

**Haddonfield Public Schools**  
**Athletics Department**  
**Procedures, Policies, Guidelines Handbook**



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## 1. **HMHS Athletics Philosophy**

Athletics is an important part of the overall educational program at Haddonfield Memorial High School. Participation in athletics is a privilege available to all eligible students. While physical skill and demonstrated ability are primary considerations in determining participation in competitions, we believe that all aspects of secondary school athletics are subordinate to the essential purpose for which schools exist and must be controlled by educational considerations.

This privilege carries with it serious personal responsibilities to the school and the community that the athlete represents. Student-athletes will understand that an emphasis on academic achievement is of primary importance and that athletic achievement is secondary to this responsibility.

Interscholastic athletics provide another dimension of education. The program strives to develop students' positive values and habits so that personal growth and development occur. Preparing students to succeed as adults is a primary priority of the athletic program. Sound athletic programs teach young people values and lifelong skills such as accountability, sportsmanship, confidence, leadership skills, organizational skills, persistence, work ethic, self-discipline, social skills, teamwork, performing under pressure, the ability to take instruction, and striving for excellence. All levels of each sports program are designed with the development of these qualities in mind.

Successful competitive performance in combination with educational consideration provides the cornerstone for our athletics program. At the varsity level, in particular, full efforts are made to win the various competitions. Within this framework, however, all athletes are given ample opportunity to demonstrate their skill levels in order to earn starting positions on the various teams. Within their roles as team members, athletes accept the following:

- Long hours may be spent in practice with no guarantee of participation in games
- Self-discipline and cooperation with others are integral parts of the competition.

Athletics plays a unique role in joining the school and community. Civic pride and identification with HMHS are results of athletic participation that can last a lifetime. The athletics department aspires to provide these self-fulfilling opportunities for all of those students who choose to participate.

## **2. Statement of Purpose**

To provide opportunities that will allow the program to be viewed as a learning laboratory where students may experience problems and situations similar to those that may be encountered in adult life. The laboratory should provide adequate and natural opportunities for students to grow as follows:

1. Develop physically, mentally, emotionally, and socially
2. Develop such concepts as loyalty, cooperation, fair play, dedication, and self-discipline through team play
3. Develop special skills appropriate for each sport and the student's physical ability
4. Develop self-motivation, excellence, responsibility, and academic development
5. Develop worthy use of leisure time in later life, either as a participant or spectator
6. Develop wholesome attitudes toward competition and sportsmanship
7. Develop the ability to make the best choices with their time and energy.

In addition, the athletic program should accomplish the following:

1. Generate community and school pride
2. Provide guidance to student-athletes to make appropriate educational or career choices.

## **3. League Membership**

Haddonfield Memorial High School is a member of the Colonial Conference, the Olympic Conference for Boys Lacrosse, the South Jersey Interscholastic Lacrosse League for Girls Lacrosse, and the West Jersey Football League for football. In addition, HMHS is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and competes in Group I or II playoff tournaments.

## **4. Athletic Events, Schedules, and Information**

Schedules of all athletic events and directions to all away schools can be found on [www.haddonfieldathletics.org](http://www.haddonfieldathletics.org). Admission fees will be charged for football, basketball, and wrestling. Admission for the rest of the sports depends on event staff needed based on projected attendance.

## **5. School Nickname and colors**

The school nickname is the "HADDONS" and the "Bulldog" is our mascot. The school colors are red (crimson) and black. Team uniforms will only include these two colors

with the addition of white for design purposes. Team apparel, other than school-issued uniforms, should represent the school nickname, mascot, and colors, but may also include neutral colors such as gray.

## **6. Sponsored Sports**

Haddonfield Athletics sponsors varsity, junior varsity, freshman, and middle school interscholastic teams.

### **Varsity Athletics**

The varsity athletics programs at Haddonfield Memorial High School are highly competitive. Participation is based upon those student-athletes that compete for positions and are judged to have the talent and the potential to help the teams achieve their goals. The teams compete against conference and non-conference opponents that support programs of equally talented student-athletes. The goal of varsity athletics is to refine the skills and performance of the team and the student-athlete in an attempt to achieve peak performance and to provide Haddonfield High School with the best possible opportunity for success in the competitive arena. Playing time is determined by the coaching staff and there is no guaranteed playing time for any student-athlete on the varsity level.

### **Junior Varsity Athletics**

The purpose of junior varsity athletics at Haddonfield High School is to provide a developmental and competitive environment for those student-athletes not selected exclusively for the varsity squad. Junior varsity athletics provide the student-athletes the opportunity to gain valuable experience, knowledge, and skill required for varsity competition. At times junior varsity student-athletes may be asked to participate in a varsity contest by the head coach. An invitation to play in a varsity contest should not be construed as a permanent move to the varsity squad. Seniors are not eligible to compete on teams at this level except under extraordinary circumstances. Approval for this must be granted by the Athletic Director. Playing time is determined by the coaching staff and there is no guaranteed playing time for any student-athlete on the junior varsity level.

### **Freshman Athletics**

Freshman athletic programs at Haddonfield High School allow 9th grade student-athletes the valuable opportunity of playing time and exposure to the expectations of the high school program. The goal of the freshman athletics program is to allow as many opportunities as reasonably possible for 9th graders to be introduced to the commitment of high school athletics. Playing time is determined by the coaching staff and efforts will be made to allow all student-athletes to participate. There is no guaranteed playing time for any student-athlete on the freshman team.

	Boys				Girls			
	Varsity	JV	Frosh	MS	Varsity	JV	Frosh	MS
Baseball	x	x	x					
Basketball	x	x	x	x	x	x	x	x
Cheerleading	x				x			
Crew	x	x	x		x	x	x	
Cross Country	x	x		x	x	x		x
Field Hockey					x	x	x	x
Football	x	x	x		*			
Golf (coed)	x	x			x	x		
Lacrosse	x	x			x	x	x	
Soccer	x	x	x		x	x	x	
Softball					x	x	x	
Swimming	x	x			x	x		
Tennis	x	x			x	x		
Track	x	x		x	x	x		x
Winter Track	x	x			x	x		
Wrestling	x	x		x	*			

\* Sports listed with an \* allow for girls participation in the boys team as a co-ed Program. Freshman teams are based on participation numbers and are not always guaranteed to be offered.

## 4. Procedures and Policies

### 4.1 PRE-SEASON

#### 4.1.1 Physical Examination

No student may practice until the required medical and permission forms are on file with the athletic director and school nurse and he/she has met all the eligibility requirements.

1. Complete the sports physical forms once a year and submit a copy to the nurse (physical examination date must be dated within 365 days of the first official day of practice).
2. Complete the medical history health update form if a current physical is on file with the nurse prior to each season. The form must be dated within 60 days of the first day of practice.
3. Complete the emergency information card.
4. Register online and consent/acknowledge the following:
  - a. NJSIAA form consenting to Random Drug Testing for Steroids.
  - b. Haddonfield School Policy on Concussions and return to play.
  - c. Information on Sudden Cardiac Death in Young Athletes
  - d. Information in the Use and Misuse of Opioid Drugs
  - e. All Haddonfield School District Policies regarding Athletics
5. Must have a valid ImPact Concussion Test (good for two years)
6. The HSD Activity Fee must be paid prior to the start of the pre-season.

#### 4.1.2 Expectations

##### Student-Athletes

- Honor the “Game” and respect the sport you are playing while following the rules of the game at all times.
- Treat players, parents, coaches, and officials with the utmost respect at all times. This includes negative cheering or comments to opposing team.
- Exhibit good sportsmanship (including all social media platforms) at all times.
- Be gracious in victory and dignified in defeat.
- Be on time and prepared for all practices and games.
- Develop good practice and game habits to enhance your skills and maximize your abilities.
- Think and play as a member of a team and encourage other players to put team success above personal statistics and recognition.

- Encourage your teammates and help them become better players by sharing your knowledge and assisting them in improving their skills.
- Demonstrate concern for others. Never intentionally injure another player.
- Remain drug, alcohol, and tobacco (including vape, etc) free.
- Be loyal to your teammates, coaches, and school.
- Respect the facilities home and away; Clean your team area after each practice and contest. Never leave your bench area after a game until all trash is picked up and cleaned.

## **Expectations**

### **Parents and Other Fans**

- Honor the “Game” and respect the sport your child is playing.
- Treat players, parents, coaches, and officials with the utmost respect at all times.
- Exhibit good sportsmanship at all times (including all social media platforms)
- Be gracious in victory and dignified in defeat.
- Do not force your child to participate in athletics, but support their desire to play. Children are involved in organized sports for THEIR enjoyment.
- Do not coach your child while they are participating in Haddonfield Memorial High School sponsored practices or competitions.
- Stress and reward the importance of team play and success over individual statistics and recognition.
- Use positive encouragement to increase confidence and build self-esteem in your children.
- Recognize the effort and time put in by coaches, both paid and volunteer. Support the coaches in any way that you can.
- Never criticize players and coaches in public.
- Support your children and team by remaining until the end of the game, regardless of the outcome.
- Failure to display good sportsmanship (including all social media platforms) will result in forfeiture of the privilege to attend HSD athletic contests. Reinstatement of such privilege will require proof of completion of training on proper behavior at the interscholastic athletic events and meeting with administration

## **Expectations**

### **Coaches**

- Honor the “Game” and respect the sport your child is playing.

- Treat players, parents, coaches, and officials with the utmost respect at all times.
- Exhibit good sportsmanship (including all social media platforms) at all times.
- Be gracious in victory and dignified in defeat.
- Be a positive role model for all Haddonfield students.
- Encourage good practice and game habits to enhance your players' skills and maximize their abilities.
- Always put the safety and well-being of your players above the desire to win.
- Display emotional maturity. Remember you are the adult in all situations with players.
- Foster the development of good character by teaching, advocating, and rewarding high standards of ethics and sportsmanship (including all social media platforms)
- Use positive encouragement to increase confidence and build self-esteem in your players.
- Stress and reward the importance of team play and success over individual statistics and recognition.
- Know the rules of your sport and teach those rules to your players.
- Organize fun yet challenging practices.
- Respect the facilities home and away; Clean your team area after each practice and contest. Never leave your bench area after a game until all trash is picked up and cleaned.
- Provide active supervision from the start of practice/contest until every student-athlete has left the field of play.

If a coach decides to have team expectations, parents and players must sign a copy of the coach's team expectations and return it to the coach in order to be permitted to participate. The coach's expectations must be approved by the Athletic Director and they must be aligned with all Board of Education Policies.

#### **Expected behavior for all**

- Applaud during the introduction of all home and away players, coaches, and officials.
- Accept all decisions by coaches and officials.
- Handshakes among all participants and coaches at the end of the contest are mandatory regardless of the outcome.
- Show concern for injured participants, regardless of team.

- Applaud at the end of the contest for the performance of all participants, regardless of the outcome.
- Treat competition as a contest, not war.
- Always serve as a role model for sportsmanlike conduct.
- Never use profanity.
- Never boo a player, coach, fan, or official.

### **4.1.3 Academic Eligibility Requirements**

To be eligible for membership on any athletic team, a student must fulfill the conditions of the regulations established by NJSIAA and Haddonfield School District, as approved by the Board of Education. The conditions and procedures for eligibility are listed below.

#### **4.1.4 NJSIAA Credit Requirements**

1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12½% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

#### **4.1.5 HMHS Scholastic Achievement Requirements**

1. In order to maintain eligibility, a student must maintain a scholastic average of 70 (C) during each of the four marking periods
2. A student will be declared ineligible if he/she receives two or more Marking Period grades below 70 regardless of his/her total scholastic average.
3. A student may have eligibility reinstated by raising his/her scholastic average during the next reporting period to 70 while passing all but one course. This applies to all students including freshmen.

#### **4.1.6 Age Requirements**

1. Students who reach the age of 19 prior to September 1 of the school year will be ineligible for interscholastic competition. A student who by age is eligible at the beginning of the school year shall be allowed to finish that year unless declared ineligible for academic or administrative reasons.

2. Eighth graders who by age will be older than 16 for their freshman year and older than 19 before September 1 of their senior year may participate in sports in the eighth grade but will be ineligible because of age in their senior year.

#### **4.1.7 Other Requirements**

1. Athletes must be amateurs according to the definition of the NCAA that is on file in the athletic, and guidance offices.
2. No student shall be eligible for high school athletics after the expiration of eight consecutive semesters following his entrance into ninth grade.

#### **4.1.8 Selection of Captains**

The head coach determines the number and selects the captain(s) of the team. The process used for determining captains is determined by the Head coach. Effective leadership is demonstrated through positive attitudes and actions. Haddonfield Memorial High student-athletes who are appointed to the leadership position of team captain for their respective sports teams are expected to demonstrate exemplary conduct and attitude throughout the year. In addition to the student-athlete code of conduct, as appointed leaders of athletic teams, captains must also adhere to the following:

- Captains must not have any substantial school or team disciplinary infractions. Such action will result in forfeiture of team captain status or deem them ineligible for captaincy in upcoming seasons
- Violation of the HSD substance abuse policy will result in forfeiture of the team captain status and deem them ineligible for captaincy in upcoming seasons, in addition to the consequences outlined in the Haddonfield High School Student Handbook.
- All Team Captains must complete the [NFHS Learn Captains Course](#)
- All Team Captains must serve on the HMHS Student-Athlete Leadership Council
- Coaches must receive approval in writing from the Athletic Director prior to naming captains.

## **4.2 IN-SEASON**

### **4.2.1 Behavior**

1. Student-athletes must abide by the rules set forth during school, as outlined in the HMHS [Student Handbook](#).
2. All team t-shirt designs need to be approved by the Athletic Director.
3. LOCKER ROOM BEHAVIOR
  - Do not place valuables in your locker. Leave them at home!

- Keep your locker locked at all times when you are not using it. Lock it while you are in the shower!
- Refrain from all “horseplay” in the locker room. Many talented student-athletes had their careers shortened or severely impacted by this behavior.
- The Haddonfield School District and its coaches are not responsible or liable for lost personal property.
- Students are not allowed in school facilities without authorized supervision present.

#### 4. GYM/WEIGHT ROOM/WRESTLING ROOM PROCEDURES

- No one is permitted in the gym, weight room, or wrestling room unless it is during a designated practice period.
- Individuals or groups are not allowed to work out in these areas without authorized supervision present.
- Student-athletes practicing in these areas for one sport will refrain from using equipment not specifically designated for them.
- All “in-season” teams have priority in these spaces.

#### 5. VIOLATION OF THE SCHOOL’S SUBSTANCE ABUSE POLICY

A student-athlete who violates the school’s substance abuse policy is subject to school disciplinary action per the [HMHS Student Handbook](#) regarding participation in extracurricular activities.

#### 6. VIOLATION OF CIVIL/CRIMINAL LAW

A student-athlete who violates a civil/criminal law may be subject to school disciplinary action.

#### 7. SCHOOL DISCIPLINARY ACTIONS AND SUSPENSIONS

Self-discipline is required of all Haddonfield student-athletes not only in the athletic arena but also in classes and other aspects of the regular school day. Teacher and administrative disciplinary consequences and obligations take precedence over athletic participation and responsibilities. Student-athletes are not excused from school disciplinary obligations in order to participate in athletic practices or contests. In addition, athletes who develop patterns of unacceptable school or class attendance or unacceptable school or class conduct will be subject to suspension or dismissal from the athletic program until improvement to an acceptable

level is achieved. A student-athlete who is suspended from school, either an in-school suspension or out-of-school suspension, is ineligible to participate in practices, team meetings, competitions, or attend as a fan any home or away contest until the suspension is completed.

#### 8. DISQUALIFICATION/EJECTION RULE

All NJSIAA rules regarding disqualification and game ejection are followed. The Athletic Director can increase the NJSIAA consequences if warranted and may take action up to and including exclusion from the team and the entire athletic program. The Haddonfield School District does not condone any behavior that leads to student-athletes or coaches being disqualified or ejected from contests and/ or violation of the [HSD HIB policy 5512](#) and may be subject to additional school consequences.

#### 9. LEAVING THE TEAM WHILE IN SEASON

If a player is removed from or voluntarily leaves a team after the start of the season, defined as the first day of interscholastic competition (not scrimmages) then: The coach may meet with the player in private to discuss the reasons for the student-athlete's removal or voluntary withdrawal. At this time, all equipment and uniforms must be returned. The coach may speak with a parent to inform him/her about the situation. The coach will inform the Athletic Director, in writing, of the reasons for the actions, including the dates and the conversations with the student-athlete and parents, if appropriate.

**PE waiver - students who do not finish the season in good standing are REQUIRED to meet with their counselor to discuss PE credits lost.**

#### 10. SWITCHING FROM ONE TEAM TO ANOTHER

If a student-athlete leaves or is removed from a team during the season, he or she will not be able to play for another team during that same season without a meeting and approval by the Athletic Director. If a student-athlete decides to switch to a different sport within a particular season from one year to the next, he or she must meet with the coaches of both sports and receive approval.

#### 11. APPEALS PROCESS

All student-athletes will be afforded due process in regard to rules and regulations governing the athletic department. Student-athletes who wish to appeal the decision of a coach may do so during the following school day. The appeal should first be made to the coach, and then to the Athletic Director, in that order. Appeals must be made in person or in writing by

following the [HSD Complain Protocols for Parents, Students, and Community](#)

#### 4.2.2 Attitude/Insubordination

1. Student-athletes must come to practice with a good attitude and understand that the coaches are there to make them and the team better. They should listen to corrections and not take constructive criticism personally. Coaches and athletes are all striving to reach the same goals, and if they work together, they will attain their goals.
2. Coach's discretion on severity:
  - 1<sup>st</sup> offense: Warning or one-game suspension or immediate dismissal if the violation is of an abusive, flagrant nature.
  - 2<sup>nd</sup> offense: Immediate dismissal from the team at coaches' discretion. The coach needs to notify the parents.

Violation of the HSD HIB policy. The coach needs to notify AD immediately for an investigation. 1st offense: 3-5 day OOS per student handbook. Parents will be notified and bias events will be reported to police per policy.

#### 4.2.3 Communication

Student-Athlete and Coach Communication is of utmost importance for a successful program. Student-athletes must display the ability to take direction, get along with teammates and the coaching staff, and share information and concerns.

Parent and Coach communication is a three-way street between the athlete, coaches, and parents that must remain open. Parents should not hesitate to ask questions and ask for assistance from the coaching staff. 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 benefits to children. As parents, when your children become involved in our 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.

Communication Parents should expect from Coaches:

1. Philosophy of the coach.
2. Expectations for your child and all players on the squad.
3. Locations and times of practices and contests.
4. Team requirements, i.e., fees, special equipment, off-season conditioning.
5. Procedures should your child be injured during participation.

6. Discipline that may result in denial of your child's participation.

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.

As your children become involved in the programs at HMHS they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way your or your child wishes. At these times discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

1. The treatment of your child both 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 not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other issues must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES:

1. Amount of 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 other's position. When these conferences are necessary, the procedures below should be followed to help promote a resolution to the issue of concern.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, PLEASE FOLLOW THE [HSD COMPLAINT PROTOCOLS](#)

1. The student-athlete should approach the coach first and discuss the matter.

2. If the student-athlete is not satisfied with the solution, the parent can email the coach and ask for a time to schedule a phone conference or meeting in person.
3. If the phone conversation or meeting does not provide a satisfactory solution, please call the Athletic Director and make an appointment to discuss the situation. At this meeting, further appropriate steps can be determined including appealing to the Principal.

#### **4.2.4 Attendance Requirements**

Every athlete is expected to attend school each day. Any student who is absent from school or who arrives at school after 9:30 a. m. may not practice or participate in any athletic activity that day. Student-athletes must also be in school for a minimum of 4 hours in order to be eligible to participate in athletics in the afternoon. If a student-athlete is absent from practice the day before a game, he/she may not play in the next game. The coach in conjunction with the administration will handle emergency situations. Athletes are encouraged to schedule medical appointments to avoid conflicts with practice or games. Athletes are not excused from practice or games to go to work, train with non-school-related club teams, personal trainers, attend club tournaments, go to college showcases, etc. Extenuating circumstances should be discussed with the coach and each situation will be treated accordingly.

#### **4.2.5 Unexcused Absence From Practice**

Practice sessions are important to the success of athletic teams. Each athlete has an obligation to attend every practice and should expect consequences when absent from team meetings or practices without an acceptable excuse. In general, reasons for approved/excused absences, as stated in the school attendance policy, should be considered acceptable reasons for missing practices. Chronic absenteeism can be a reason for dismissing a player from the team. Practice in all sports should not begin before 3:15 PM during school days and end in time for all participants to be home at a reasonable time. The athletic director and/or the principal must approve Sunday, holiday, and/or emergency school closed practices. Students must notify a coach as to reasons for absence. A phone call is NOT an automatic excuse. A reason must be given and the coach will use his/her discretion as to the validity of the excuse. If an unexcused absence occurs at the last game of the season, the athlete can be immediately dismissed, as he/she would not have successfully completed the season. **Suspended athletes by the coach can be at all practices and games (coach's discretion),** but do not dress or practice (Except when NJSIAA rules are in effect which do not allow suspended

athletes to be present at the game). Failure to appear will be cause for immediate dismissal.

#### Unexcused Absences

1<sup>st</sup> offense: A warning or suspension from game or scrimmage

\*2<sup>nd</sup> offense: Suspension for up to two games at coach's discretion

3<sup>rd</sup> offense: Coach may dismiss an athlete at his/her discretion.

\*Note: Coach may dismiss an athlete after a second offense if the athlete has committed other violations.

#### **4.2.6 Unexcused Absence From Game**

1<sup>st</sup> offense: Dismissal from the team at coaches discretion OR two (2) game suspension (Except football - 1 game)

2<sup>nd</sup> offense: Immediate dismissal from the team at coach's discretion.

#### **4.2.6 Excused absences from games or practices**

Absences due to religious observance, participation in an approved school activity (field trips, meetings, etc), illness with documentation (surgery, accidents, illnesses with long recuperation periods), or death in the family are excused. Medical notes must be sent to the Attendance Office or Nurse upon the return of the student-athlete from the absence. **All medical notes must include a physician's signature.**

Most athletic teams will have practices during vacation days, vacation breaks, and school holidays. Families are encouraged to support their student-athletes by scheduling vacations outside of the sports season. If there is a conflict, the athlete will not be dismissed by the team. However, the coach may put reasonable conditions on the return of the student-athlete. If an athlete is to miss a practice or game because of such a conflict, the coach must be informed at least two weeks in advance. Attendance is required at all practices unless excused by the coach. Attendance will be taken. Please recognize that an absence may lead to the student-athlete not participating in the next one or more scheduled contests.

**College visits:** College visits for the purpose of campus tours and potential applicant presentations should be scheduled during the summer break or outside the athletic season, including practices and games. Parents are requested to plan these visits outside of the appropriate sports season so the student-athlete can meet his/her commitment to the athletic team. If a conflict between the college visit and high school season cannot be avoided, the student-athlete should meet with the coach to discuss the issue and the coach will inform the student-athlete of the specific consequences.

**Official College Recruiting Trips:** Division I or II recruited athletes have five (5) official visits which can be considered excused absences with documentation.

Every effort should be made to schedule these visits with as little conflict as possible with the high school sports season.

#### **4.2.7 Transportation:**

It is the school's responsibility to transport the athletes to and from athletic contests. Each athlete must ride the bus to and from all contests. Exceptions may be made only with permission of the coach in advance and then the athlete may be released to his/her parent/guardian or other designated adult. Student-athletes or managers are not permitted to drive themselves to away contests or practices outside the Haddonfield Borough limits.

#### **4.2.6 Forgeries**

If an athlete is found to have forged his/her permission slip, physical forms, or transportation form, the athlete will receive a two-game suspension (one game for football, plus a referral for further administrative action). Any additional offenses would be cause for immediate dismissal from the team.

#### **4.2.7 Detentions**

If a student cuts scheduled detention they will receive a phone call home reminding them that they must make up the detention that next day, at AM detention. The student will be ineligible for participation in all extra and co-curricular activities if he/she fails to serve the AM detention the following day.

#### **4.2.8 Physical Education Excuses**

Athletes are not excused from physical education classes. Athletes with a medical excuse from physical education will not be permitted to play or practice during the length of the excuse unless otherwise noted by the physician.

#### **4.2.9 Equipment**

Uniforms or equipment may not be taken home by students except for laundering purposes. Uniforms and equipment are not to be issued for out-of-season use without the approval of the athletic director. Coaches will issue fine slips to students who fail to return all equipment issued. Students will not be permitted to participate in other sports until equipment from the previous sport is returned. Athletes must understand that they are responsible for issued equipment. Periodic checks should be conducted and unfit/unsafe equipment should be repaired or discarded. The head coach of each sport and athletic director shall arrange for the cleaning, reconditioning, and storage of equipment.

#### **4.2.10 Student-Athlete Responsibilities**

Good sports are athletes who give their best and accept defeat as gracious as a victory. Student-Athletes who are good sports are positive role models within our school and in the community. A good sport knows that athletic competition builds character and shapes lifetime attitudes. Student-athletes, in turn, experience

additional educational and leadership benefits that come from participation in sports. Integrity, fairness, and respect are inherent principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results.

As an athlete of our school, sportsmanship goals should include:

1. Develop a sense of dignity under all circumstances.
2. Respect the rules of the game, the officials who administer the rules, and their decisions.
3. Respect your opponents as fellow athletes, acknowledging that they are striving to do their best, while you do the same.
4. Refraining from all types of disrespectful behavior, specifically taunting, trash talking, and other forms of intimidation.
5. Looking at athletic competition as a potentially beneficial learning experience, whether win or lose.
6. Educating other students and fans to understand the rules of the game, and the values of sportsmanship.

Student-athletes are the spokespersons for our school when participating in athletic competitions. Family and friends, opposing fans, the local community, and the media view their actions. The display of good sportsmanship (including all social media platforms) will show the most positive things about our school and community; and hopefully, remind everyone that in the end, sports are meant to be fun.

Failure to comply with expectations may result in immediate removal from event, suspension from future events or referral to administration.

#### **4.2.11 Sportsmanship - Student/Athletes Responsibilities**

Respect, commitment, dedication, and hard work - these are the qualities that describe a student/athlete, and these are the attributes your opponent brings to the competition. Opponents are not your enemy. By treating opponents with courtesy and respect, student-athletes demonstrate respect for themselves, their family, their community, and their school. As a student/athlete you bring to every competition an attitude that you will do your best to win, that you will strive to achieve, to excel. Competition is designed to be played by the highest standards of your play, and within the rules of the game. To win by bending the rules of the game truly means not winning at all.

Some guidelines that student-athletes can adopt to see that the game is played well and indicate a willingness to practice **good sportsmanship**:

1. Accept and understand the seriousness of your responsibility and the privilege of representing your school and community.
2. Student-Athletes should not argue with officials.
3. Student-Athletes should never make comments or negatively engage with an opposing player, coach, or fans.
4. Student-Athletes should cheer for their own team. Negative Comments about an opposing player's performance are never appropriate.
5. If you see a play by an opponent that you feel was well done, there is nothing wrong with a positive acknowledgment.
6. Student-Athletes leaving the playing site after a victory should refrain from gloating after a victory. You should be happy that you won, but it is not necessary to do so at the expense of your opponent.

**4.2.12 Abusive, Unsportsmanlike Conduct, or violation of the [HSD HIB Policy 5512](#) (In-line with NJSIAA rules where applicable)**

Depending upon the severity of the action, the coach will enforce the following:

1<sup>st</sup> offense: Warning or one or multiple game suspensions. Or if the conduct is of a flagrant nature and in direct violation of the HSD HIB Policy - possible immediate dismissal to be decided by the HMHS Administration pending investigation.

2<sup>nd</sup> offense: Immediate dismissal from the team at coaches' and/or HMHS Administration's discretion. Consequences will align with student handbook.

**4.2.13 Fighting - Punches Thrown**

(Except when NJSIAA rules are applicable)

1<sup>st</sup> offense: Warning or one or multiple game suspension based on severity.

2<sup>nd</sup> offense: Immediate dismissal from the team at the coach's and/or HMHS Administration's discretion.

Coach is to use his/her own discretion in the situation: Example: Who started it? Was the athlete defending himself? Did the athlete try to avoid confrontation or was he/she the aggressor?

**4.2.14 Student Fan Group Responsibilities**

Student Groups, like athletes, are representatives of the student body chosen for such positions as a result of their skills and general ability to lead. By the nature of their position and the fact that fellow students respect them, they have an excellent opportunity and responsibility for promoting good sportsmanship (including all social media platforms). **Good sportsmanship** is conduct that

imposes a type of self-control involving honest rivalry, courteous relations, and graceful acceptance of results. Sportsmanship should be evident in all school functions. Sportsmanship should also demonstrate the ability to accept defeat without complaint, victory without bragging, and to treat your opponents with fairness and courtesy.

#### Guidelines for Student Fan Groups

1. Establish themselves as leaders in their conduct before, during, and after contests/events.
2. Assist cheerleaders with yells and chants, by being a working part of the pep assemblies with preparation, organization, and involvement.
3. Treat opposing players, coaches, spectators, and support groups with respect/enthusiasm.
4. Conduct themselves in an exemplary manner. Remember, you represent your school both home and away.
5. Respect the integrity and judgment of the game officials.
6. Only use positive cheers in support of your team.

#### Consequences for Student Fans Unsportsmanlike Behavior

1st Offense: Warning

2nd Offense: Ejection from the contest and possible ban for attendance at future contests.

- Failure to display good sportsmanship (including all social media platforms) will result in forfeiture of the privilege to attend HSD athletic contests. Reinstatement of such privilege will require proof of completion of training on proper behavior at the interscholastic athletic events and meeting with administration

\* Warning may not be issued based on the severity of inappropriate behavior

#### **4.2.15 Taunting**

Taunting is strictly prohibited. Taunting includes any actions or comments by coaches, players, or spectators that are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters. Examples of taunting include but are not limited to: “trash talk”, defined as a verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation

outside the spirit of the game, including “in the face” confrontation by one player to another and standing over/straddling a tackled or fallen player.

#### **4.2.16 Hazing ([HSD Policy 5541](#))**

Hazing is strictly prohibited. The term “hazing” as used in this document shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or another person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

#### **4.2.17 Squad Reduction Practice and Procedures**

It is the desire of Haddonfield School District Athletics to provide all students with every opportunity to develop to their maximum potential; at the same time, it is sometimes necessary for athletic teams to trim rosters to the best interest of the team and the individual in order to maximize instructional time, proper training methodologies, field availability, and safe supervision based on coach/athlete ratios.

The following are guidelines to be used when squad reductions are necessary:

1. It is ultimately the decision of the head coach to decide on the participants at all program levels. Head coaches must clear the process and receive approval from the Athletic Director before cuts are made.
2. Head coaches must notify the Athletic Director at least a month prior to the start of the season if they intend to implement this practice. Coach must provide players with expectations, timelines, and criteria at this time.
3. Athletes who miss the pre-season can be cut at the coach’s discretion. Pre-season starts on the official NJSIAA start date of said season. Summer sessions are not part of the pre-season and will not be part of the evaluation process.
4. An athlete is given at least five (5) practice sessions from the first day of scheduled team practices to display ability in sport.
5. Coaches on all levels (varsity, junior varsity, and freshman) participate in the evaluation process.
6. A three (3) year player who has attained a varsity letter in the same sport the previous year will be retained on the team their senior year. Juniors who have been members of the program during the 2021-2022 school year will not be eligible for cuts during the 2022-2023 school year due to this updated squad reduction policy.

7. An athlete who is cut from a team will be informed privately and may request a meeting with the coaches.. The coach will explain to the athlete what they should work on improving. The athlete should be encouraged to try out for another in-season team that is not implementing squad reduction in said season or to join an intramural program (when available).

	Varsity Squad range	JV/Freshman Squad range	Maximum Total Number of Participants	4-year average # of participants
Baseball/Softball	12-16	12-20	56	Baseball 61 Softball 26
Basketball	10-12	10-16	34	Boys 40 Girls 34
Field Hockey	11-15	12-22	59	56
Football	25-40	25-40	120	68
Boys Lacrosse	14-20	10-25	45	45
Girls Lacrosse	14-20	10-25	70	62
Soccer	13-21	13-22	65	Boys 70 Girls 80
Golf	6	10-18	24 *	13
Wrestling	14-20		60	33
Swimming & Diving	25-30	10-20	50	Boys 26 Girls 42
Tennis			unlimited	B (57) G (65)
Spring & Winter Track & Field			unlimited	Boys 49 Girls 75
Cross Country			unlimited	Boys 23 Girls 25
Crew			unlimited	45
Cheerleading			unlimited	Fall 17 Winter 13

\* Golf: Golf course tee time availability may limit the number of participants for practices and matches.

Coaches are the sole judge in the selection of varsity and sub-varsity squads. In addition to attitude, disposition, cooperative spirit, and the desire to represent the school body and community in a favorable manner, the coach must also evaluate ability. This evaluation is ongoing and it starts during the pre-season, regularly scheduled practices, scrimmages, and games.

Unless there are special circumstances, below are deadlines for joining a team or switching sports in the fall, winter, and spring.

Fall	First Friday in September
Winter	Second Friday in December
Spring	Second Friday in March

#### **4.2.18 Student-Athlete Health**

##### **SPORTS INJURIES**

There is a risk of injury in all sports. The risk may be severe, including fractures, brain injuries, paralysis, or even death. All injuries that occur while participating in Haddonfield athletics must be reported to the coach and school athletic trainer. The trainer will then file an injury report. **IMPORTANT:** Once a physician or the trainer treats a student-athlete, the student must obtain written permission from the physician treating the injury or the trainer before returning to the activity.

##### **INSURANCE COVERAGE**

Proof of coverage is required for participation in school athletics. The form for providing insurance information to the school is provided in the Emergency Contact Information card. If an injury requires medical attention by a doctor or treatment center, the family's medical insurance will pay for any fees incurred. If the family does not carry private medical insurance, they are encouraged to purchase insurance provided through the school district at the beginning of each academic year. Anyone without medical insurance or unable to purchase medical insurance through the school district should contact the Business Office. The Haddonfield School District encourages all injured student-athletes to see their primary care physician for an evaluation of the injury. It is not within the scope of school personnel (school doctor, school nurse, athletic trainer, team coach, or Athletic Director) to refer student-athletes to specific health professionals.

##### **ATHLETIC TRAINER SERVICES**

A full-time certified athletic trainer is available but not guaranteed for all Haddonfield High School athletic programs. The trainer is available Monday through Saturday, to provide injury prevention, rehabilitation services, and first aid to all student-athletes.

#### ADMINISTRATION OF MEDICATION

Medication to be taken during the school day and during athletic practices and competitions, prescribed by the family physician, must be administered by the school nurse. Only students with life-threatening illnesses may carry and self-medicate with epi-pens or inhalers once parental permission and physician approval is obtained in accordance with the Haddonfield of Education policy.

#### 4.3.1 Awards

Freshmen - Certificate of participation.

Junior Varsity - Certificate of participation.

Varsity - Certificate of participation and a “Varsity H” for the first varsity letter award. Certificate only for each succeeding varsity letter award.

Coaches will list award winners at each level on the award form and submit the form to the athletic director one week after the conclusion of the sports season. Each coach should be familiar with the criteria for awarding letters in his activity. The athletic director and/or principal must approve any changes in these criteria.

Athletes earn award points upon successfully completing an athletic activity. Points are awarded to each letter winner as follows with 200 points being the maximum allowed per season:

Freshman	125 points
Junior Varsity	150 points
Varsity	200 points
Managers	75 points

Upon the accumulation of the following point totals athletes will receive the designated awards:

- 1200 points - Pen with "HMHS" engraved
- 1800 points - Haddonfield Award Plate
- 12 Varsity letters – framed “H”

### 4.3.2 Criteria for Awarding Varsity Letter

1. Baseball & Softball - Participate in 50% of all innings possible; pinch-hit or pinch-run in 75% of all games played; make at least six appearances as a pitcher.
2. Basketball - Participate in 50% of the quarters scheduled for the season including postseason.
3. Cheerleading - Participated and is a member in good standing at the end of the season.
4. Crew – To letter an athlete must race in the team’s designated top priority boats in at least half the races of the season. The head coach will announce the priority boat(s) for regattas in which the V8 is not the priority. Seniors in at least their 4th season will also earn a letter. Head coach may choose to give a letter to an outstanding athlete such as a superspare, injured V8, or person who could be V8 but helps the team more in a different boat.
5. Cross Country - Place seventh or better in half of dual meets or beat #5 person of opposing team in 50% of meets. Place in the top 5 for HMHS in Championship Meet.
6. Field Hockey - Participate in 50% of the games scheduled for the season including postseason.
7. Football - Participate in 50% of the games scheduled for the season including postseason.
8. Golf - Participate in 33% of the matches or earn as many points as there are matches. (One point for playing in a match and one point for each win.)
9. Soccer - Participate in 50% of the games scheduled for the season including postseason.
10. Lacrosse - Participate in 50% of the games scheduled for the season including postseason.
11. Swimming - Participate in at least 50% of all dual meets during the season (including playoffs) AND Score an average of 2 points per meet OR Score in an invitational meet (i.e. SJ Coaches Invitational) OR qualify and/or score points in the New Jersey State Individual Championship Meet. Special consideration will be given to athletes who attend exceptionally high number of practices and are close to achieve Varsity status. This is NOT a standalone criteria but athletes who are close to lettering will be given extra consideration.
12. Tennis - Participate in 33% of the matches or earn a total number of points equal to half the number of the scheduled matches. (One point is given for playing in a match and one point is given for each win.)
13. Track & Field - Place first or second in half of the dual meets; earn a total number of points equal to the number of dual meets; place in the top 5 in Championship Meet.
14. Winter Track & Field - Place in the top 6 in a championship meet. Special consideration will be given to athletes who attend an exceptionally high number of practices and demonstrate outstanding performance.

15. Wrestling - Participate in 50% of the matches including postseason or place in the top four in Districts.
16. Managers - any manager recommended by the coach shall be eligible for a varsity letter.
17. Seniors - any senior who does not meet the participation requirements but has participated in three or more years in an athletic program and is a member of the squad in his/her senior year, upon recommendation of the coach, may be awarded a letter.

#### General Criteria

If a player becomes injured and the coach determines he/she would have met the participation requirements, the player will be awarded a varsity letter. **In order to receive the varsity letter, a student-athlete must finish the season in good standing.** Otherwise, student-athletes will not receive varsity status, even if they have met the participation requirements.

All members of junior varsity squads who successfully complete an athletic season will be awarded a certificate. All members of freshmen squads who successfully complete an athletic season will be awarded a certificate.

#### **PARENT BOOSTER SUPPORTCLUBS**

Several athletic programs have their own parent-based support organizations, which provide financial support to fund a program partly, entirely, or to offer additional support above and beyond that which is provided by the school district. **All Booster Clubs must follow [HSD Policy 9191](#)**

#### **FUNDRAISING**

All fundraising activities by the Sports Booster Clubs, other parent support clubs or specific individuals require the approval of the Board of Education. Some general guidelines to follow are:

- The school district's involvement in fundraising should not be an unacceptable burden to teachers, coaches, or other school staff members.
- The school district will not be subject to significant risks or responsibilities in the handling of funds. The activity related to the fundraising effort will be in good taste and appropriate for the school district.
- All groups involved in fundraising must comply with current state and federal tax requirements (501C3), where appropriate.

**All Fundraising activities must follow [HSD Policy 5830](#)**

## **COLLEGE ATHLETICS**

Selecting a college is both an enjoyable and stressful experience. The student-athlete who desires to participate in college athletics should have a game plan to help manage through the college selection and recruiting process. The guidance office, athletic department, and coaching staff are resources that can help during this process. However, it is important to understand that the responsibility and management of the process fall to the student-athlete and his/her parents. A student-athlete must take full responsibility and ownership of managing the college application and selection process. There are specific NCAA requirements that deal with coaches contacting student-athletes. In general, Collegiate coaches may begin mailing athletic recruiting materials on September 1st at the start of the prospect's junior year, and initiate phone calls beginning July 1st at the end of the prospect's junior year. Prospects may write or call collegiate coaches at any time. Collegiate coaches may not return calls prior to July 1st.

## **NCAA REQUIREMENTS**

To participate in college-level athletics you must be a high school graduate and you must be certified as eligible by the NCAA Initial-Eligibility Clearinghouse for Division I and II schools. Student-athletes must check with their Guidance Counselor to ensure they are eligible by the NCAA Clearinghouse. Please refer to the [NCAA Guide for the College Bound Student-Athlete](#) for more information.

## **HIGH SCHOOL PREPARATION**

It is important that you express your interest in participating in collegiate athletics early on with your guidance counselor and coach. Work with your counselor to ensure that your class schedule is on track to meet NCAA eligibility guidelines. Talk with your coach to make sure that the colleges you choose to participate in athletics are realistic.

### **Sophomore and Junior Year**

- Meet with your guidance counselor to discuss course selection through high school. Ensure that your course selection meets NCAA core course requirements.
- Speak with high school coaches, college athletes, and college coaches to determine requirements and expectations.
- Make contact with institutions that you are interested in and request all academic and athletic information related to your interests.

- Keep track of your athletic statistics, recognition awards, and honors. Consider developing a video of your performance to send to prospective coaches and colleges.

#### Spring of Junior Year

- Take the ACT or SAT or both. Use code 9999 to direct scores to the NCAA Clearinghouse.
- At the end of your junior year, register with the NCAA Clearinghouse. Forms are available in the guidance office or by visiting the [website](#). Send your student transcript to the NCAA Clearinghouse.

#### Senior Year

- Make transcripts and test scores available to coaches of schools you are interested in.
- Inquire with the coaching staff at institutions that are serious about you making an Official Visit. Verify the restrictions on the number of Official Visits that you are allowed.
- Confirm that all SAT/ACT test scores will be reported to the NCAA Clearinghouse.
- Follow through on all other paperwork, such as financial aid forms, applications, and private scholarship forms.
- FAFSA and PROFILE forms
- PROFILE deadline for early decision is November 15 and February 1 for all other applications.
- Ensure that your final transcripts, along with proof of graduation, are mailed to the NCAA Clearinghouse as soon as they are available.

#### **FINANCIAL AID**

There are two common forms that institutions may use. FAFSA is used primarily to award federal money and PROFILE is used by many institutions to award institutional funds. Some schools also use their own independent forms. These forms should be completed as soon as possible. Please note that the PROFILE registration begins with a form that must be returned with a registration fee to receive the actual form used for calculation. This process usually takes a few weeks.

#### **4..4. HADDONFIELD SCHOOL DISTRICT HADDON ATHLETIC AGREEMENT**

1. I will ALWAYS put the TEAM first above my own individual success, and I will respect my coaches' decisions.
2. I will work hard to improve my abilities through weight training and conditioning in the off-season and each day in practice.
3. I believe it is a privilege to be an athlete and represent my school in and out of season, like the athletes and coaches before me.
4. I realize that I am more visible than other students. I will avoid parties and other situations that will not allow me to follow the tenets of this contract.
5. I will respect my parents/guardians and coaches by following all team curfews during the season.
6. I will go to practice, or the weight room, with a great attitude to "work hard" and "get better" each day.
7. I will do my best at all times as a student and as a law-abiding citizen.
8. I will try my best in the classroom, always respecting my teachers and having successful academic accomplishments as my foremost high school goals.
9. I recognize my responsibilities if I try out for a sport. I will make it a point to govern myself, that my association with this sport will bring honor to it and the school. I expect to be asked to withdraw from the team in case I do not. I understand the major training rules and regulations that provide the structure needed to best accomplish these purposes. They include, but are not limited to:
  - a. No tobacco/vape use
  - b. No alcoholic beverage use
  - c. No unauthorized drug chemical use
  - d. No police filed charges

All rules, including rules pertaining to drug chemical use, tobacco, and police filed charges, will be applied for one year from the date of the signed contract, or until the student-athlete graduates, whichever comes first. (It is not a violation for a student to be in possession of a legally defined drug that is specifically prescribed by the student's personal doctor for the student's own use.)

If a student is found to be in violation of any of the above-stated infractions, the head coach will investigate and give due process. If the student-athlete is found to be in violation, upon completion of the due process procedure, the coach will discipline or dismiss the student-athlete from the squad. In addition, for infractions of a, b, c, and d, listed above, the student-athlete will be referred to the Counselor and/or the high school administrators who will arrive at a recommendation depending on the nature of the offense. This recommendation for the student-athlete must be followed. Failing to accept and carry out the recommendation will result in the student-athlete not being eligible for team participation in any manner. Also, failure to meet a mandatory parent conference will result in the student-athlete not being eligible for team participation in any manner.

