

**CEDAR GROVE HIGH SCHOOL  
STUDENT/PARENT ATHLETIC HANDBOOK  
2019-2020**



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# **CEDAR GROVE HIGH SCHOOL STUDENT ATHLETE HANDBOOK**

## **PURPOSE:**

**The purpose of the student athlete/parents' handbook is to acquaint the student athlete with the athletic program at Cedar Grove High School.**

**The handbook should be used as a guide to aid and orientate the student athlete and to provide for a successful athletic experience.**

**PLEASE REFER TO THIS HANDBOOK  
THROUGHOUT THE SEASON.**

## **MISSION:**

The athletic program extends the learning experience beyond the classroom as part of the school's total educational curriculum. Through membership in the Super Essex Conference and the NJSIAA, the Cedar Grove Athletic Department strives to develop student-athletes physically, socially, and mentally; encouraging leadership, responsibility, teamwork, and sportsmanship; and provide the opportunity for students to develop their potential as athletes in sports appropriate to their ability level.

## **PHILOSOPHY:**

The program of interscholastic athletics is justified by the contributions it makes to educational objectives. The program of interscholastic athletics should not exist for the amusement or entertainment of the public; it should not exist to advertise a school or community, nor should it exist for vested interests. The program should exist to provide educational experiences for the participants as part of the school's total educational curriculum.

The Athletic Program at Cedar Grove High School is an integral part of the total educational structure and should not be considered as an end in itself. The program should provide each participant with an educational experience in which he or she can develop emotionally, intellectually, physically and socially. Emphasis should be placed on positive learning experience for each athlete. Development of self-discipline and emotional maturity should be gained through respect for rules and regulations and those in authority. Participation in the program should provide the athlete to use his or her ability to think as an individual and to act as a member of a group. The program should help develop in the athlete such attributes as loyalty, determination, honesty and dedication, while at the same time developing physical coordination, muscular strength and increased athletic skill.

While winning is an important goal in athletic competition, it is not an end in itself. "Winning at any cost" is an attitude that should be discouraged and, will not be tolerated. Attempts to beat rules, to take unfair advantage of an opponent, or to show unsportsmanlike conduct have no place in athletics. Winning without boasting and losing without bitterness, along with a desire to succeed and excel as an individual and as a member of a team should be considered more important. It is the belief of the athletic department that every student, either through active participation or spectator interest, should benefit from the interscholastic program.

## **Standards:**

1. Student athletes that represent the Cedar Grove School District on an athletic team are expected to conduct themselves in such a manner as to reflect credit on the district and the community.
2. All participants in the athletic program must understand that they are students first and athletes second. Participation in athletics is a **privilege** to a student not aright given to them. Students have rights regarding athletics.

**They have right:**

- a. To participate at a level commensurate with their maturity and ability.
- b. To qualified, adult leadership.
- c. To share in the leadership and decision making of their sports participation.
- d. To participate in a safe and healthy environment.
- e. To proper preparation for participation in sports.
- f. To be treated with dignity.

***Participation, however, still remains a privilege.***

3. Being a member of an athletic team does not entitle any student to any special privilege in school. Rather, it may be a burden in the face of peer pressure when asked to be involved in school action that might violate school rules. The athletes at Cedar Grove High School are expected to be examples of good citizenship and cooperation that will reflect positively upon themselves as an individual and upon all our athletics in general.
4. Students afforded these privileges must assume the responsibility that accompany them at all times.

**GOALS AND OBJECTIVES:**

It is the desire of the Department of Athletics to achieve the following goals and objectives:

- a. To develop the student athlete physically, socially, mentally and emotionally.
- b. To develop in each student the concepts of loyalty, cooperation, fair play, dedication, determination and self-discipline through individual and team participation.
- c. To develop a positive sense of self-respect and self-confidence in each individual.
- d. To develop positive attitudes that will enable students to function as responsible citizens.
- e. To develop in each student athlete healthy and constructive attitudes towards winning and losing.
- f. To develop in each student athlete the desire to develop his or her talents to the best of his or her degree of sportsmanship and respect for fellow athletes, coaches and officials.
- g. To develop a high degree of sportsmanship and respect for fellow athletes, coaches and officials.
- h. To develop in each student athlete positive habits of good health, personal hygiene and safety.
- i. To develop in each student a sense of pride in oneself, the team, the school and the community.

## **ATHLETIC POLICIES AND PROCEDURES:**

### **Eligibility:**

To be eligible for an athletic team, a student must have an acceptable academic record under the guidelines of the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Board of Education. All students should be familiar with the eligibility rules and regulations of the NJSIAA. These rules and regulations are available in the office of the Director of Athletics or the NJSIAA website. ([www.njsiaa.org](http://www.njsiaa.org))

### **ACADEMIC ELIGIBILITY**

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 the secondary school, 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), a pupil must have passed the equivalent of 12 1/2 % 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.
3. It is expected that satisfactory grades will be maintained. If necessary a corrective course of action will be set by the teacher, coach, and athletic director.
4. A student who becomes ineligible during the sports season will not be allowed to finish the season. A student who's education is interrupted after his/her entrance into 9th grade and who is not passing the required course as outlined in 1 and 2 above, upon being readmitted to Cedar Grove High School, is ineligible until the provision of 1 and 2 above are met.
5. A student who is ineligible under section 1 above *may* become eligible for the remainder of the winter sport season if he/she meets the requirements of section 2 above and *has* participated in practices.
6. A passing grade for a semester course can only be used once for eligibility purposes. A student who has a passing grade in a subject may not repeat that subject during a later semester and use it for eligibility purposes.
7. Any summer work for make-up purposes, completed and approved by the school before the sixth day in the semester starting in September may be used for eligibility purposes.
8. Entering 9th grade students must have passed a majority of the required 8<sup>th</sup> grade curriculum (including English and Mathematics) and be certified by the middle school as having fulfilled the requirements of the 8th grade.

***NOTE:*** *In addition to the above-stated eligibility regulations, it is recognized that Other Eligibility Rules and Regulations as set forth by the NJSIAA will apply to students desiring to become involved in interscholastic athletic competition.*

## **NUMBER OF CREDITS REQUIRED**

The following is the number of credits a student must pass in order to be eligible to participate in interscholastic athletics under the Bylaws of the NJSIAA:

### **FIRST SEMESTER**

Grades 10-12

30

### **SECOND SEMESTER (ALL GRADES)**

Grades 9-12

15

## **PRESEASON PROCEDURES**

Prior to the beginning of each athletic season all athletic teams will hold preseason meetings, with times and dates of these meetings announced to the students over the P.A. system and posted around the building. All athletes/guardians will be responsible to fill out and submit the following forms ONLINE through the Cedar Grove High School Website or at <http://cedargrove.powermediallc.org/>. This is a two-step process:

### **Step 1: ATHLETIC PARTICIPATION PACKET (COMPLETE AND SUBMIT ALL PARTS ONLINE)**

- A. Part 1 - Competitive Athletics Consent Form**
- B. Part 2 – Student & Emergency Medical Profile Information**
- C. Part 3 – Student Athlete Handbook**
- D. Part 4 – NJSIAA Concussion Policy Acknowledgement Form**
- E. Part 5 – NJSIAA Steroid Testing Policy Consent To Random Testing**
- F. Part 6 – Sudden Cardiac Death in Young Adults**
- G. Part 7 – Opioid Use and Misuse Educational Fact Sheet**

**SUBMIT ONLINE AFTER ALL PARTS ARE COMPLETED**

### **Step 2: MEDICAL FORMS**

- A. Print out the Preparticipation Physical Evaluation Forms (4 pages).**
- B. Fill out and have the forms completed by a physician during the physical exam. Please make sure the doctor or health care professional has completed the student-athlete cardiac assessment professional development module (PD module) prior to the student-athletes physical examination.**
- C. Return the completed forms to the Nurse or Athletic Department.**

## **Board of Education Eligibility Rules and Regulations**

Intra-school and interscholastic athletics are integral parts of a total school experience. Athletic programs are authorized and financed by the Board of Education and the Board, therefore, is the authority which must take all rules and regulations pertaining to student eligibility of participation in athletics as they make rules of eligibility for other authorized school programs.

## **New Jersey Interscholastic Athletic Association, Essex County Athletic Director's Association, Super Essex Conference:**

**All N.J.S.I.A.A., E.C.A.D.A., S.E.C., rules and regulations shall apply to all participating athletes.**

## **Training Rules and Regulations**

All athletes are required to uphold the following established training rules and other regulations of the athletic department:

1. An athlete is not permitted to use tobacco (smoke or smokeless), alcohol or non-prescribed controlled drugs during the school calendar year.
2. Athletes are expected to cooperate on the matter of returning all issued sports equipment.
3. Parent permission slips must be completed and submitted for each sport with the assurance of the proper medical examination and insurance coverage.
4. Athletes are representatives of the Cedar Grove Public Schools and are expected to conduct themselves in a positive manner when representing the school district.

## **Substance Abuse Policy**

The athletic department totally supports the theory that athletes can only perform to their optimum level of ability if they are in the best possible physical and mental condition. The use of health deterring substances such as tobacco, alcohol and drugs will prevent an athlete from reaching the level of physical and mental conditioning commensurate with optimum performance.

The Cedar Grove Board of Education prohibits the use, possession and /or distribution of a substance on school premises, at any event away from the school premises that are sponsored by the Board and on any transportation vehicle that is school sponsored. A pupil who uses, posses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline may include suspension or expulsion.

## **Hazing**

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions. The act of “hazing” may result in disciplinary action including, but not limited to suspension.

## **Harassment, Intimidation and Bullying**

Harassment, intimidation or bullying means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, etc. or by other distinguished characteristic: and
2. A reasonable person should know, under the circumstances that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
3. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school. Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion as permitted under N.J.S.A. 18A:37-1

## **Athletic Program Conflict Resolution Process**

Athletic involvement, while fun and rewarding can be very emotional and time consuming. Due to the level of effort and emotion invested, conflicts between coach and player will occasionally arise. All conflicts are to be addressed immediately and professionally. The following steps will be used:

### **FIRST STEP:**

The student athlete will meet individually with the coach to discuss the conflict/issue. It is the student athlete's responsibility to make every attempt to meet with the coach before any other people get involved.

### **Times to be avoided:**

- **Either immediately prior to or right after a contest**
- **During an active practice session**
- **During a time when other students are present or when the discussion is readily visible by others**
- **When it is apparent that there is not sufficient time to allow for a complete discussion.**
- **During these situations, a student should set up a time to meet with the coach.**

### **SECOND STEP:**

Parent of Student Athlete-Coach Contact: Only after the student athlete has made every effort to contact the coach should the parent of the student athlete get involved. The parent will follow the guidelines in the First Step. The student athlete must be present with the parent during the parent-coach meeting.

### **THIRD STEP:**

Student/Parent-Athletic Director Contact: If a satisfactory resolution is not reached through direct contact with the coach, the student and parent should contact the Athletic Director. The coach must be informed that this contact is going to be made. If a meeting is to take place between the student, parent and Athletic Director, the coach must be present.



#### **FOURTH STEP:**

Student-Principal Contact: If a satisfactory resolution has not been reached, the student and parent should contact the high school principal. The Athletic Director should be informed that this contact is going to be made.

#### **Eligibility of Cheerleaders**

Eligibility rules and regulations for cheerleaders will be the same as those for athletes.

#### **Athletic Department Guidelines and Expectations:**

While team expectations may vary, the following Athletic Department Expectations and Guidelines will exist for all athletic teams:

1. Student athletes are expected to be at all practice sessions throughout the season.
2. Student athletes are expected to be on time to all practices, team meetings and athletic events.
3. No cleats or spiked shoes are to be worn in the gym or auxiliary gym (weight room)
4. Injured student athletes are expected to attend all practices, team meetings, and athletic and athletic events, unless physically unable.
5. The use of alcohol, tobacco (smoke, smokeless) and drugs are not permitted.
6. Student athletes are expected to maintain high ideals of citizenship and sportsmanship. Improper conduct and any violation of federal, state, local or school laws may result in suspension from the team.

#### **All athletes should adhere to Athletic Department Guidelines and Expectations**

#### **Team Guidelines and Expectations**

All athletic teams, to improve consistency in dealing with student athletes, shall utilize the following team guidelines and expectations.

1. All student athletes are expected to attend every scheduled practice, scrimmage, team meeting and athletic event unless excused by the coach.
2. Absences will be determined excused or unexcused by the Head Coach.
3. The following guidelines shall be used when dealing with unexcused absences:
  - 1 unexcused absence – will result in a minimum of a 1 game “benching”
  - 2 unexcused absences – will result in a minimum of a 2 games “benching”
  - 3 unexcused absences – the Head Coach will counsel the student athlete with the Athletic Director and may be dismissed from the team.
4. If a student athlete is absent from a practice, team meeting or athletic event, the student should notify the Head Coach *prior* to the absence.
5. All student athletes are expected to be on time to all practices, team meetings and athletic events. All student athletes are encouraged to attend academic extra help if needed. If a student athlete attends academic help and will be late to practice, the student athlete should bring a note from the teacher.

6. The Head Coach will determine excused and unexcused lateness to practice. Athletes should note that unexcused lateness would result in decreased playing time. Repeated unexcused lateness may result in game “benching” and or dismissal from the team.
7. If a student athlete is aware that he/she will be late to a practice, team meeting or athletic event, it is the student athlete’s responsibility to inform the coach prior to the practice, team meeting or athletic event.

**For every game or practice missed – not more than 1 game “benching”.**

**Athletes should note that absences from and tardiness to practice, team meetings or athletic events will result in decreased playing time and may lead to dismissal from the team.**

### **Suspension or Dismissal from an Athletic Team**

Suspension or dismissal from an athletic team is at the discretion of the Head Coach. Violations for suspension or dismissal from an athletic team shall include but not be limited to insubordination, profanity, fighting, unsportsmanlike conduct, repeated unexcused absences from tardiness to practice, unsatisfactory attitude or failure to follow any additional rules and regulations that the Head Coach deems necessary to maintain discipline and to facilitate the efficient execution of daily procedures.

If an athlete is suspended or dismissed from a team, the Head Coach will notify the Athletic Director. The Head Coach and the Athletic Director will counsel the athlete and the athlete’s parents will be informed of the suspension or dismissal. An athlete suspended or dismissed from a team may appeal the suspension or dismissal to the Athletic Director. If the appeal is denied, the athlete may appeal to the Principal followed by the Superintendent of Schools.

### **Disqualifications**

The NJSIAA has taken a hard line regarding unsportsmanlike conduct by both players and coaches. All students’ athletes representing the Cedar Grove School District must display good sportsman. The following NJSIAA rules and regulations regarding disqualifications will be strictly enforced for all athletes and coaches.

- Any student athlete or coach disqualified before, during or after an interscholastic event for unsportsmanlike or flagrant verbal or physical misconduct will be disqualified from the next two (w) regularly schedules games/meets, with the exception of football which will carry a one (1) game disqualification at that level in addition to any other penalties which the NJSIAA or a league/conference may assess.
- Any athlete disqualified from 2 games prior the state tournament will not be allowed to participate in the state tournament. ***Furthermore, any team with 3 total player disqualification prior to the state tournament will not be allowed to compete in the tournament. (NJSIAA)***
- A disqualification player or coach may not be present at any contest in that sport during the period of disqualification. Definition of not being present at the site means that the disqualified player or coach is not to be present in the locker room, on the bus, on the sidelines, in the stands or site area before, during or after the game/meet. The officials and coaches will follow the procedures for the safety of the team clause in the NJSIAA

handbook. **Any player or coach in violation of this provision will be cause for forfeiture of those games/meets during the period of qualification.**

- Should the player or coach be disqualified from the final game/meet of the season, said disqualification will carry over to the next year in that sport. In the case of the student athlete, the same degree of penalty shall apply if said athlete retains eligibility in that sport.
- Any player or coach disqualified for the second time will have the penalty doubled (i.e., in football disqualification for two (2) games; all other sports-four (4) games). Disqualifications will count for 365 days from the date of the first disqualification.
- Single/multiple sports-on the third offense: players disqualified will be suspended indefinitely, and must apply, in writing, to the NJSIAA through the office of their Principal for reinstatement. Disqualifications will count for 365 days from the date of the first disqualification.

**NOTE:** Players who do not fulfill their penalty in a sport at the present school and transfer to another school, will be disqualified for the same length of time in their subsequent sport participation at another school.

Seniors who are disqualified for their last game or next to last game will serve the penalty in a subsequent sport. When seniors are disqualified from their last game of their high school careers, and are unable to fulfill the penalty, member schools are **required by NJSIAA** to take proper administrative action to discipline the offending student athlete.

**GOOD SPORTSMANSHIP** will continue to be a major point of emphasis in the Cedar Grove School District throughout the school year for all student athletes. Parents must also display good sportsmanship, as they are role models for our athletes. Parents must abide by the policies, procedures and guidelines that the NJSIAA and SEC set forth as governing bodies of interscholastic sports.

### **SUPER ESSEX CONFERENCE SPECTATOR CODE OF CONDUCT**

All visitors or spectators attending competition at a member school of the Super Essex Conference must adhere to the following:

- **The use of tobacco products is prohibited.**
- **Conduct deemed disorderly by game management officials may result in removal from the premises.**
- **Spectators will at all times respect officials, coaches, players, cheerleaders and spectators as guests in the community and extend all courtesies to them.**
- **All spectators are expected to respect the integrity and judgment of officials.**
- **All visitors or spectators must adhere to all regulations designed to ensure the safe and orderly operation of the event.**
- **All spectators should practice good sportsmanship at all times.**
- **Noisemakers are prohibited at indoor events.**
- **Any signs, banners, shirts, etc. deemed inappropriate by the contest management staff are prohibited.**

- **Do not use obscene gestures, abusive remarks, or profane or unduly provocative language or actions towards officials, opponents or spectators.**
- **The throwing of debris, confetti or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.**
- **Spectators will respect and obey all school officials and supervisors at interscholastic athletic contests.**

This SPECTATOR CODE OF Conduct was developed in accordance with the Rules and Regulations of the Super Essex Conference and the New Jersey State Interscholastic Athletic Association (NJSIAA). Any person failing to comply with this code or the spirit of these rules is subject to ejection and may be prohibited from attending further interscholastic athletic events.

### **Co-Curricular Activities**

Athletes are encouraged to participate in school extracurricular activities and functions throughout the school year. Because of the size of our school district, a collaborative effort should be made by the Head Coach, the student athlete and the advisor of the activity to allow for such participation **when and where possible**. Student athletes should note however, that absence from practice, team meetings and athletic contests would result in decreased playing time. Absence from practicing, team meeting and athletic events will be determined excused or unexcused from the Head Coach if a collaborative decision cannot be reached. Absence from practice, team meeting and athletic events to participate in other school clubs during the season are unexcused unless there are extenuating circumstances that are accepted by the Head Coach as excused. *Student athletes should understand that, although they may be interested in a number of activities, sometimes difficult decisions must be made based on their priorities.*

### **Team Participation – General Guidelines**

1. Any student athlete dropping out of a spot should:
  - a. Notify the Head Coach
  - b. Immediately hand in all issued athletic equipment to the Head Coach
2. When an athletic season overlaps with another athletic season, a student athlete will be allowed to complete the first season before beginning the next without penalty.
3. A student athlete will not be permitted to drop from one athletic team and begin another athletic team when seasons overlap.
4. A student athlete may not participate on a high school athletic team if that athlete has been suspended or dismissed from another athletic team during the same season.
5. A student athlete may not transfer from one athletic team to another during the same season unless permission is granted by the Head Coaches of each sport, the Director of Athletics and the Principal.

**Athletes are considered members of a team when they have completed one team practice.**

### **Locker Room Rules and Regulations**

**The following rules and regulations shall be in effect for all students' athletes when utilizing the locker room:**

1. Athletes should not be in the locker room without the supervision of a coach or school official.
  2. Athletes are not permitted in the coaches' office, physical education office, sports care office or weight room without the supervision of a coach or school official.
- All athletic teams and student have a responsibility to help maintain a clean locker room.

### **Locker Assignments**

Student athletes may be assigned an athletic locker through the Physical Education/Athletic Departments and must purchase a lock for their locker. Upon receiving a locker, the student athlete should inspect the locker for any damage and notify the physical education teacher or their coach if damage exists.

All student athletes are responsible for the care and maintenance of their athletic locker and will be held financially responsible for any damage. Any damage of an athletic locker should be reported immediately to a physical education teacher, coach or Athletic Director.

All athletic lockers should be locked when unattended. All athletic equipment and valuables should be put away and locked prior to leaving the locker room to avoid the possibility of theft. Any lost or stolen athletic equipment personal belongings or valuables should be reported immediately to a physical education teacher, coach or Athletic Director.

**Athletes should vacate assigned varsity lockers promptly at season's end!**

### **Sports Care Office**

The Athletic Trainer is in charge of all athletic training equipment. If the Athletic Trainer is not present then the Head Coach is the next person responsible for training supplies and their use. Athletes are not allowed to take training supplies without permission from the Athletic Trainer or Head Coach.

1. Medical kits, drinking water coolers, water bottles (6 per team) injury ice coolers, Emergency Action Plans (EAP), and emergency medical forms are issued to the head coach of each sport at the beginning of each season. They will be labeled accordingly; please do not take other team's supplies.
2. All athletic training supplies are to be with teams at all times and stored in a convenient and accessible location for the respective team's coach i.e.; school storage closet, automobile, etc. Drinking water coolers and water bottles should be emptied and stored with their lids off. At a minimum of once a week, the water bottles must be sanitized or washed in a dishwasher.

### **Sports Care Office Procedures:**

When using the sports care office student athletes should observe the following:

1. When using the sports care office, sign in with your name, sport and time. All students must have a pass that can be obtained from the trainer or nurse *prior to visit*.
2. When obtaining care from the Athletic Trainer immediately after school:
  - a. Teams with away games will be treated first.
  - b. Teams with home games will be treated second.

- c. Teams having practice will be treated third.
  - d. Players with new injuries or rehabilitating will be treated thereafter.
3. Cleats, muddy shoes or sneakers should not be worn in the gym, sports care office, or on the examination tables.
  4. In the sports care office, never help yourself to the contents of the cabinets, the desk or the phone. Always receive permission first.
  5. Student athletes should never remove lids to drink from water bottles to prevent the spreading of germs.
  6. Reusable sports care office supplies such as: elastic wraps, slings, crutches, etc. must be returned.
  7. Athletic tape will not be provided for personal use or used to tape uniforms.
  8. Treatment and/or rehabilitation during afternoon study halls when the Athletic Trainer is present will be permitted as long as the student athlete has obtained a pass from the Athletic Trainer or the prior to the study hall.

### **Athletic Health Care**

Athletic training encompasses (1) prevention of injury (2) conditioning (i.e., strengthening, increasing endurance and increasing flexibility through appropriate stretching), and (3) rehabilitation-usually a controlled exercise program designed to return or surpass the pre-injury status of the affected body part. Athletic training also includes (4) injury evaluation, (5) first aid, (6) treatment, (7) education/counseling, and (8) record keeping.

1. All injuries must be reported to the Head Coach and the Athletic Trainer as soon as possible. It is the job of the Athletic Trainer to determine the extent of the injury and proper treatment of the injury. Reporting the injury to the Head Coach and the Athletic Trainer will greatly improve communication between both and allow the Athletic Trainer to be more successful in the treatment process.
2. All new injuries, on the day of the injury, should be iced for 20 minutes on, 1 hour off, until bedtime. Overnight, the injured part should be kept elevated. Heat should not be used on a new injury.
3. Chronically aching joints or muscles are frequently caused by the muscles in the affected area not being strong enough or flexible enough to meet the demands being put on them. Such situations can be remedied by icing before and after activity, a strengthening and/or stretching program and sometimes other protocols including taping. Taping alone does not alleviate pain nor directly address the cause. A student athlete must be willing to follow a recommended treatment/rehabilitation program. The Athletic Trainer will provide taping for the student athlete providing that the student athlete is following the recommended treatment/rehabilitation program.
4. Stretch before and after activity. No stretching should be attempted until the body is warm enough to perspire. This can be accomplished with some light activity such as an easy jogging or calisthenics. Then do your pre-activity stretching. After a practice or game, your body is about as warm as it will become and this is the best time for a thorough stretching program.
5. Stretching positions should be held (no bouncing) for a minimum of 30 seconds. Stretch only to the point of feeling the stretch. Relax gradually further into the position. To stretch so far as to cause pain will actually do more harm than good.

6. Following an evaluation by a physician, a note from the physician is required to document the injury. A physician's release is necessary to resume participation in an activity under these circumstances.
7. Student athletes must promptly return physicians' notes to the Athletic Trainer. The Trainer must complete an injury/accident evaluation form within 24 hours of the injury/accident for insurance purposes. Student athletes must complete this paper work.
8. The Athletic Trainer will notify the coaches on a daily basis of those athletes who are injured and their injury status.

### **Weight Room:**

The following guidelines should be observed when using the Weight Room:

1. The weight room must be supervised at all times when being used by a student athlete.
2. Spotters (when necessary for safety reasons) and weight training safety procedures should be followed at all times. If you are unsure as to how to do an exercise or utilize a machine, ask for help from the coach or staff member in charge.
3. The weight room should be kept neat and clean at all times.
4. All free weights must be put away after their use. Do not leave free weights or dumbbells out in anticipation that someone else will use them.
5. All weight plates should be returned properly after their use to a weight tree. All free weights should be grouped according to weight when being put away.
6. All student athletes using the weight room should be properly dressed in workout clothing to ensure safety.

**NOTE: The weight room is not a place for a social gathering. Any student athlete or student using the facility or equipment in an improper manner or just "hanging out" will be asked to leave. If a student is caught in the weight room without supervision they will be suspended from the weight room privileges for a minimum of one week as determined by the Athletic Director.**

### **Athletic Department-General Rules and Regulations**

All student athletes should follow the following additional rules and regulations of the Athletic Department:

1. Student athletes are not permitted in the main storage areas without permission or supervision from a staff member.
2. Cleated or spiked shoes are not permitted in the school building. This includes the gyms and the Athletic Trainer's Sports Care Office.
3. When using the fields at any of the district's other schools, student athletes should remain out of the building with the exception of using the bathroom facilities. All accumulated trash, paper cups, ice bags, etc. shall be cleaned up and disposed of before leaving the host school's bench/playing field.

### **Care and Collection of Equipment**

All student athletes are responsible for the care and maintenance of their equipment from the time it is issued until the time that it is collected. Check with your coach regarding the proper care and maintenance of your uniform and equipment when they are issued. The following guidelines should be used when caring for your equipment.

1. When equipment is issued, check the equipment for any damages and notify the coach immediately if any damage exists.
2. Athletic equipment and uniforms should be worn during practices, scrimmages and games only.
3. Student athletes should not leave equipment, personal belongings or uniforms unattended in the locker room. Check to see that all equipment, uniforms and personal belongings are put away before leaving the locker room and check to make sure that your locker is locked. This will greatly reduce the possibility of theft.
4. When a student athlete leaves a team, he or she should inform the Head Coach and turn in all equipment and uniforms to the Head Coach immediately after the last athletic contest or on and announce date by the Head Coach.

*Note: Student athletes are responsible for all equipment and uniforms that have been issued to them.*

### **Athletic Fines**

If equipment is lost or not returned to the Head Coach at the conclusion of the season, fine slips will be issued. It is the student athlete's responsibility to hand in all equipment and fine obligations to the Head Coach.

### **In the event that a student does not meet his/hers fine obligation, the following will be enforced.**

1. The student athlete will not be allowed to participate on another athletic team until the obligation has been met.
2. The athlete will not be allowed to participate in co-curricular school activities until the obligation is met.
3. The student athlete's report card and diploma (seniors) will be withheld until all obligations are met.

### **Lost or Stolen Equipment**

If equipment is lost or stolen during the season, the athlete must report the incident to the Head Coach immediately. This equipment is still the responsibility of the student athlete.

### **School Attendance**

Student athletes are expected to attend school and be on time.

1. If a student athlete is absent from school for illness or unexcused absence on the day of a game, a scrimmage or practice, he or she is not permitted to participate that day.
2. If a student athlete is absent from school the day before and athletic contest, he or she is permitted to participate the next day provided that the administration has not placed restrictions on that participation (i.e. absent Friday, game Saturday).
3. A student must be present for four (4) hours in order to be considered present for the day for state attendance register purposes. In order to ensure that students are eligible to participate in after school activities, including athletic events, club activities, and any



other school sponsored events, students must arrive to school no later than 10:30 am. Students must sign in with the General Office upon their late arrival. If a student athlete is present in school and leaves school due to illness, the student athlete is not permitted to participate that day.

### **Physical Education Excuse**

All student athletes are required to participate in physical education classes. An injured in season athlete may be excused from participation in physical education for the purpose of rehabilitation of an injury. An in season student athlete with a medical excuse from physical education will not be allowed to participate in his/her athletic team until released in writing by a medical physician.

### **Transportation**

Transportation is provided for all athletic teams and all student athletes are **required to travel to and from athletic competitions on school provided transportation. Student athletes are not permitted to drive to or from athletic contests.**

All student athletes when using school provided transportation must observe the following guidelines.

1. All student athletes should remain seated when the bus is moving and should not yell or reach out the window. Noise should be kept to a minimum.
2. Student athletes should enter and exit the bus from the front of the bus ONLY.
3. All trash should be properly discarded and the bus should be clean when departing at the conclusion of the trip.
4. All student athletes should be courteous and polite to the bus driver at all times.

### **Parent Transportation**

***NOTE: It is strongly encouraged that all athletes travel to and from all athletic events with their team.*** Permission for parents to provide transportation to an athletic competition for their son or daughter should be requested in writing and submitted to the Head Coach prior to the event. Permission for parents to provide transportation from an athletic competition for their son or daughter should also be done in writing prior to the event, but may be done in person at the conclusion of the athletic event. ***Students will only be released if their parent or guardian is physically present and on time.*** Students are NOT permitted to travel with another parent. However, extenuating circumstances that are explained in writing prior to the event will be reviewed by the Athletic Director and principal. ***Under no circumstances will a student athlete be allowed to be transported to or from an athletic competition by another student.*** Student athletes are not permitted to drive themselves to or from an athletic competition.

### **Early Dismissal for Athletic Events**

Every effort will be made to avoid early dismissal for an athletic event, so that student athletes miss as little classroom time as possible, There are certain times however, because of tournaments, all day events and conference championships, when it is necessary to dismiss

student athletes early. When an early dismissal does become necessary, **it is the student athlete's responsibility to make up any and all work or assignments missed.**

## **Practice**

All student athletes are expected to attend all team practices. Athletic teams may practice on Saturday (particularly during the preseason) and occasionally on Sunday when necessary. Sunday practices are not encouraged and must have prior approval from the Athletic Director. If there is an early dismissal from school because of weather conditions, practices and athletic events scheduled for that day will be cancelled. When school is closed because of weather conditions, practice and games are canceled.

## **Student Athlete Conduct**

Student athletes that do not meet the standards of conduct of the Cedar Grove Athletic Department and the Cedar Grove District shall forfeit the privileges to participate in the athletic program. Academic responsibilities and student detention takes precedent over all other school activities including sports.

## **NCAA Clearinghouse**

The National Collegiate Athletic Association (NCAA) Clearinghouse is an agency established in 1993 to certify a student athlete's eligibility for college athletic participation. The Clearinghouse must certify a student athlete planning to participate in a Division I or Division II college athletic program. Forms and information are available in the Guidance Office. It is best for potential college athletes to register through the Clearinghouse during the junior year after grades have been posted on transcripts by the Guidance Department.

**In order to qualify to participate in a Division I or Division II athletic program you must:**

### **NCAA Division I Initial-Eligibility Requirements - (for CGHS graduates after August 2016)**

1. Graduate from a high school
2. Successfully complete core courses of at least 16 academic core courses as follows;
  - a. Ten (10) core courses completed before the start of seventh semester. Seven (7) of the 10 must be in English, Math, or Natural/Physical Science.
  - b. These core courses/grades are "locked in" at the start of the seventh semester (cannot be repeated for grade-point average (GPA) improvement to meet initial – eligibility requirements for competition).
3. Students must present a corresponding ACT/SAT test score and core course GPA on the sliding scale (see [http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf))
  - a. SAT: critical reading and math sections (best sub score from each section is used to determine SAT combined score for initial eligibility)
  - b. ACT: English, math, reading, and science sections (best sub score from each section is used to determine the ACT sum score for initial eligibility).
4. Core Grade-Point Average: Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (**minimum of 2.300**) on sliding

scale B – see sliding scale at:

[http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf)

- a. Core-course GPA is calculated using the best 16 core courses that meet both progression (10 before seventh semester; seven in English, Math, or Science; “locked in”) and subject-area requirements.

### **NCAA Division II Initial-Eligibility Requirements**

1. Graduate from a high school
2. Successfully complete core courses of at least 16 academic courses as follows:
  - a. 3 years of English.
  - b. 2 years of Math (Algebra 1 or higher).
  - c. 2 years of natural/physical science (1 year of lab if offered by high school).
  - d. 3 years of additional English, math, or natural/physical science.
  - e. 2 years of social science.
  - f. 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).
3. Division II currently requires a minimum SAT score of 820 or an ACT sum score of 68. Beginning August 1, 2018, Division II will use a sliding scale to match test scores and core-course GPA. The sliding scale can be found at:  
[http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf)
4. The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The ACT score used for NCAA purposes is a **sum** of the following four sections: English, Math, Reading, and Science.
5. The current Division II core GPA requirement is a minimum of 2.000. Division II core GPA required to be eligible for competition on or after August 1, 2018 is 2.200 (corresponding test-score requirements are listed on the sliding scale:  
[http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf)
6. **Remember, the NCAA core GPA is calculated using NCAA core courses only.**

**Additional information regarding the NCAA Clearinghouse can be obtained at the following websites:**

[http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf)

[www.ncaa.org](http://www.ncaa.org) or [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

### **Cedar Grove High School Inter-Scholastic Teams, Squads and Clubs**

#### **Fall**

Boys/Girls JV/V Cross-Country

Boys JV/V Soccer

Girls JV/V Soccer

Girls JV/V Tennis

Girls JV/V/Freshman Volleyball

JV/Varsity Football

JV/V Cheerleading

## **Winter**

Boys JV/V/Freshman Basketball

Girls JV/V/Freshman Basketball

JV/V Wrestling

Varsity Ice Hockey (Co-op with Passaic Valley)

JV/V Cheerleading Competition Team

Co-ed Winter Track Club

Swimming – Individuals have competed in SEC Championship meets.

## **Spring**

Baseball JV/V/Freshman

Softball JV/V

Track & Field JV/V

Boys Tennis V

Boys JV/V Lacrosse

Girls JV/V Lacrosse

## **Cedar Grove Student Athlete Handbook Summary:**

1. It is the belief of the athletic department that every student, either through active participation or spectator interest, should benefit from the interscholastic program.
2. Student athletes that represent the Cedar Grove School District on an athletic team are expected to conduct themselves in such a manner as to reflect credit on the district and the community and must understand that they are students first and athletes second. Participation in athletics is a privilege
3. To be eligible for an athletic team, a student must have an acceptable academic record under the guidelines of the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Board of Education.
4. All athletes must have signed Athletic Participation Emergency Medical Card. Health History questionnaire, the Medical Doctor's Physical Examination and Student Athlete Handbook signature page forms on file with the school nurse prior to any participation in any sport.
5. All coaches and athletes are bound to the rules and regulations set by the Board of Education, The Super Essex Conference, NJSIAA and the National Federation of High Schools (NFHS).
6. Athletes are NOT permitted to use tobacco, alcohol, or non-prescribed drugs during the school year.
7. An act of "HAZING" or harassment may result in disciplinary action including but not limited to suspension.
8. Unexcused lateness or absences will result in disciplinary action including but not limited to decreased playing time or dismissal from the team.
9. Conflicts should be resolved at the lowest level first. Try to work out issues with the coach first, then the Athletic Director or at a higher level if necessary.
10. The NJSIAA rules and regulations regarding sportsmanship and disqualifications will be strictly enforced.

11. Student athletes should understand that, although they may be interested in a number of co-curricular activities, sometimes difficult decisions must be made based on their priorities, expectations and obligations.
12. All injuries must be reported to the Head Coach and the Athletic Trainer as soon as possible.
13. The weight room must be supervised at all times when being used by a student athlete.
14. If a student athlete is absent from school for illness or unexcused absence on the day of a game, scrimmage or practice, he or she is not permitted to participate that day.
15. Under NO circumstances will a student athlete be allowed to be transported to or from an athletic event by another student.

**\*\*PAGE MAY BE PRINTED, SIGNED and TURNED INTO APPROPRIATE COACH\*\***

# **CEDAR GROVE HIGH SCHOOL**

## **Student Athlete Handbook Signature page**

I \_\_\_\_\_, and my  
**PRINT NAME CLEARLY**

Parent/guardian, \_\_\_\_\_ have read and  
**PRINT NAME CLEARLY**

**understand the issues set forth in the Cedar Grove High School student athlete handbook. We agree to follow its policies and procedures set forth in the student-athlete handbook and will abide by the NJSIAA, Super Essex Conference (SEC) and Cedar Grove Board of Education policies regarding interscholastic sports at Cedar Grove High School.**

**We are also aware that the student-athlete handbook, the NJSIAA and SEC links are on the Cedar Grove website for accessibility of information, policies, and procedures.**

**Athlete's Signature:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_