

PALMYRA SCHOOL DISTRICT ATHLETIC HANDBOOK

ATHLETES and PARENTS

Revised July 2018



“PANTHER PRIDE”

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*These forms are found separately on the school website. You can copy and paste the link below to access these forms.

<http://palmyraschools.com/ps/PHS/Athletics/Forms/>

Each one must be signed and returned before a student is eligible to participate in athletics.

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INTRODUCTION

This handbook was developed by the Athletic Administration in order to provide the parents and student-athletes with basic information that is important to successfully participate in our interscholastic programs. The intent of this handbook is to make participation a rewarding experience and as trouble free as possible.

Careful scrutiny of the handbook's contents and compliance with the rules and regulations stipulated will keep athletes in good standing throughout your high school career.

We hope that a clear understanding of our athletic goals will make athletic participation at Palmyra a positive experience.

This handbook provides the conditions set forth by the Palmyra School District and the NJSIAA's (New Jersey's governing body in regards to high school interscholastic athletics) rules and regulations, as well as the individual, team, and school community responsibilities and expectations of our student-athletes.

The purpose of the athletic program is to provide the student athlete with an opportunity to compete in an atmosphere of cooperation with teammates and coaches. Through this experience, the student/athlete will be able to exhibit self-discipline, responsibility, decision-making, teamwork, sportsmanship, and high character.

In short, the Palmyra Athletic Department provides the student-athlete with the ability to satisfy a desire to perform in an active and physical manner. Our intention is to provide a wholesome balance to adolescent life.

Participation in the program is considered a privilege extended by the Board of Education to students who choose to participate. Adherence to all team, school, and district policies is a requirement to maintain this privilege.

Please read this handbook carefully. It will assist in preparing to meet the responsibilities and challenges you will find in athletics.

TO THE PARENTS

Your support of both your child and the team(s) on which he/she participates is vital to not only the success of the team, but the overall experience your son/daughter will have while they are involved in interscholastic athletics. Please keep in mind the ramifications of your actions on both the school community and your child. The Palmyra School District greatly appreciates your support of our sports' teams.

PARENT GUIDELINES

1. DO NOT SHOUT ADVICE TO YOUR PLAYER DURING A GAME. SHOUT ENCOURAGEMENT ONLY.

*A steady stream of suggestions during a game/match is distracting to your son/daughter as well as his/her teammates. Your words may be in conflict with the coach's instructions and game plans. This will only lead to confusion and very likely embarrassment on the part of your child.

2. DO NOT HARRASS THE REFEREES.

*Parents that loudly harass the referee are embarrassing to the player and the team. You may disagree with a referee's decision, but remember that they are human, and being such will make mistakes from time to time.

*If a referee is being yelled at by a parent for a bad call, a poor example is being set for our student-athletes. The Palmyra School District emphasizes sportsmanship among all of its athletes, and witnessing adults yell at officials contradicts the lessons our coaches are trying to teach their players.

*One of the benefits of playing sports is learning to accept responsibility instead of making excuses. Sometimes a bad call is hard to swallow. Such times are tests of emotional control. If a player can learn to accept and overcome an official's error, a parent can learn to sit quietly for a moment and let the emotion pass.

*Learning to cope with disappointment is a valuable life skill.

3. DO NOT BLAME THE COACH.

* Assigning playing time and deciding who makes, or does not make, a team are among the most difficult decisions a coach has to make. The criteria used when deciding the final team rosters will vary among the sports and the individual philosophies of particular coaches. All of our coaches put great time and effort into their respective programs and no one wants them to be successful more than the coaches. Please take this into account before requesting a meeting regarding any issues you may have with any of our coaches.

*Your child's struggles are your child's problem, which can be solved by working through the struggles. Please provide your child every opportunity to work them out without interference. This will serve as a great life lesson in problem solving.

*The player has every right to ask a coach what needs to be done to earn more playing time. The parent has the right to find out the answer, and to help their child to achieve their goal.

4. DO NOT TALK NEGATIVELY ABOUT THE COACH.

*The worst thing a parent can do is to make negative comments about their child's coach. It is often a natural reaction to question particular decisions a coach may make, but in order to provide our teams with the best chance at success, please support the coach and stand behind his or her decisions. Again, keep in mind that our coaches put countless hours into preparing their teams, and your child in particular.

*Social Media has provided a whole new series of issues when it comes to coach/parent relations. Among the lessons the Palmyra School District is constantly trying to address to its student body is appropriate use of social media. Negative comments posted by frustrated parents about coaches not only completely contradict the school district's attempts at teaching the importance of appropriate use of social media, but also create an unhealthy atmosphere for our sports teams. This behavior will not be tolerated and if such postings are brought to the attention of the Athletic Director, the issue will be addressed appropriately.

5. DO NOT MAKE COMMENTS TO OTHER PLAYERS OR OPPOSING COACHES.

* Making negative comments to the son/daughter of another parent is a shameful practice for any adult at a sporting event, whether they are on the opposing team or our own. Think about how you may react if someone were yelling at your child?

*As a parent, be involved in a positive way. Attend the games as often as you can. Cheer for all the kids on the team. If you are able, help with fundraising, team events, and especially being there when your child needs you. If you are not sure how to help, ask the coach.

There are countless ways to be a good parent and Palmyra is fortunate enough to have many such examples. When the "team" is working well, the experience can be wonderful for you and your student/athlete.

SIT BACK AND ENJOY THE RIDE. MANY PARENTS WOULD LOVE TO BE IN YOUR SHOES. AND IT WILL BE OVER BEFORE YOU KNOW IT.

CHAIN OF COMMUNICATION

It is the responsibility of all Palmyra coaches to communicate and inform all those involved in their program about factors relevant to the team. It is the responsibility of the athlete and their parents to support the coach's decisions.

If there is a situation that exists that is not understood by the athlete and the parents, the following "chain of communication" must be followed:

1. Athlete talks to the coach(es)

*Often the problem is solved at this level.

2. Parent talks to coach(es)

*Please make an appointment. **Do not approach the coach before or after a practice or game.** Our coaches have already been instructed not to have interactions with parents/spectators after sporting events if a negative tone is possible.

3. Parent talks to the Director of Athletics.

*Please call to set up a meeting with the coach and supervisor of athletics. It is strongly suggested that the student also attend the meeting.

Athletic Phone # 856-786-9400 ext. 3142 email: mpapenberg@palmyra.k12.nj.us

"The Role of the Parent in Sports"

This is a free seminar available from the National Federation of High Schools (NFHS). It is a valuable reminder of our role as parents on the sidelines. Once at the site, you must register with nfhslearn.com to access the free course. It is worth it! Use the site for other athletic information from the NFHS. You may need to copy and paste the link below in order to view the program.

www.nfhslearn.com/electiveDetail.aspx?courseID=18000

OBJECTIVES OF PARTICIPATION

To provide a positive image of school athletics at Palmyra High School.

To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student athletes.

To ensure growth and development that will increase the participants; that will give impetus to increased contest attendance; that will enhance a program of maintenance and improvement of athletic facilities.

To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:

- 1) Physical, mental, and emotional growth and development.
- 2) Acquisition and development of special skills in activities of each student's choice.
- 3) Development of commitments such as loyalty, cooperation, fair play and other desirable social traits.
- 4) Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
- 5) A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
- 6) Achievement of initial goals as set by the school in general and the student as an individual.
- 7) Provisions for worthy use of leisure time in later life, either as a participant or spectator.
- 8) Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.

To provide an opportunity for students to experience success in the activities he/she selects as well as a lifetime of positive memories.

To create a desire to succeed and excel.

To develop high ideals of fairness in all human relationships.

To practice self-discipline and emotional maturity in learning to make decisions under pressure.

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.

PALMYRA HIGH SCHOOL/MIDDLE SCHOOL COACHING STAFFS

FALL

Cross Country (9-12)
Football (9-12)

Boys Soccer (9-12)
Girls Soccer (9-12)
Girls Tennis (9-12)
Cheerleading (9-12)

COACHES

V-John Slocum
V-Jack Geisel; JV-Kevin Potor &
Mark Zataveski
V-Mike Papenberg; JV- William Devlin
V-Matthew Papenberg; JV-Ken Miller
V-Katie Salvo
V-Elizabeth Follis & Michele Levins

WINTER

Boys Basketball (9-12)
Boys Basketball (7/8)
Girls Basketball (9-12)
Girls Basketball (7/8)
Cheerleading (9-12)
Winter Track B/G (9-12)
Wrestling (9-12)

V-Brian Harding; JV-Matt Papenberg
William Devlin
V-Sean Brady; JV-Ken Miller
Christiana Quinton
V-Elizabeth Follis & Michele Levins
V-JC Slocum; JV-Kevin Potor
V-Chris Notte; JV-Zach Stosius

SPRING

Baseball (9-12)
Softball (9-12)
Boys Track (9-12)
Girls Track (9-12)
Boys Tennis (9-12)

V-Aaron Mackenzie; JV-Matt Papenberg
V-Ken Miller; JV-Melanie Sharkey
V-JC Slocum; JV-Kevin Potor
V-Elizabeth Follis; JV-Jack Geisel
V-William Devlin

COLLEGE PLANNING and SCHOLARSHIPS

College planning for student-athletes is no different than for any other student. Student-athletes are encouraged to begin college planning as early as possible during high school. Colleges and universities consider scholastic record, class rank, standardized test scores, recommendations and co-curricular participation in the admission process. Early planning is essential to maximize one's position for acceptance to college.

A strong four-year academic program is recommended for the majority of colleges. Highly competitive colleges have special admissions requirements. This information is available from the Palmyra High School Guidance Department. As a general guideline, families should start actively looking for specific colleges no later than the student's junior year. Our Guidance Department provides information regarding the timetable for taking standardized tests related to college admission.

Athletic scholarships from various colleges and universities are offered to student-athletes who excel in athletics and/or academics. The high school coaching staff does assist in this process by providing requested information and personal recommendations based on their professional knowledge of our athletes. High school coaches do not “get” the scholarships for their athletes. The athlete must satisfy criteria established for such grants. Outstanding athletes with strong academic performance will have an advantage in the scholarship process. It must be stressed, however, that the philosophical intent of the Palmyra High School Athletic Department is not to guarantee college athletic scholarships to its participants. There are too many variables that cannot be controlled by the high school coach. The Athletic Department does take great pride in the achievements of its student-athletes and the coaching staff makes every effort to assist students in receiving financial aid.

Interscholastic athletics rank among the most effective means in the educational program through which positive lifelong experiences are available. Additionally, athletics often serves as a means of developing “the whole student”. While interscholastic athletics are by nature competitive, they are above all intended to be enjoyable. Athletic scholarships are very, very difficult to achieve (in fact, there are more academic scholarships/grants awarded annually nationwide than athletic). While our coaches, and the athletic department, do all they can to expose our student athletes to opportunities for athletic scholarships, the fact of the matter is that athletic scholarships are few and far between. Encourage and support your child to work hard academically and let athletics run its natural course. Putting pressure on your son/daughter to perform well in hopes of earning an athletic scholarship will often have the adverse effect of leading to poor performance by your child. In this day and age, college recruiters will be in contact if your son/daughter’s athletic talents warrant a scholarship. But until that moment happens, encourage your child to enjoy the moments and memories that participation in interscholastic athletics creates.

Should participation in athletics at the collegiate level be a goal for your child, please become very familiar with the academic requirements associated with athletic scholarships. Please feel free to contact our Guidance Department with questions you may have. Also, many questions you may have on this topic can be found by visiting:

www.eligibilitycenter.org

HELPFUL HINTS FOR PARENTS AND STUDENTS TO PREPARE FOR COLLEGE

1. Take a challenging academic load. Take courses that will be helpful in preparing you for the college experience.
2. Stay in close contact with your guidance counselor, particularly during your junior and senior years.
3. Explore information available in the guidance office concerning college visitations, scholarships, and special programs.
4. Look for colleges that match your academic and athletic abilities (be realistic). Ask your coach to evaluate your ability, and provide input on the best fit for you.
5. Attend college nights or college fairs.
6. Visit colleges that interest you.
7. Gather information about college admission requirements.
8. Ask your coach and guidance counselor for college recruiting information.
9. Investigate financial aid opportunities.
10. Involve your family in your decisions.

Take pride in your academic record. Keep in mind that colleges will be evaluating you as a person, as well as a student-athlete. Your conduct both in and out of school is important.

ACADEMIC ELIGIBILITY

All student-athletes grades 9-12 should be familiar with the eligibility rules required by the New Jersey State Interscholastic Athletic Association (NJSIAA). Copies of all regulations are available in the Athletic Director's office as well as the NJSIAA's website:

www.njsiaa.org

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.

Below are some of the main points in regards to academic eligibility. For a complete list of guidelines pertaining to athletic eligibility please visit:

www.njsiaa.org

1. To be eligible for the 1st semester (from September 1 to January 31):

A student in 10th grade or above must accumulate a minimum of 30 credits from the previous school year, including make-up work during the summer. (Note that all incoming 9th graders are declared academically eligible to participate in fall and winter sports)

2. To be eligible for the 2nd semester (from February 1 to the end of the school year):

A student from 9th grade or above must accumulate a minimum of 15 credits from the first semester.

A student declared academically ineligible for the start of spring sports (failed to earn the minimum 15 credits necessary during the first semester) may regain their eligibility as of May 1st if they have earned a minimum of 22.5 credits (the equivalent of the minimum of 30 credits required for the year) at the end of the 3rd marking period (approved by NJSIAA in December 2011).

3. A student may not have reached the age of 19 prior to September 1.
4. Students may only participate in athletics for 8 consecutive semesters following the student's enrollment in ninth grade.
5. Students who become ineligible because of semester grades may finish the current athletic season.

DISCIPLINARY ELIGIBILITY

A student athlete must be in good standing in regards to school/district disciplinary codes. School Administration may remove a student from a team for a period of time, if deemed necessary.

A student that has not made compensation for equipment or other obligations will not be permitted to participate in athletics.

Students who accumulate 3 suspensions during the school year immediately become ineligible.

Students on the suspended list may not participate in any school related activities until completion of the suspension is satisfied. No practice or participation may occur on the day(s) of the school suspension.

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 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.

Hazing or intimidation of another student-athlete (regardless of the student's willingness to participate) is strictly forbidden and violates BOE Policy.

Please refer to the Student Handbook (available on the district's website) for more specifics regarding discipline and athletic participation.

Rules of Conduct for Athletes

TRUSTWORTHINESS

- *Be completely honest. Always tell the truth.
- *Do not do anything you think is wrong. Stand up for your 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 and 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 your 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.

ATTENDANCE RULES FOR ATHLETES

Participation in interscholastic athletics at Palmyra High School is a privilege granted by the Board of Education and along with this privilege and its benefits come certain responsibilities, which every athlete must accept.

The athlete must recognize that the primary reason for attending school is to become a responsible citizen and educated person.

The athletes must conduct themselves in the community in a manner which will bring credit to their team, sport, school, and family.

No student may participate in an athletic activity after school if he/she has been absent on the day of the scheduled event. Arriving to school after 10:20AM without a valid excuse will be considered as absent. Those students with early dismissal for illness are also ineligible. Students may be granted administrative approval to participate for non-illness related absences.

It is expected that all athletes will participate in all practices and games, adhere to all rules set forth by the school, the Athletic Department, and their individual coaches. Student-Athletes are to conduct themselves in an exemplary manner at all times. Those who do not will be subject to appropriate discipline.

Students who miss 3 or more unexcused days in a marking period are deemed ineligible for the rest of the marking period. Once a student misses 10 unexcused absences for the year they are deemed ineligible for the remainder of the year. Administrators have the ability to look at each individual case. The following are basic guidelines for offenses and consequences:

UNEXCUSED ABSENCE FROM PRACTICE

First Violation - Coach records the violation and the penalty is up to the discretion of the coach.

Second Violation - The athlete will not participate in the next game or contest.

Third Violation- The athlete will be deemed ineligible for the remainder of the marking period and/or season.

All players are expected at all practices and games, including those scheduled during the times when school is not in session. Athletes should notify their coaches at least one week prior to an expected absence. It is expected, however, that no athlete will be absent from games or contests

UNEXCUSED ABSENCE FROM A CONTEST

First Violation - The athlete will not participate in the next comparable contest (i.e. if an athlete is absent from a contest, they sit a contest; if they are absent for a festival/county/state/tournament contest(s) they may sit more than one contest at the coaches' discretion.

Second Violation - The athlete will be suspended from the team for a period of time determined by the head coach and Athletic Director. Whenever a student-athlete is prohibited from playing due to a rules infraction the Athletic Director must be notified.

Third Violation- The athlete will be deemed ineligible for the remainder of the marking period and/or season.

IN-SEASON FAMILY AND/OR NON-TEAM COMMITMENTS

An athletic season is defined as the first permitted practice date as established by the NJSIAA Rules and Regulations to the last scheduled contest and/or league, county, state or national tournament contest. In order to be eligible for a varsity letter, an athlete must be on the team in good standing at the end of the season. It is the goal of the athletic department to encourage regular and forthright communication between and among student-athletes, coaches and parents. With this in mind, athletes and parents are to communicate with the head coach prior to the beginning of each season any family and/or club athletic commitments that may occur during said season. Participation on teams sponsored by non-school organizations during a season when the student is a team member representing the Palmyra School District is not recommended. If a student-athlete chooses to participate on teams that are non-school affiliated organizations, it will only be permitted upon the written request prior to the beginning of each season and with the approval of the head coach. This is to assure team loyalty and to prevent over-extension, which can possibly result in injury and poor academic achievement. If an athlete chooses to miss any contest or competition during an athletic season to fulfill a non-school organization commitment, the athlete may forfeit the right to a varsity letter at the discretion of the coach and the athletic director.

PHYSICAL EDUCATION EXCUSES

Athletes are not excused from Physical Education classes for any reason including the day of games. Athletes, after presenting the situation to the instructor, may be excused from strenuous activity (i.e. prolonged running) at the discretion of the instructor. Athletes excused from Physical Education class with a medical note may NOT participate in practices or games on their respective teams.

DENIAL OF PARTICIPATION DUE PROCESS

A student who does not comply with the rules and regulations set forth in the extracurricular handbook or rules and regulations established by a coach/advisor for a specific activity may be denied participation from an extracurricular activity. Should it become necessary to deny participation in an activity for any length of time, the following procedures will be used:

1. The coach/advisor should inform the Athletic Director of the possibility of a denial of participation.
2. The coach/advisor or the Athletic Director will inform the student in writing of the intention to deny participation from the activity. The student will be told the reasons why this action is taking place and the length of time the coach/advisor intends to deny the student participation.
3. The student will be given the right of an informal hearing with the coach and/or the Athletic Director.
4. If the student does not receive satisfaction at the informal hearing, a formal hearing may be requested within 72 hours of the informal hearing with the principal. The student has the right to be represented by counsel at this hearing.

If the student does not receive satisfaction from the principal, the student then has the right to ask for a hearing from the superintendent. This request must be made in writing within 72 hours of receipt of the findings from the principal. The superintendent's decision is final.

PHYSICAL EXAMINATION REGULATIONS

The NJSIAA has recommended, *“Each student medical examination shall be conducted at the medical home of the student”*, pursuant to NJAC 6A: 16-2.2. Due to this regulation, student-athletes will need to obtain individual sports team physicals from their own private physicians (“medical home”) unless the parent/guardian chooses to allow the school doctor to provide the physical. Our physical dates will be announced in advance on our Palmyra School District web site. We recommend you schedule medical appointments well in advance of the season. The **Palmyra Athletic Department Athletic Pre-Participation Physical Examination Packet** is available in our nurse’s office, Athletic Director’s office, and the Palmyra web site’s Athletics page. Please be sure to utilize our school forms when obtaining a physical for your student-athlete (all information required by our school district and the state is included on these forms) and understand that only licensed physicians are permitted to perform these examinations. No student-athletes will be allowed to participate on any athletic team until proper medical examinations have been reviewed by the School Nurse and athletic department and approved by the School Physician. Athletic Physicals are valid for 365 days from the date of the original physical. However, ***Medical Updates*** (Part A of physical packet) are required, if the original physical was conducted more than 60 days before the first official practice date. This is to ensure that there has been no change in the student-athlete’s condition. It is important that all timelines be met - athletes may not participate until paperwork is submitted, recorded and processed. Late submissions may result in the athlete missing practices and/or games.

Summary of Physical Examination Information

*If a student-athlete has valid documentation of a physical (within 365 days and verified by the nurse) he/she only needs to complete the Health History Questionnaire - Part A, Emergency Card, Steroid Consent Form, Concussion Awareness Form, Parent/Athlete Signature Form, and the Student-Athlete Contract. These forms are submitted to the school nurse prior to the deadline date announced before each season.

*If a student-athlete needs a new physical, he/she should complete the entire Athletic Participation Physical Packet and bring the forms with them to their own doctor or submit to the nurse for an appointment with the school doctor.

*Coaches should note any physical problems of their athletes. The doctor will often emphasize any problems or concerns or special circumstances.

*Previously known injuries should be brought to the physician's attention for more careful examination.

*A school nurse/athletic trainer will be present at all physical examinations given at the school.

*Original physical examination forms will be filed in the School Nurse’s office. The Athletic Trainer’s office will keep a copy of the emergency card. A copy of the student-athlete contract will be kept on file for one calendar year. Coaches will be issued a copy of all emergency cards for student-athletes who are cleared to play.

NJSIAA CONCUSSION POLICY

The NJSIAA Concussion Policy mirrors the state law as it pertains to the development of interscholastic athletic head injury safety training program, required measures to protect student athletes with concussions, and the continuing education for athletic trainers.

A student who participates in an interscholastic sports program and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a sports competition or practice shall be immediately removed from the sports competition or practice. A student-athlete who is removed from competition or practice shall not participate in further sports activity until he is evaluated by a physician or other healthcare provider trained in the evaluation and management of concussions, and receives written clearance from a physician trained in the evaluation and management of concussions to return to competition or practice.

Written clearance may take place at game site on game day, if so given by trained physician as stated above. Written release forms, must be present at all practices and competitions. However, once a student-athlete is removed from competition or a practice, only a physician trained in the evaluation and management of concussions can sign off on a written clearance that would allow a concussed or suspected concussed athlete to return. NJSIAA has created a standardized written Return to Play (RTP) form that will be available on NJSIAA.ORG. When a student athlete is evaluated by a trained physician and is NOT cleared to return to play or practice that day/night, the school district's RTP guidelines shall be followed.

Game officials will follow the protocol previously established and disseminated on September 1, 2010, namely upon observing any signs, symptoms or behaviors that are consistent with a concussion, and the signs, symptoms or behaviors are a result of an impact or contact of the player with another person, an object or the ground, the student athlete is immediately removed from play and may not return to play without a written clearance from a physician trained in the evaluation and management of concussions.

The mechanics to enforce the rule are as follows:

- Using sound game management procedures and judgment, upon observing a player who exhibits the signs, symptoms or behaviors that are consistent with a concussion, the official shall follow the sport specific guidelines for handling an injured player.
- When appropriate, call time out. If the player's safety is in jeopardy, call time out immediately.
- Beckon the physician/ATC onto the playing surface.
- Observe the injured player.
- Other game officials keep players/others away from the injured player.

- Apprise the physician/ATC of your observations as to the signs, symptoms, behaviors that are consistent with a concussion, including any conversation that you had with the injured player (any questions and answers that took place prior to the physician/ATC arriving).
- Note the game time, score, period or half, player name/number, etc when injury and removal took place (for those sports that officials do not normally keep a game card on their person, begin doing so).
- If the prescribed written clearance form is signed by a physician, and the player returns to play that day/night, the official in charge must obtain a copy of the signed written clearance form and subsequently submit it to the association's keeper of records. Schools and officials are reminded that NJSIAA is a 100% state, meaning that we follow the playing rules established by the NFHS. Every NFHS sports rule book contains the following.

“Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.”

The above, comprehensive guidelines established by the NJSIAA in regards to concussions have been done so in order to allow for an abundance of caution when dealing with possible concussions/head or brain injuries. The Palmyra School District requires that any potential incidents of concussions that take place outside of the realm of our interscholastic programs (ex. club teams, personal time, etc) be brought to the attention of our Athletic Trainer or School Nurse as soon as possible. Our Athletic Trainer will ultimately evaluate the student-athlete and if he/she deems it necessary will request a visit to a concussion specialist and/or begin a RTP before permitting the student-athlete to return to sports activities.

Further information on this topic is available on our Athletics webpage under forms:

www.palmyraschools.com/ps/PHS/Athletics/Forms/

TRANSPORTATION

Student-athlete bus behavior must 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.** A coach may allow a student-athlete to return home from an away event only after a parental release form is submitted to the coach or Athletic Director. 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. These requests must include written parental permission, a detailed rationale for exemption, and the names(s) of assigned driver(s) who will be responsible for the child's safety. 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. There are bus/train passes available to Beverly students with transportation issues (available from the coach)

- a.) Any athlete who requires transportation from an away contest by a parent should have the parent sign the appropriate form on site with the coach. This form is available on the school district's website under "forms".
- b.) Players being excused from academic classes are responsible for any assignment or work missed in that particular class.
- c.) A coach may transport student-athletes in special circumstances if the numbers are too low to warrant the scheduling of a bus. However, the student-athlete must have a note from a parent approved by the Athletic Director.
- d.) Students may only drive in emergency circumstances as determined by the Athletic Director. Student-athletes are discouraged from driving to and/or from practice or game sessions at any time.
- e.) Cleats are not permitted to be worn on the bus and athletes are not to leave or enter via the rear emergency door.

The Athletic Director and members of the coaching staff strongly encourage all student-athletes to ride district transportation when provided for safety reasons as well as team chemistry and camaraderie.

INSURANCE

All student-athletes are covered by the Palmyra Board of Education insurance policy. (See Emergency Contact Form for further information).

ACCIDENT/INCIDENT REPORT

Any student-athlete injured during a practice, game or any activity affiliated with their sport **must** report the accident/incident to his/her coach and the Athletic Trainer at the time of the injury. The coach and/or the Athletic Trainer will then process a *Student Incident Report Form* that will be filed with the School Nurse.

ATHLETIC EQUIPMENT

*All equipment and uniform items distributed by coaches is marked by name/number for the purpose of maintaining accurate records. Any equipment or uniforms issued to athletes will be recorded on an inventory distribution form to be used by coaches for collection purposes at the conclusion of the season.

*Athletes will be held accountable for any lost, stolen, or damaged merchandise and must pay the ***replacement*** charge for that item(s). If a financial obligation is turned in that student may not participate in any other activities until the obligation is settled.

*School-issued equipment should be secured at all times. Do not leave game gear in unlocked lockers. Again, lost, stolen or damaged equipment is the responsibility of the student-athlete and he/she will be charged the replacement cost.

*Uniforms should not be worn as regular school clothing (exception: Pep Rallies). In addition, school issued uniforms and/or equipment may not be used for participation on outside athletic (i.e. recreation, traveling) teams.

STUDENT-ATHLETE ATTIRE

It is the responsibility of the coach to see that student-athletes are properly dressed when visiting other schools or facilities. In situations when a team is traveling to an away contest dressed for the game (i.e. soccer, baseball, etc.) the athletes should be wearing their uniforms upon exiting the bus to the field.

TEAM CAPTAINS

Coaches may use various methods for selecting captains for their team. Individual(s) selected should exemplify leadership qualities and strong communication skills. Additionally, captains may be asked to meet periodically with the Athletic Director and other administrators to discuss a variety of topics pertaining to our school and athletic community.

VALUABLES/SECURITY

Team members should be made aware of the responsibility for securing valuables. Since many teams dress away from home, coaches must establish security procedures to prevent loss of valuables. Student athletes should not bring anything of value to away contests or leave in the school locker room unattended.

SUMMER RECESS

Many sports have workouts during the summer, as such is allowed by the NJSIAA. A student-athlete is free to participate in as many activities as he or she chooses. Non-participation in any summer workouts does not affect the student-athletes status on the team when the “in season” period begins. **A physical must be on file and approved by the school doctor before participation in summer recess workouts is permitted.** Additionally, a “Summer Voluntary Practice Waiver” must be signed and on file with the Athletic Director before any current or incoming Palmyra student-athlete may participate in any summer workouts. If necessary, parent permission forms may also be required before a Palmyra student’s involvement in certain summer athletic activities. (ex. “Summer leagues”).

Individuals that participate in a Board of Education approved camp or clinic do not have to necessarily be enrolled in Palmyra High School or Palmyra Middle School. The person or group that is in charge of the approved camp or clinic is solely responsible for injuries and liabilities. No individual or group may use Palmyra School District facilities without being approved by the Board of Education.

CONTEST DISQUALIFICATION PROCEDURES

Disqualifications are a major concern of the NJSIAA and the Palmyra Athletic Department. All disqualifications will be addressed with a “no tolerance” posture and additional penalties will be assessed for major contest infractions. We have created and will enforce preventative measures to help assure contest disqualifications do not happen to our sports programs at any level. When a disqualification is reported to the Athletic Director, the consequences for the infraction will be imposed immediately. Any disqualification behavior will not be tolerated. The state mandated game suspension regulations of one (1) game football and two (2) games for other sports will be enforced following any disqualification, but certain instances may lead to more severe sanctions being handed down by the school.

After the principal receives an official/referee/umpire NJSIAA disqualification report the procedures below will be followed:

1. Contact by the Athletic Director to the parent explaining the violation and the “no site” rule during the suspension.
2. Student and coach meeting with the Principal and Athletic Director.
3. Palmyra school rules will apply and discipline administered as if the offense occurred during school session. This will occur in fighting and/or flagrant verbal abuse or foul language cases at the discretion of the Athletic Director and Vice-Principal.
4. If there are several disqualifications within a particular program or level, the coach will be addressed. A primary objective of every sports program in the Palmyra School District is to instill good sportsmanship in our student-athletes. It should be a priority for our coaches, and our coaches must lead by example.

ATHLETIC AWARDS

It is important that student-athletes be recognized for their hard work and efforts when participating in Palmyra Athletic Programs. At the conclusion of every season, coaches will conduct end of season gatherings for the purpose of recognizing these student-athletes in the presence of their peers, and if possible, their family members. The Athletic Department has established awards that are distributed to qualifying athletes. The criteria for the disbursement of these awards are different from sport to sport and are listed in this section.

Awards Procedure

Any athletic recognition for a student-athlete will be awarded if in the opinion of the awarding coach, the student-athlete's performance has met the established criteria and therefore merits recognition. Each Varsity Coach must establish award criteria for their sport. A copy of the criteria will be kept on file in the athletic office.

Awards

7/8 grade:

- Certificates of Participation
- Special Certificates – Optional at coaches' discretion

Junior Varsity:

- Certificates of Participation
- Special Certificates – Optional at coaches' discretion

Varsity:

- Certificate of Participation
- Varsity Letter
- Pin
- Special Certificates – Optional at coaches' discretion

Please note that the criteria necessary for a student-athlete to earn a varsity letter will be proposed by each team's respective coach, approved by the Athletic Director, and communicated to the players at the start of the season. Such criteria may vary from the NJSIAA's definition of a "varsity participant".

Also, an athlete will receive only one physical varsity letter per sport over their career. "Varsity" athletes will, however, receive a sport specific pin for each season in which they a declared "varsity letter-winner" status.

TEAM SCHEDULES

You can access a team's schedule any time on the Palmyra Athletic Web-site. Check it out!

www.palmyraschools.com/ps/PHS/Athletics

E-MAIL NOTIFICATION OF SCHEDULE CHANGES

1. Click of the "Sports Schedules" tab on our Athletics Page
2. Click on the Notify Me icon on the upper right-hand side of the page
3. Follow prompts

(You can also enable auto-notifications by accessing the "Notify Me" Prompt under "forms" on the Athletics website)

DIRECTOR OF ATHLETICS:

Mike Papenberg
856-786-9400 ext 3142
mpapenberg@palmyra.k12.nj.us
Athletic Department FAX
856-303-1784

Parent Acknowledgement

*I/we give our permission for _____ to
Participate in organized high school athletics, realizing that such activity involves the potential
for injury, which is inherent in all sports. I/we acknowledge that even the best coaching,
use of the most advanced protective equipment and strict observance of the rules, injuries are
still a possibility. On rare occasions, these injuries can be so severe as to result in total
disability, paralysis or even death.*

*We have read and understand the regulations described in the Palmyra School District Athletic
Department Handbook and Parent Communication Pamphlet.*

Student's Signature

Parent/Guardian Signature

Date

MUST PRINT, SIGN &
RETURN