service projects or conducting team workouts! Be supportive of each other! Initiations and hazing are two traditions that MHS will do without!

## **ACADEMIC ELIGIBILITY**

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

achieve 30.0 credits in the year prior to participation in the first semester of a school year. To be eligible in the second semester, all students (grades 9 – 12) must achieve 15.0 credits or more in the first semester of the year.

Please Note: All 9<sup>th</sup> grade students are automatically eligible to participate in sports during his/her first semester.

Additional information regarding eligibility can be obtained from the athletic director, principal or your student' guidance counselor.

6.

### AGE ELIGIBILITY

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

### GENERAL INFORMATION

#### 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 from their teacher.

#### 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 approval from the Athletic Director or school administrator is the only **VALID** excuse. Excessive absenteeism, tardiness and cutting classes will not be

tolerated. These offenses justify removal from a team with the consent of the athletic director and school administration.

#### ATHLETIC PHYSICALS

**Physicals are valid for one year from the date the physical is performed.** Physicals should be submitted to the athletic department at least **3 weeks** prior to the start of the season because **ALL** physicals still require final clearance from our school physician in order to begin participation.

You may contact the Athletic Office or school nurse if your child has no "medical home" (a "medical home" is a concept originally presented in a 1992 policy statement by the American Academy of pediatrics to denote "a pediatrician or other primary care physician who is a regular source of primary care for patient"). We will attempt to arrange a physical for any student without a "medical home".

**Current** regulations require that your physician be certified to administer athletic physicals. The new forms, with instructions, are available on the <https://millburnhs-ar.schooltoday.com/> website under the "FORMS" tab.

7.

**Impact Concussion Test** – will be administered in school with their prospective athletic team at the beginning of the season. Freshman, juniors and first-time players participating in the following sports will be required to take this test: football, field hockey, soccer, basketball, ice hockey, wrestling, baseball, softball and lacrosse. The test will take approximately 30 minutes, is non-invasive and is in video game format.

**Sudden Cardiac Death** – A brochure is available on the athletic website under *forms* to explain "Basic Facts on Sudden Cardiac Death in Young Athletes". A screening test, EKG, will be available at Millburn HS in conjunction with medical professionals from St. Barnabas Hospital and our school nurse. If you would like your child to receive the screening, complete the forms titled "Cardiac Screening Forms" and submit to the athletic office.

### ATHLETIC FORMS REQUIRED

**Physical Form (PF)** - A state issued **Physical Form (PF)** must be properly completed and signed by the student, parent/guardian and physician and must be submitted at least **3 weeks** prior to the start of practice/tryouts. The PF is submitted to the athletic department **only - do not give (PF) to the coach**. The physical is good for 365 days from the date the physical is performed.

**Athletic Participation Form (APF)** - Must be electronically completed, signed by the student and the parent/guardian on the athletic website for each season. The (APF) must be completed no sooner than **30 days prior to the 1st day of practice** for each sport season.

**ImPact Test Permission Form** - Required for freshman, juniors and first-time athletes in these sports: football, field hockey, soccer, basketball, ice hockey, wrestling, baseball, softball and lacrosse. The permission slip, signed by Parent/Guardian, should be completed on the website prior to the student taking the Impact test. This form must be completed for all athletes, even if they are not taking the test that season/year.

**Parent/Guardian Concussion Acknowledgement Form** – Prior to the first day of practice, this form must be signed by student and parent/guardian on the website.

8.

**Health History Update Questionnaire Form** – To be completed by the parent/guardian if the student has a current physical on file with the school nurse that was performed more than 90 days prior to the first day of official practice. Submit this form to the athletic department.

**Use and Misuse of Opioid Drugs** - Must be electronically completed, signed by the student and the parent/guardian on the athletic website for each season. The fact sheet is designed to educate both student athletes in the dangers of use of opioid drugs.

### TRY-OUT GUIDELINES

Coaches will, at times, have the unenviable task of reducing the number of students trying out for a team. It is never easy or pleasant. Making cuts is certainly one of the most difficult and uncomfortable moments for a coach. Coaches will base the selection of their team on the following criteria: 1.) Nature of 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, and 10.) coach's preference. These factors will all help determine the most effective squad size for a particular sport.

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 at a pre-season meeting.
2. The length of the tryout period (usually 3– 6 practice sessions) 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 will be discussed with each student at that time.

**Please Note: Cuts may be made in each sport across all three (3) levels. The necessity for cuts will be determined by the coaching staff and the athletic director. Also, players will only be permitted to participate in scrimmages (against other teams) after they have practiced for six (6) days. Athletes who miss practice during the try-out period (ex. injuries, illness, etc.) will be granted additional try-out days as determined by the coaching staff and administration.**

### TEAM DEVELOPMENT MODEL

- Swimming – time splits
- Tennis- competitive Ladders
- Basketball/Softball/Baseball/Lacrosse/Soccer/Field Hockey/Volleyball – skill testing and 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 participated in the tryout process.**

### DESCRIPTION OF ATHLETIC TEAMS

#### 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 all participants at the coach's discretion.

The freshman team will consist of ninth 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 all participants at the coach's discretion.

The junior varsity team will consist primarily of sophomores and possibly a few juniors and/or freshmen that have demonstrated the ability to contribute at the JV level. The jayvee 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 or who is a part time varsity player may play jayvee 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 or her fullest potential.
- Allow the talented athlete the chance to excel.
- Compete at the highest interscholastic level possible in the State of NJ.
- 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 freshmen 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 their family. At no time will participation in a sports camp be the basis for an athlete's selection for participation at Millburn High School. This refers to camps held in and out of the district. Summer Camps are held at Millburn High School at the discretion of our coaches with Board approval. The coaches will disseminate all information. Attendance at these camps is voluntary.

### **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.

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 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 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 Form. Please follow the procedures listed below when filing an insurance claim with the school district.

1. All bills must be submitted to the parents'/guardians' 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 School Nurse, Athletic Trainer or Athletic Director.

3. All forms are available on the athletic website or in the athletic office.

### **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 shall provide their own locks when needed and are reminded not to bring large amounts of money to school. Also, expensive jewelry should not be worn to school or 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. Diplomas, report cards and/or schedules will not be distributed until the uniforms are returned or a fee paid.

Students may use their own equipment with the approval of their coach. The school district is not responsible for injuries related to the use of personal equipment nor can the school be responsible for lost or damaged equipment. The student or his/her parents are responsible for the reconditioning of personal athletic equipment.

### **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.



### PRACTICE SCHEDULE

Athletes should plan on attending practice every day after school beginning at approximately 3:00 P.M. 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 about two (2) hours or until approximately 5:00 PM. Practice sessions may also be conducted on Saturdays and on very rare occasions on Sundays (only with prior consent from 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). Whenever possible, transportation will be provided by the school district and the same travel procedures will be followed as for an away contest

For the 2017-18 school year, the following teams will practice and/or host their home contests off campus: Boys and Girls Cross Country – Branch Brook Park, Newark; Bowling – Hanover Lanes, East Hanover; Boys and Girls Golf - Canoe Brook Country Club, Maplewood Golf Course and other local courses; Ice Hockey - Codey Arena in West Orange, USA Rink - Union, Bayonne Ice Rink; Boys and Girls Swimming - Newark Academy in Livingston.

### TRANSPORTATION

Bus transportation to and from away contests will normally be provided by the school district. On occasion, students will be permitted to find an alternate means of transportation to a few home and away contests (sites off campus such as swimming, ice hockey, golf and bowling). School issued permission forms must be signed by parents/guardians and will be kept on file with the coach and in the athletic office. Please Note: **Students may not transport any other student in their vehicle.**

### ATHLETIC TRAINING PROGRAM

The training room will normally open every day at 11:00 am. The athletic trainer can be reached at 973 564-7130, ext. 10012 or cell 973-715-0247. Services include injury prevention strategies, injury assessment, taping treatment and rehabilitation. We strongly encourage athletes and parents to report all injuries to their coaches and the athletic trainer as soon as they occur.

Athletes who sustain an injury during an athletic related activity must report it to his/her coach **IMMEDIATELY**. The coach will then report the injury to the trainer. The trainer will 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.

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 (ATC), he/she must submit a letter to the Athletic Trainer from the treating physician stating the diagnosis, treatment, and/or any restrictions before he/she is permitted to return to athletic participation.

**It should be noted that when an athlete suffers a concussion, additional 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. Please read the Concussion Management Protocol and direct all questions to Francesco Bifulco at 973- 564-7130 Ext. 10010 or Gianni Nasonte (ATC) at 973- 715-0247.**

### CONCUSSION

#### Management and Return to Play

Protocol for Athletic Trainers: Our trainer will adhere to the protocol that has been designed by Saint Barnabas Medical Center.

Purpose: 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.
5. The ATC allows 3 days from date of clearance for 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 3 days, ATC may begin 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

- Day 1 - Stationary Bike for 30-40 minutes at 60% max. heart rate.
- Day 2 - Jogging or treadmill for 30-40 minutes at 70% max. 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.

**Please Note:** The timeline the athlete is removed from practice/contests is 8 days from the time he/she is released (symptom free) by their PCP or TD. 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 instructor will provide students with a weight-training regimen.

In-season teams may utilize the weight room while a coach supervises them. In addition, the weight room is opened for those athletes not involved in a sport from 3:00 to 4:30 PM. During the summer months of July and August, the weight room is open for high school students and incoming 9th graders. The summer weight room hours will be posted.

**LETTER REQUIREMENTS AND AWARDS**

Requirements for earning a letter shall be articulated to all perspective athletes at the preseason meeting. A coach has the authority to recommend team members who have met the requirements to receive a varsity letter. Athletes must submit all of their equipment and remain a member of the team in good standing at the end of the season. Any athlete who leaves the team voluntarily or for disciplinary reasons is ineligible for any award that was earned. These recommendations are to be approved by the Administration. If a problem arises due to extenuating circumstances (injury, illness, etc.), a committee composed of the Athletic Director and coaching staff shall make the final decision regarding the presentation of the letter/award. Senior athletes, who have been members in good standing for two consecutive seasons, are automatically eligible for a varsity letter upon the recommendation of the coach.

**NAMING TROPHIES/PLAQUES/AWARDS**

The principal and athletic director must approve any award issued by a team Booster Club. In general, naming awards after students, parents or active staff members is discouraged. A two-year vetting period is recommended.

The selection committee, which includes guidance counselors, coaches, faculty and school administrators and coach(es), will make recommendations for end of the year Student-Athlete awards. A list of these awards can be obtained from your guidance counselor.

**AWARDS**

Awards are presented to students in the following categories.

**1. End of Season Awards:** At the end of each season, some booster clubs may sponsor dinners to recognize team accomplishments and players for various awards (e.g., Best-teammate, offensive-defensive MVP's, most improved player, coaches award etc.) and/or sport specific awards (Football – Don Parcels Award; Boys Soccer – Steven Cohn Award; Girls Soccer – Karin Perri Award; Field Hockey - Colleen Hamm Award). These awards are presented by the booster groups and/or coaching staff.

**2. Additional Awards:** Millburn High School may also present awards to seniors who qualify based on their athletic ability, scholarship, sportsmanship, citizenship and other criteria.

**3. 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 and return all school issued equipment and uniforms before they are eligible to receive their letter.

## ATHLETIC AWARD SYSTEM

First Year Letter Winner - Varsity Letter  
Second Year Letter Winner - Gold sports pin  
Third Year Letter Winner - Blue 3-year pin OR  
Gold 3-year sports pin (underclassman)  
Fourth Year Letter Winner - Blue 4-year pin  
All seniors receive certificates.

### General Criteria For a Letter

- Attendance- Athletes shall attend all practices/contests unless excused.
- Sportsmanship- Athletes shall display good sportsmanship throughout the season.
- Adherence to Rules - Athletes shall abide by the rules set by their coach, Athletic Department and the Board of Education.
- Equipment- all equipment shall be returned and/or all other obligations must be fulfilled before athlete receives his/her varsity letter/award.

### Sport Specific Criteria For Earning a Varsity Letter

<u>Sport</u>	<u>Requirement</u>
<u>Baseball:</u>	Participation in 50% of all contests.

Basketball (Girls): Participation in 50% of all contests.

Basketball (Boys): Participation in 50% of all contests.

Bowling (Coed): Participation in 50% of all contests or

Cross Country (Boys/Girls): Average one (1) point for every two (2) meets contested (includes dual\*, invitational and championship meets).

\*Dual meet point can only be earned if you finish ahead of the 5th place runner of the opposing team.

Fencing (Boys/Girls): Participation in 10 varsity bouts, or number of bouts, as determined by the coaching staff. Championship Medal Matches will also be considered.

Field Hockey: Participation in 50% of all contests.  
Participation in 25% of periods played - goalies.

Football: Participation in 50% of quarters played in all games or play a specialist position, e.g., punter, kick-off squad, return team, kicker, etc. in 50% of contests.

Golf: (Boys): Participation in 50% of all contests.

Golf: (Girls): Participation in 50% of all contests.

Ice Hockey: Participation in 50% of all contests.  
Participation in 25% of games played - goalies.

Lacrosse (Boys): Participation in 50% of all contests.  
Participation in 25% of games played - goalies.

Lacrosse (Girls): Participation in 50% of all contests.  
Participation in 25% of games played - goalies.

Soccer (Girls): Participation in 50% of periods played -  
Participation in 25% of games played - goalies.

Soccer (Boys): Participation in 50% of periods played.  
Participation in 25% of games played - goalies.

Softball: Participation in 50% of all contests.

Swimming (Boys/Girls): Average one (1) point for every dual-Meet contested.

Tennis (Girls): Participate in 25% of all varsity matches.

Tennis (Boys): Participate in 25% of all varsity matches.

Spring Track (Girls): Average one (1) point for every dual meet contested.

Spring Track (Boys): Average one (1) point for every dual meet contested.

Winter Track (Girls): Regular attendance and participation in 50% or more of all meets.

Winter Track (Boys): Regular attendance and participation in 50% or more of all meets.

Volleyball (Boys): Participation in 50% of all contests.

Volleyball (Girls): Participation in 50% of all contests.

Wrestling: Participation in 50% of all matches or earns 50 wrestling points e.g., pin - 6 points, decision - 5, 4, or 3 points, draw - 2 points.

### TRAVEL DIRECTIONS

A directory of travel directions to schools that Millburn High School participates against is available to all parents and fans at [www.millburnhs.schoolteams.com](http://www.millburnhs.schoolteams.com).

## SPORTSMANSHIP

Sportsmanship, the quality of fair play, is of the utmost importance and is the highest priority for our athletic program.

The NJSIAA's and SEC's Spectator Code of Behavior for athletic events will be posted at all athletic venues.

Spectators have an important role in the success of an athletic program. If the program is going to be successful, spectators must display good sportsmanship, courteous treatment of visitors and officials and absolute fairness under all conditions. It is important that spectators allow the players to play, the coaches to coach and the officials to officiate at all times. All spectators must follow the Super Essex Conference Spectator Code of Behavior for all athletic contests.

Please review the SEC's Code of Behavior with your son/daughter.

### ATHLETE/SPECTATOR CODE OF BEHAVIOR

Good sportsmanship is the mark of the classy player:

- Do not swear or make statements that may incite others.
- Do not fight - use self-control at all times.
- Do nothing that will bring discredit to your school.
- Win graciously; lose without alibi.
- Accept officials' judgment without question.
- Give the best that is in you for your team and school.
- All team cheering should be positive with no intimidating or demeaning chants, gestures, etc.
- All players must follow the Code of Behavior for Athletic Contests.

### ADMISSION PRICES TO ATHLETIC CONTESTS

At times spectators will be charged an admission fee at home/away football, basketball and wrestling games/matches as well as for various tournaments that Millburn High School may host. Non-tournament admission may be as high as \$4.00/adults and \$2.00/students.

### MILLBURN HIGH SCHOOL BOOSTER CLUBS

The clubs are composed primarily of, but are not limited to, parents 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. Booster Clubs shall follow "Roberts Rules" and membership will be open to all parents/guardians of team members. Additional rules and limitations concerning booster club involvement will be distributed at the annual booster club meeting.

## 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 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 contribute positively 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 an educationally based 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.
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 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 on the following page, must be left to the discretion of the coach.

#### **Issues Not Appropriate to Discuss with Coaches.**

1. Playing time.
2. Team Strategy
3. Play Calling
4. Other student-athletes

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 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.
2. The Millburn High School telephone number is 973-564-7130, Ext. 10002 for Main Office
3. If the coach cannot be reached, call Francesco Bifulco, Director of Athletics. A meeting will be scheduled at a mutually convenient time.
4. Please do not attempt to confront a coach prior to 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)**

Millburn High School is a member of the **NJSIAA** and the **Super Essex Conference (SEC)**. 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.

Over the past three decades the **NJSIAA** 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 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 (32) to meet the needs of student-athletes in New Jersey. All tournaments are conducted within 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**.

The **NJSIAA** headquarters is located in Robbinsville, approximately 12 miles northeast of Trenton. They can be contacted by phone at 609-259-2776.

### **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 11 - Bowling, Ice Hockey, Swimming. All other winter sports begin the Monday prior to or after Thanksgiving, through **NJSIAA** tournament schedule in March. At the pre-season meeting, students will be notified of the date of their first practice.

Spring.....First Friday in March through **NJSIAA** play-off schedule in June. Specific sport seasons (practice) will begin according to the following schedule:

**Summer practice sessions for all sports will be determined by Millburn High School Athletic Department and be approved by the Board of Education:**

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 programs participation is permitted for players provided their coaches are not involved.

**(C) SUMMER RECESS**

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.

**THE FAMILY VACATION**

Beginning in the summer of 2014, Millburn High School, as a member of the Super Essex Conference, will institute a **non-contact** period for ten consecutive days, during the summer. This will allow our families to once again enjoy a summer vacation.

**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 public high school district to another public high school district.

2. A student transferring from one secondary school to another w/out a bona fide change of residence by that students’ parent or guardian shall be ineligible to participate for a period of thirty (30) calendar days which shall commence w/the first interscholastic contest played by the involved school, at any level, if that students has participated on the varsity level in particular sport at previous school. The student shall be ineligible for competition at any level (including scrimmages) until the full thirty-day period of ineligibility has been served and there will be no waivers of this provision. A student who has not participated on the varsity level in a sport at his/her previous school shall be eligible to participate immediately at any level in that sport at the new school. A transfer waiver form must be completed whenever a bona fide change of residence by the parent/guardian has not taken place.

3. Recruitment or transfer for athletic advantage can be prevented by completing a **TRANSFER WAIVER FORM (TWF)** that 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.

Additional 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 Board 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 disqualification period (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 sit out for 50% of all scheduled athletic contests for that sport. 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 (SEC)**

Millburn HS has been a CHARTER member of the "Super Essex Conference" (SEC) since 2009. The SEC is comprised of 38 public, private and parochial schools of varying size i.e., Group I, II, III, and IV - with Group IV schools having the largest enrollment.

In many sports, Millburn High School (MHS) competes in Group IV. Millburn is located in the North 2 Section of the state. On occasion, the NJSIAA may assign one of our athletic teams to compete in a State Tournament in a different section or group.

The SUPER ESSEX CONFERENCE organizes their member schools in divisions based on the strength of the school's program in a particular sport. Teams may compete in different divisions throughout the year. The number of schools in the SEC that sponsor a particular sport will determine the number of divisions. A divisional champion will be declared based on a team's record within divisional play.

The Ron SanFillipo Olympic Trophy will be awarded annually to the school that places highest in their division across all SEC sponsored sports.