

Long Branch Public Schools Athletic Department



Parent-Student Athletic Handbook

Jason M. Corley, CMAA
Athletic Administrator

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Dear Parents/Guardians:

This handbook has been written to enhance the communication between parents, student athletes, coaches and school administration. Since your child has expressed a desire to participate in interscholastic athletics, we recommend that you take time to familiarize yourself with the contents of this handbook.

The Long Branch Public School District is interested in the development of young men and women through athletics. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development. Lessons in sportsmanship, teamwork, and competition are integral parts of our athletic program, and we feel that these lessons will help our student athletes as they transition to adulthood. It is our intent to maintain a program that is sound in purpose and focused on furthering each student's educational maturity and personal well-being.

We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the athletic department to make rules and follow NJSIAA guidelines governing interscholastic competition. These rules/guidelines need broad-based community support to be fully effective. This is achieved only through communication between the athletics department and the parents/guardians/custodians of our athletes. It is our hope to accomplish this objective through this parent student athletic handbook.

Any concerns or questions may be directed to my office. Questions regarding specific sports should be directed to the coach of the team on which your son/daughter is playing.

Yours in scholarship, sportsmanship and success,

Mr. Jason M. Corley, CMAA
Athletic Administrator

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PHILOSOPHY AND OBJECTIVES

The Long Branch School District believes that a dynamic program of student activities is vital to the educational development of the student. Athletics plays an important part in the life of Long Branch High School and Middle School. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts of our athletic program. Athletic participation also plays an important part in helping students develop a healthy self-concept as well as a healthy body. Athletic competition also improves school spirit and helps students develop pride in their school.

The major objective of the athletic program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes of social and group interaction.

Coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior. Measurement of leadership success should not be measured in terms of tangible evidence of the victories and defeats. Instead character, courage and integrity should be major objectives of the athletic program.

To develop in students an understanding of the value of athletics in a balanced educational process.

To develop strength of character, integrity, social competence, and ethical and moral values consistent with the needs and demands of community and society, and the mission of Long Branch Schools.

To strengthen in student-athletes the virtues of good sportsmanship, self sacrifice, fair play and teamwork essential to success in athletics and in our society.

To encourage the development of a stronger and healthier young man/woman, with a sound mind, and a healthy work ethic.

To promote the practice of self-discipline and emotional maturity in learning to make decisions in competitive and pressure situations.

To provide opportunities for students to strive for excellence in the practice and performance of athletics.

To develop a sense of balance between “work” and “play”.

To teach participation as a member of a team, and to encourage contribution to the success and well being of a team.

To motivate students to improve individual athletic playing skills through practice and preparation.

To teach students the rules and strategies of a particular sport, the importance of adhering to the rules and respect for both the officials administering the rules and their decisions.

ATHLETIC GOALS AND OBJECTIVES

The student athlete shall learn teamwork: To work with others in a democratic society, a person must develop self-discipline, and respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.

To have fun: The main reason people participate in sports and games.

To be successful: Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.

Sportsmanship: To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.

To improve: Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. You must try to better yourself in the skills involved and in those characteristics set forth as being desirable.

Enjoy athletics: It is necessary to acknowledge all of the personal rewards we derive from athletics, and to give sufficiently of ourselves in order to preserve and improve the program.

To develop desirable personal health habits: To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

REQUIREMENTS FOR STUDENT ATHLETE PARTICIPATION

In order to be eligible for participation, student athletes must be in good standing in each of the following categories:

- ACADEMIC
- AGE
- AMATEURISM
- MEDICAL
- ATTENDANCE
- BEHAVIORAL

ACADEMIC ELIGIBILITY

All student-athletes should be familiar with the eligibility rules required by the New Jersey State Interscholastic Athletic Association ("NJSIAA"). Copies of all regulations are available in the Athletic Director's office or at www.njsiaa.org.

Standard NJSIAA eligibility forms and rosters will be completed by the Athletic Department, checked and verified by the head coach of each sport, signed and authorized by the Athletic Director and Principal and submitted to the state before the first scheduled contest of each sport. Copies of the forms remain on file in the athletic office. Accuracy is of primary importance with these documents to avoid the embarrassment of a possible forfeit/consequence administered by the NJSIAA.

Academic eligibility is an integral part of the entire eligibility process and a student-athlete must meet the standards set forth by the NJSIAA before participation is granted. The regulations are contained within the NJSIAA handbook in the athletic office and must be verified for each student-athlete by the Guidance Department each season. In short, student-athletes in grades 10 through 12 for the Fall and Winter seasons must be passing a minimum of 30 credits from the previous year (incoming freshmen are automatically eligible for the Fall and Winter seasons); student-athletes in grades 9 through 12 for the Spring season must be passing a minimum of 15 credits from the first (1st) semester of the current year.

Student-athletes should know their academic standing as it applies to participation in athletics. When academic eligibility for a sport is in doubt the athlete should contact the athletic office and/or the guidance department. This should be done well in advance of the start date for the sport. When scheduling classes with your guidance counselor, make sure you have enough credits built in to play and let your counselor know you intend to play.

Student-athletes should contact their coaches when they are having difficulties during the season and may need academic assistance. Coaches have been advised to keep close contact with members of their respective teams with regard to their academic standing. Each coach has the responsibility and obligation to help guide every student on his/her squad academically, morally, and socially, especially those who may have difficulty maintaining eligibility.

AGE ELIGIBILITY

A HS student who is or will be 19 years of age before September 1 shall be ruled ineligible in accordance with NJSIAA regulations. MS student who is or will be 15 years of age before September 1 can not participate on the Freshman level.

AMATEURISM ELIGIBILITY

Students shall not play under assumed names, accept payment directly or indirectly for athletic participation in **ANY** sport, or participate in **ANY** athletic activities, try-outs, auditions, practices, and games held or sponsored by professional athletic organizations, clubs, or contests of any kind.

PHYSICAL EXAMINATION ELIGIBILITY REQUIREMENTS

The NJSIAA, which is the governing body for high school athletics, has recommended, “*Each student medical examination shall be conducted at the medical home of the student*”, pursuant to NJAC 6A: 16-2.2. Due to this regulation student-athletes will need to obtain individual sports team physicals from their own private physicians (“medical home”) unless the parent/guardian chooses to allow the school doctor to provide the physical. Our physical dates will be announced in advance on our Athletic website, morning announcements in school and our RSchool registration account will be opened. We request that all families please create an account at www.longbranch-ar.rschooltoday.com which will help everyone to keep in touch with the medical alerts for a student-athlete.

We recommend you schedule medical appointments well in advance of the season. The **Long Branch Athletic Department Athletic Preparticipation Physical Examination Packet** is available in our nurse’s office at the high school and middle school. Please be sure to utilize our school forms when obtaining a physical for your student-athlete (all information required by our school district and the state is included on these forms) and understand that only licensed physicians are permitted to perform these examinations.

No student-athletes will be allowed to participate on any athletic team until proper medical examinations have been reviewed by the school Nurse and athletic department

and approved by the LBPS physician. Athletic Physicals are valid for 365 days from the date of the original physical. However, **Medical Updates** (Part A of physical packet) are required, if the original physical was conducted more than 90 days before the first official practice date. This is to ensure that there has been no change in the student-athlete's condition. It is important that all timelines are met - athletes may not participate until paperwork is submitted, recorded and processed. Late submissions may result in the athlete missing practices and/or games.

Summary of Physical Examination Information

- If a student-athlete has valid documentation of a physical (within 365 days and verified by the nurse) he/she only needs to complete the Health History Questionnaire - Part A, Emergency Card, Steroid Consent Form, Parent/Athlete Signature Form, and the Student-Athlete Contract. These forms are submitted to the school nurse prior to the deadline date announced before each season.
- If a student-athlete needs a new physical, he/she should complete the entire Athletic Participation Physical Packet and bring the forms with them to their own doctor or submit them to the nurse for an appointment with the school doctor.
- Previously known injuries should be brought to the physician's attention for more careful examination.
- A school nurse/athletic trainer will be present at all physical examinations given at the school.
- Original physical examination forms will be filed in the School Nurse's office. The Athletic Director's office will keep a copy of the emergency card and contract. Coaches will be issued a copy of all emergency cards for student-athletes who are cleared to play.

SCHOOL ATTENDANCE ELIGIBILITY REQUIREMENTS

Regular attendance is expected and is a very important factor in a student's success at school.

"Chronic Absenteeism" is defined in New Jersey's ESSA State Plan as the percentage of a school's students who are not present for 10 percent or more of the days that they were enrolled in the school during the school year.

Absences

Absences from school shall be defined as non-attendance in regular classes and/or assigned location for the school day. Absence from school shall be either excused or unexcused.

Five allowable reasons for an excused absence as per the NJDOE: A school may have a day in session that would not be counted as a day in membership for a particular student for the following reasons (New Jersey School Register, Ch.3):

- o Religious observance (N.J.A.C. 6A:32-8.3(h));
- o A college visit (up to 3 days per school year, only for students in grades 11 and 12);

- o “Take Our Children to Work Day” (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- o Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- o The closure of a busing district that prevents a student from having transportation to the receiving school.

***A doctor’s note does not constitute an unexcused absence.**

An unexcused absence shall be defined as an absence not recognized as an allowable absence as mandated by the NJDOE (see above). Examples include, but are not limited to activities such as shopping, working, faulty private transportation, hairdresser appointments, personal prom preparations, and vacations. **If a student leaves school without permission from the nurse or the Academy Administrator they will receive a consequence for cutting and will not count as an excused absence. Additionally, absences due to being sent home for dress code violations will be considered as an unexcused absence.**

As per NJ State mandate a student with 10 (ten) consecutive unexcused absences will be removed from the rolls after a designated investigation period.

***A doctor’s note does not constitute an unexcused absence.**

Attendance policy:

If a student accumulates 5 unexcused **daily** absences in one marking period the student will be placed into no credit status for **all classes in his or her schedule**:

- The parents of any student who is absent for the day will be contacted via our automated phone system. It is essential that the school has all updated contact information so that contact can be made.

The following procedures will take place once a student reaches 3 unexcused absences:

- At 3 unexcused daily absences a letter will be mailed home indicating their attendance record. Parental contact will be made by the school’s attendance officer or designee.
- At 5 unexcused daily absences students will be assigned Saturday Credit Recovery from 8:00 a.m. - 12:00 p.m. (Student **must** attend credit recovery to receive grades earned)
- If a student exceeds 5 unexcused daily absences, he/she must attend a Saturday Credit Recovery day for **each absence (not to exceed 6 unexcused daily absences in a marking period)** in order to obtain the grades earned. If the student does not make up the credit recovery time, he/she will automatically fail

for the marking period with the grade of a 60 in all classes in his or her schedule.
Please see the chart below:

Absences	Action
3 Unexcused Daily Absences	- Phone Call Home from Attendance Officer or designee - Letter Home from Attendance Officer or designee
5 Unexcused Daily Absences	- Must Attend Saturday Credit Recovery - Meet with Attendance Officer
6 Unexcused Daily Absences	- Must attend a Saturday Credit Recovery for the additional absence after 5 (not to exceed 2 Credit Recovery in a marking period)
7 Unexcused Daily Absences	-Court Complaint Signed by Attendance Officer

Please note: Any students who are absent from school are not allowed to participate in any extra-curricular activity including practice, games or performances unless the Academy Administrator or Lead Principal has issued a release.

Tardies:

Tardiness shall be defined as not being in an assigned seat or at an assigned station by the time the bell or signal ceases. Lateness due to personal transportation and oversleeping are not considered excused tardiness.

Excused tardiness shall be defined as a tardy occurring with the approval of an Academy Administrator. Examples include, but are not limited to activities such as death in the family, school sponsored educational activity, and external activity sanctioned or approved by the Academy Administrator such as medical appointments, or court appearances.

- School begins at 7:30 a.m. The initial bell will ring at 7:20 to alert students that they may go to their locker. All students must be seated in their period A class by 7:30 a.m.
- Regular attendance is vital to your success in high school. Every effort must be made to arrive on time for school. Continued tardiness will require a conference with the Guidance Counselor and/or Attendance Officer. Further disciplinary action will be taken if the tardiness continues after the conference. The action

may include but is not limited to suspension from all extra-curricular activities.

- Students entering after 7:30 must sign in at the post in the designated area. Failure to sign in will result in an unexcused absence from class.
- Students arriving later than 8:00 a.m. must enter through the main office and sign in at the front desk.

ATHLETIC - EXCUSED ABSENCE FROM PRACTICE

- Death in the family.
- Illness/injury/reasons verified by a physician.
- Sharing time with another school sponsored organization that has been **previously discussed with the coach at the start of the season.**

ATHLETIC - UNEXCUSED ABSENCE FROM PRACTICE

- First Violation - Coach records absence and the penalty is up to the discretion of the coach based on team rules. The Athletic Department recommends the athlete does not start the next game to allow others at practice a chance to play.
- Second Violation - Coach records absence and the penalty is up to the discretion of the coach based on team rules. The Athletic Department recommends the athlete does not participate in the next game or contest.
- Third Violation – Coach records absence and the penalty is up to the discretion of the coach based on team rules. The Coach and Athletic Director may request a meeting with the athlete and his/her parents regarding possible dismissal. The athlete's varsity status may be forfeited at this time.

ATHLETIC - UNEXCUSED ABSENCE FROM A CONTEST

- First Violation - Coach records absence and the penalty is up to the discretion of the coach based on team rules. The Athletic Department recommends the athlete will not participate in the next comparable contest (i.e. if an athlete is absent from a contest, they sit a contest); if they are absent for a county, state tournament or final contest of the year, they may sit more than one contest or a similar contest at the coach's discretion and may forfeit their varsity letter.
- Second Violation - The athlete could be suspended from the team for a period of time determined by the head coach and Athletic Director. Their varsity letter status would be considered forfeited at this point.
- Third Violation – The Coach and Athletic Director may request a meeting with the athlete and his/her parents regarding possible dismissal. Previous steps and rules would apply regarding varsity letters.

ATHLETIC - ATTENDANCE DURING SCHOOL VACATIONS

- Varsity players are expected at all practices and games, including those scheduled during the times when school is not in session. See Unexcused Absence section for violations of this rule.
- Junior Varsity and Freshman are also expected at all practices, but may be excused by their coaches in the event of a family commitment during vacation times. Athletes should notify their coaches at the start of the season to the anticipated absence. It is expected, however, that no athlete will be absent from games or contests.

BEHAVIORAL ELIGIBILITY REQUIREMENTS

Any athlete serving an out of school or in school suspension will be ineligible to participate in a practice or contest on the days he or she is suspended. This would include a weekend, holiday break, or recess period that was bookended by suspension days. Regular and extended detentions, while not rendering an athlete ineligible on that particular day, will not be shortened or adjusted for the athlete to make a contest on time.

If a player violates a team code of conduct that was distributed by the coach at the beginning of the season, the coach has the right to bench or limit the playing time of the offending player.

Any athlete who grossly casts a negative light on the Athletic Department and/or high school may be subject to benching or removal from his or her team. This action will be at the discretion of the Athletic Director after a consultation with the coaching staff and approval from the Principal.

1st offense – may be removed from the team for the remainder of the season and forfeit the right to receive any awards or school related scholarships in that sport.

2nd offense – dismissal from the team and any other teams for the remainder of the school year and forfeit the right to receive any awards or school related scholarships for sports.

Theft will not be tolerated whether visiting other schools or in our school. If it is determined that property was stolen

SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

Long Branch Public Schools believes that interscholastic competition involving member schools of the New Jersey State Interscholastic Athletic Association (NJSIAA) should be governed by the basic principles of good sportsmanship. This document has been prepared to ensure that all participants have a common understanding of those basic principles.

We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players. The desire to win is not an acceptable reason for abandoning rational behavior.

Respect should be demonstrated for an athletic opponent and for their school at all times. Long Branch Public Schools will treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.

Good sportsmanship is the mark of the good player:

- Do not swear or fight
- Use self-control
- Do nothing that will bring discredit to your school
- Win graciously; lose without alibi
- Accept officials' judgment without question
- Give the best that is in you for your team and school
- All team cheering should be positive with no intimidating or demeaning chants, gestures, etc...
- All players must follow the Code of Conduct

UNSPORTSMANLIKE CONDUCT

There will be no tolerance for negative statements or actions between players and coaches. This includes taunting, baiting, berating opponents, "trash talking", or actions that ridicule or cause embarrassment to them. Any physical, verbal, written (cyber or otherwise) conduct related to race, gender, ethnicity, disability, sexual orientation, or religion shall not be tolerated, and could be subject to violator ejection, and may result in penalties being assessed against your team. If such comments are heard, a penalty will be assessed immediately.

The NJSIAA Sportsmanship Rule requires that "high standards of courtesy, fair play, and sportsmanship must be featured at all high school competitions". The Sportsmanship Rule is the heart of the NJSIAA program. Good sportsmanship, respect

for rules, respect for others, and fair play are the fundamental principles that support the interscholastic athletic program. NJSIAA has made sportsmanship a priority. Statements cautioning student athletes against unsportsmanlike conduct are read before each competition. Students are told that actions which ridicule or cause embarrassment to opponents are unsportsmanlike and a HIB violation.

HARASSMENT, INTIMIDATION & BULLYING (HIB)

The Long Branch Public Schools Board of Education prohibits acts of harassment, intimidation, or bullying of a student. HIB, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Our school environment includes our athletic teams. It is important to note these activities, whether they occur in or outside of school, can cause mental, emotional, and/or physical harm. These actions can include, but are not limited to:

- Written and/or Verbal harassment
- Physical harassment/assault
- Gesture
- Electronic communication

Hazing is one form of HIB. Hazing is any ritual or activity involving harassment; abuse or humiliation used as a way of initiating a person into a group or remaining in a group. Hazing cannot and will not be tolerated or condoned in the athletic program within Long Branch Public Schools. This includes on the fields or courts, in the locker room, on the bus, on social media or at any other activity in which athletes represent Long Branch Public Schools. Retaliation against anyone who assists in the investigation of a HIB incident is prohibited and can result in disciplinary action and/or removal from athletic participation.

CONTEST DISQUALIFICATION PROCEDURES

Disqualifications are a major concern of the NJSIAA and the Long Branch Athletic Department. All disqualifications will be addressed with a **"no tolerance"** posture and additional penalties will be assessed for major contest infractions. For many years we have been disqualification free and this is our goal. We have created and will enforce preventative measures to help assure contest disqualifications do not happen to our sports programs at any level. When a disqualification is reported to the Athletic Director, the consequences for the infraction will be imposed immediately per NJSIAA Regulations. In some cases the penalties will be more severe (doubled) than the state mandated game suspension regulations of one (1) game football and two (2) games for other sports if there is evidence that the athlete requires the extra penalties.

After the Principal/Athletic Director receive an official/referee/umpire NJSIAA disqualification report the procedures below will be followed:

1. Contact by the Athletic Director to the student-athlete explaining the violation and the “no site” rule at games during the suspension.
2. Student and coach meeting with the Principal or Athletic Director.
3. Long Branch Board of Education rules may be applied and discipline administered as if the offense occurred during a school session. This will occur in fighting and/or flagrant verbal abuse or foul language cases at the discretion of the Athletic Director and Principal.
4. **Minimum** suspensions will include 1 game for one-rotation sports (i.e. football) and 2 games for two-rotation sports (i.e. soccer, lacrosse, ect.), and at the coaches and school’s discretion whether it should be more. A second disqualification will not be tolerated and could result in permanent removal from the team. A future offense during a subsequent season may result in immediate dismissal from the team.
5. **Before returning**, the student-athlete will be required to complete a written explanation of what they did, why it is a violation, the impact it has on the team in that game and the games to follow and the importance of sportsmanship.

The important objectives of every sports program in Long Branch High School is to instill Good Sportsmanship in our student-athletes, make it a priority for everyone, and our coaches must lead by example.

PUBLIC RELATIONS

The community judges its institutions chiefly by the people who represent them. The administration, coaches, student-athletes, and student spectators will serve as public relations agents at home and away from school during athletic contests. Pictures and interviews taken at athletic events, games or practices may be used by the media or a school’s website to promote the school. Coaches, athletes and parents that are interviewed by the media or school are encouraged to speak in a positive manner about our team’s teamwork and character.

SOCIAL MEDIA

The Athletic Department does not recommend the use of social media as a form of communication between schools by student-athletes or coaches. Thus, any negative comments or action will be taken seriously and could be used for disciplinary action from the school and athletic department. A student-athlete and/or coach may face loss of playing time, game suspension, dismissal from the team, or a ban from participating in any athletics at LBPS for the remainder of the year.

The Athletic Department will utilize Instagram, Facebook, Twitter and the athletic website to post news and announcements. This includes weather related information, game changes or general sports announcements about the teams.

ATHLETIC INSURANCE

The Board of Education has purchased secondary loss insurance coverage to protect all participants in interscholastic sports in case of an accidental injury resulting from such participation. This coverage also applies to equipment managers, cheerleaders, and any other approved participants.

The school's insurance is a secondary loss insurance coverage; i.e., it will pay those expenses not covered by any other medical insurance you may have. Thus, you must submit all bills to your own insurance first. The school policy may pick up the unpaid balances up to the limits of the policy. Contact the Nurse's office if you have any questions regarding injuries or insurance coverage. Although this coverage is very broad, there are restrictions, limitations, and exclusions in this policy. In many situations, medical bills may not be covered in full. Parents should understand that medical expenses are their own responsibility, not the Board of Education.

All sports injuries should be immediately reported to the coach or athletic trainer. Claim information will be taken from the student by the nurse/athletic trainer and an insurance form with instructions will be mailed to the parent/guardian.

All bills must be submitted to the parent's basic and major medical carriers first. Submit itemized bills and notices received from your own insurance company showing amounts paid and balances due, or a letter of denial, along with the completed insurance form to the school's insurance carrier.

It is your responsibility and to your benefit, to submit the necessary papers as soon as possible as the claim cannot be considered until all papers are submitted.

Questions regarding coverage should be directed to the Nurse's office.

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ACCIDENT/INCIDENT REPORT

Any student-athlete injured during a practice, game or any activity affiliated with a sport must report the accident/incident to his/her coach and the Athletic Trainer at the time of the injury. The coach and/or Athletic Trainer will then process a *Student Incident Report Form* that will be reviewed by the school nurse and filed in the Nurse's Office. If a student-athlete visits their personal doctor or the hospital about an injury, **the NJSIAA requires the athlete to have a note stating when they are allowed to start practicing again.** The student-athlete will not be permitted to participate in practices or games without it. Concussion protocols will be followed per the NJSIAA and school

policy. Be sure to review these regulations with your family/guardians if this applies to you, this information can be explained to you by the Athletic Trainer. Any injury that requires a student-athlete to miss five days or one week can be subject to the six practice rule before being allowed to participate in games/contests as a safety protocol. This will be determined by the coaches, trainer and/or athletic director.

TRANSPORTATION

Student-athlete bus behavior must be beyond reproach. Appropriate demeanor and reasonable volume must be maintained at all times. No abuse, distasteful or obscene language or unsafe actions will be permitted. **All athletes are expected to arrive and return to the school as part of the team.**

A coach may allow a student-athlete to return home from an away event only after a parental release form is submitted to the coach. At this point, the parent of that child will assume all responsibility. At no time are students allowed to drive themselves to or from athletic contests unless a parent has cleared this with the school. Any other arrangements must be made prior to the beginning of the day through the office of the Athletic Director and then the coach. These requests must include written parental permission, a detailed rationale for exemption, and the name of the assigned driver who will be responsible for the student's safety.

There are several types of passes for various transportation issues (available from the Coach or found in the AD Office):

- a) Any athlete who requires transportation from an away contest by a parent should have the parent sign the appropriate form on site and hand it to the coach at the time of pickup.
- b) Students that attend another school (technical, science academy, etc.) that have permission from that school to drive, may apply to drive to away games with the Athletic Director.

The Athletic Director and members of the coaching staff strongly encourage all student-athletes to ride LBPS transportation when provided for team chemistry and camaraderie. A coach may opt to require athletes to be transported to or from a contest by the bus only if they deem it necessary.

ATHLETIC EQUIPMENT

The equipment issued by the school becomes the responsibility of the athlete during the season. Special care must be taken to lock all equipment in the locker/team room during practices and games. Athletes should provide their own locks and are reminded not to bring large amounts of money to school. Also, expensive jewelry should not be worn to school and left in the locker room. At the conclusion of the season, all

equipment and uniforms must be returned by the athlete to the coaches. Any missing uniforms or equipment will be handled as a financial obligation; and diplomas, report cards and /or schedules will not be given out until the uniforms are returned or a fee paid.

STUDENT-ATHLETE ATTIRE

It is the responsibility of the coach to see that student-athletes are properly dressed when visiting other schools or facilities. Teams are encouraged to have “dress-up” days in school on game days, but it is not required of teams or student-athletes to follow. Non-playing student-athletes should dress appropriately when attending and remaining on the sidelines at a contest. Student-athletes should not get dressed on the bus, they should use the locker room before leaving or after arriving at a school.

PHYSICAL EDUCATION EXCUSES

Athletes are not excused from Physical Education classes for any reason including the day of games unless a doctor’s note is on file with the nurse. If a student-athlete does not dress for class on a game day, it is up to the instructor to let the coach know and the player should not participate in the game that day.

TRAINING RULES

Training rules - All coaches should have established policies regarding proper training habits for their student-athletes. Although sports differ, coaches should have a common stand on the following general rules for all Long Branch athletes:

- No smoking
- No substance use/abuse (including alcohol, drugs, “club drugs”, prescriptions, OTC, steroids, etc.)
- Regular sleep
- Good eating habits (supplements are never encouraged)
- No gambling
- Cars must be parked in the student parking lot except on Saturdays or when school is not in session
- No cleats in the building
- No bullying or harassing of teammates and/or classmates
- Championship living

Athletes are reminded to avoid parties where drinking is taking place, guilt by association is quite often a result. Remember that your coaches, parents and the administration expect you to be good citizens in the community, school, and as an athlete representing Long Branch Athletics.

CAPTAINS/LEADERS

Team Captains/Leaders - Coaches may use various methods for selecting these individual(s) for their team. Be sure the individual(s) selected exemplify the qualities you desire in a captain/leader.

Responsibilities include but are not limited to:

- Empowering people to make the right decisions
- Leading by positive example
- Promoting behaviors that show respect for rules, opponents, officials, teammates and traditions of the game
- Open, honest and direct interactive communication
- Continually reminding and refocusing people on what is important
- Encouraging and accepting input as an active listener
- Understanding barriers and overcoming them
- Helping people realize the rewards and consequences that are associated with their commitment

COMMUNICATION COACHES EXPECT FROM ATHLETES

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury as soon as possible.
4. Areas the athlete needs to work on to improve.
5. Bullying or unsafe issues between athletes that the coaches may not be aware of.

COMMUNICATION COACHES EXPECT FROM PARENTS/GUARDIANS

Same as above for numbers 1-5 with the addition of:

6. Treatment of your child.
 7. Ways to help your child improve.
 8. Concerns about your child's behavior.
- The Athletic Department has a "Next Day Policy" for contacting a coach after a game or contest to speak to them. Assistant coaches have the right to refer parents to the head coach on any matter.
 - The "Next Day Policy" means that parents should wait until the next day to speak in person or over the phone with a coach about that game/contest.

COMMUNICATION NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing Time
2. Team Strategy
3. Play Calling
4. Other Student-Athletes (unless it's regarding a safety issue)

CODE OF CONDUCT FOR PARENTS AND FANS

LBAD believes that sportsmanship is a core value and its promotion and practice are essential. This Code of Conduct applies to all parents/guardians and fans involved with interscholastic athletics and activities.

1. Parents/Guardians/Fans will promote academic, emotional, physical and moral well-being above desires and pressures to win.
2. Parents/Guardians/Fans will teach, enforce, advocate, model and promote the development of good character to include:
 - i. Trustworthiness
 - ii. Respect
 - iii. Responsibility
 - iv. Fairness
 - v. Caring
 - vi. Citizenship
3. Parents/Guardians/Fans will respect participation, officials and opponents.
4. Parents/Guardians/Fans will promote fair play and uphold the spirit of the rules.
5. Parents/Guardians/Fans will model appropriate behavior at all times.
6. Noisemakers or distractions that take away from the games/contest will not be permitted.
7. Parents/Guardians/Fans are encouraged to assist in protecting everyone involved from bullying and hazing.
8. All state and school policies must be followed while on school grounds at LBHS or other facilities sponsoring a school function.
9. Due to liability concerns, no one, other than a Long Branch coach, trainer or administrator is allowed at practice, in locker rooms, or on game fields, or on team benches at any time.

ATHLETIC TRANSFER

1. **Transfer:** A “transfer” occurs when a student who has previously enrolled in a secondary school leaves that school and enrolls in a new one. The date of transfer shall be the earlier of the first day of class or the first day of sports participation at the new school.
2. **Senior Transfer:** A “Senior Transfer” is a student-athlete whose first transfer occurs during or after their third season of eligibility in a particular sport in which they participated in during the 12 months preceding the transfer.
Start of Practice Date: “The Start of Practice Date” is the first day of practice for each sport as set forth annually in the Program Regulations, Section 6.
Competition Start Date: The “Competition Start Date” is the first day of competition for each sport as set forth annually in the Program Regulations, Section 8. For football, the Week 1 Competition Start Date will be used.
HIB Transfer: Under the Anti-Bullying Bill of Rights Act, a state law that public schools are required to follow and non-public schools are encouraged to follow, harassment, intimidation and bullying (HIB) are matters that are investigated and addressed by the school. The NJSIAA does not hold hearings to determine whether a student was bullied. A “HIB transfer” will exist when a school, after investigating a HIB complaint, determines that the proper action to remediate the complaint is an alternative placement or a school transfer.
Maximum Number of Contests: The “Maximum Number of Contests” for each sport are as set forth in the Program Regulations, Section 15. For football, the Maximum Number of Contests is nine. For wrestling and other sports without a maximum number of contests listed in the Program Regulations, the period of ineligibility shall be the number of days specified in each section below.
3. **A student’s first transfer:**
Students are entitled to one penalty-free transfer during the first six semesters after their initial high school enrollment, provided that the transfer occurs on or before the Start of Practice Date of the sports season in which the transfer occurs.
4. **Transfers occurring after the Start of Practice:**
Students who transfer after the Start of Practice Date will be subject to a 30-day period of ineligibility (or 1/2 the Maximum Number of Contests in that sport, whichever is less).
5. **Transfers occurring after the Competition Start Date:**
In addition to the period of ineligibility set forth in Section 4 above, any student who transfers after the Competition Start Date will not be eligible for NJSIAA postseason competition in that sport.
6. **A student’s second or subsequent transfer:**
Students who transfer a second or subsequent time will be subject to a 30-day period of ineligibility (or 1/2 the Maximum Number of Contests, whichever is less)

for all NJSIAA sanctioned sports in which the student participated during the 12 months preceding the transfer.

7. Senior transfers:

Senior transfers, as defined above, are subject to a 22-day period of ineligibility (or $\frac{1}{3}$ the Maximum Number of Contests, whichever is less) in each sport in which they participated during or after their third season of eligibility, during the 12 months preceding the transfer.

8. General application:

- This Transfer Rule applies to all athletes at all levels of participation (not just varsity athletes) and is applicable to all NJSIAA-sanctioned sports in which the student participated during the 12 months preceding the transfer. Transferring students may participate in a new sport without penalty.
- The period of ineligibility will begin on the Competition Start Date of each sport. For students who transfer after the Competition Start Date, the period of ineligibility will begin on the date of enrollment.
- When calculating the period of ineligibility using the Maximum Number of Contests, NJSIAA will round down to the nearest whole number if the number of contests is not divided evenly. For example, if the Maximum Number of Contests were 14, then the calculation for a Senior Transfer ($14 \div 3$) would be 5.67 and rounded down to a 5 contest sit.

9. Exceptions:

Immediate eligibility, without penalty, will be granted for transfers resulting from DCP&P placement, court placement, HIB transfers, and military transfers.

10. Enforcement:

The NJSIAA monitors transfers with the cooperation of the member schools. To that end, the NJSIAA maintains an online Transfer Portal. For each transferring student, the sending school and the receiving school must enter the required information into the Transfer Portal.

All Bylaws, rules and regulations in conflict with this new section shall be declared void.

HIGH SCHOOL

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cheerleading – Co-Ed Competitive Cheer Cross Country – Boys & Girls Field Hockey – Girls Football – Co-Ed Soccer – Boys & Girls Tennis - Girls Volleyball - Girls	Basketball – Boys & Girls Bowling - Boys & Girls Cheerleading – Co-Ed Indoor Track – Boys & Girls Swimming – Boys & Girls Wrestling - Co-Ed	Baseball Flag Football - Girls Golf – Boys & Girls Lacrosse – Boys & Girls Softball Track & Field – Boys & Girls Tennis - Boys Volleyball - Boys

MIDDLE SCHOOL

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Competitive Cheer Cross Country - Co-Ed Field Hockey - Girls Soccer - Boys & Girls	Basketball - Boys & Girls Cheerleading - Co-Ed. Wrestling - Co-Ed	Baseball Softball Track & Field - Boys & Girls

Conference Affiliation:

High School: Shore Conference of High School, A - North Division, NJSIAA

Middle School: Shore Conference of Middle School

SPORTS SCHEDULES

The scheduling program provides you with the opportunity to have alerts regarding your specific sport sent to you electronically

To view our most recent Long Branch Public Schools athletic schedules go to:

<https://www.shoreconferencenj.org/public/genie/249/school/19/>

VARSITY ATHLETIC COACHES

<u>SPORT</u>	<u>COACH</u>	<u>SEASON</u>
Cheerleading/Competitive	Essence Davis edavis@longbranch.k12.nj.us	Fall
Cross Country, Boys	Graham Filozof gfilozof@longbranch.k12.nj.us	Fall
Cross Country, Girls	Joseph Siciliano jsiciliano@longbranch.k12.nj.us	Fall
Field Hockey	Stephanie Dixon sdixon@longbranch.k12.nj.us	Fall
Football	Ben Woolley bwoolley@longbranch.k12.nj.us	Fall
Soccer, Boys	William Rohr wrohr@longbranch.k12.nj.us	Fall
Soccer, Girls	Alexis Corbett acorbett@longbranch.k12.nj.us	Fall
Tennis, Girls	Will Potter wpotter@longbranch.k12.nj.us	Fall
Volleyball, Girls	Nameil Navarro nnavarro@longbranch.k12.nj.us	Fall
Basketball, Boys	Darnel Tyler dtyler@longbranch.k12.nj.us	Winter
Basketball, Girls	Shannon Coyle scoyle@longbranch.k12.nj.us	Winter
Bowling, Boys	Vanessa Mantione vmantione@longbranch.k12.nj.us	Winter
Bowling, Girls	Vanessa Mantione vmantione@longbranch.k12.nj.us	Winter
Cheerleading	Essence Davis edavis@longbranch.k12.nj.us	Winter

Indoor Track, Boys	Terrence King tking@longbranch.k12.nj.us	Winter
Indoor Track, Girls	Chad King cking@longbranch.k12.nj.us	Winter
Swimming, B/G	Tracey Ciambrone tciambrone@longbranch.k12.nj.us	Winter
Wrestling	William George wgerorge@longbranch.k12.nj.us	Winter
Baseball	Ben Woolley bwoolley@longbranch.k12.nj.us	Spring
Golf, B/G	Andrew Critelli acritelli@longbranch.k12.nj.us	Spring
Lacrosse, Boys	Gareth Grayson ggrayson@longbranch.k12.nj.us	Spring
Lacrosse, Girls	Amanda Olsen aolsen@longbranch.k12.nj.us	Spring
Softball	Shawn O'Neill soneill@longbranch.k12.nj.us	Spring
Outdoor Track & Field, Boys	Terrence King tking@longbranch.k12.nj.us	Spring
Outdoor Track & Field, Girls	Jayce Maxwell jmaxwell@longbranch.k12.nj.us	Spring
Tennis, Boys	Will Potter wpotter@longbranch.k12.nj.us	Spring
Volleyball, Boys	Nemeil Navarro nnavarro@longbranch.k12.nj.us	Spring

ATHLETIC - INDIVIDUAL AND TEAM CHAMPIONSHIPS

The Board of Education wishes to recognize the achievements of pupils who give many hours of their time to represent the school in interscholastic athletics. A committee composed of coaches, Athletic Director, and Principal shall decide awards in each sport:

1. Only varsity letter winners, when the team practices separately, and junior varsity letter, when the teams practice together, will be eligible for championship awards.
2. Only championships won in recognized Shore Conference of High Schools, Monmouth County and NJSIAA competitions will be eligible for awards.
3. A jacket will be awarded on a one-time basis to all team members as specified in 1 and 2.
4. In the event that an individual wins a championship, as defined in 2 but his/her team does not win a championship, the individual will be awarded a jacket. This award will not preclude an individual receiving a team jacket in a subsequent year.
5. If a team or individual win a duplicate championship in consecutive years, the following awards schedule will apply as specified in 1 and 2:
 - a. Second Year - Embroidered Athletic Bag
 - b. Third Year - Championship Watch
 - c. Fourth Year - Championship Ring
6. If a team or individual wins a championship at the highest NJSIAA Championship level; they will be awarded a championship ring rather than those awards defined in 2 & 4
7. Coaches approved by the Board of Education will be eligible to receive awards for team championships only
8. In the event that a coach wins more than four team championships consecutively, the aforementioned sequence of awards will be repeated.

ATHLETIC AWARDS

It is important that student-athletes be recognized for their hard work and efforts when participating in the Long Branch Athletic Program. At the conclusion of every year, the coaches will conduct an end of year team banquet for the purpose of recognizing these student-athletes. The criteria for the disbursement of these awards are different from sport to sport and are listed below:

Awards Procedure

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

Awards

- Freshmen: a) Certificates of Participation – All
- Junior Varsity: a) Certificates of Participation – All
- Varsity: a) First Year: Certificate of Participation, Letter*, Pin**
 b) Second Year: Certificate of Participation
 c) Third Year: Certificate of Participation
 d) Fourth Year: Four Year Plaque, Pin*

** Replacement cost for a lost pin will be \$5.00. Replacement of a lost letter is \$10.00.*

Special Considerations

Seniors who have not met the established criteria for a varsity letter but have participated for two seasons in the sport may receive a varsity letter. A Head Coach may recommend awards in special cases to athletes who have not met the established criteria after consultation with the Athletic Director.

INDIVIDUAL ATHLETIC AWARDS CRITERIA

In all cases the student-athlete must be a member in good standing at the time of the awards presentation and be with the team at the start of the season through post-season or last contest.

BASEBALL -

* Players must accumulate a minimum of 33% of the team average for plate appearances. If used as a specialty player, they must appear in at least 50% of the games (example: pinch runner). Pitchers must appear in 33% of the games if a pitcher only. Pitcher/field players must have an accumulation of greater than 33% of the games.

BASKETBALL - BOYS -

* Athletes must play meaningful minutes in at least half of the varsity basketball games. Minutes at the end of a game that has been decided do not count towards a varsity letter. All players must additionally abide by the season contract signed in the beginning of the season by them and the parent/guardian.

BASKETBALL - GIRLS -

* A player will earn a Varsity Letter for the Girls Basketball program if she plays in a minimum of 5 Quarters in a varsity game (not a scrimmage). In addition to on court play, players must respect their opponents, teammates, officials, and coaches. All players must additionally abide by the season contract signed in the beginning of the season by them and the parent/guardian.

CHEERLEADING FALL -

* Cheerleaders who have demonstrated commitment and dedication to the level/team they are assigned for football games.

CHEERLEADING WINTER -

* Cheerleaders who have demonstrated commitment and dedication to the level/team they are assigned. They must also have competed in at least 2 competitions, including one in December or January.

CROSS COUNTRY - BOYS AND GIRLS -

- * Must attend all practices and meets.
- * Excused absences will be taken into account.
- * Must compete at the varsity level including the county and state level (which means you must be within the top 7 runners for more than 4 meets leading up to counties)
- * Final varsity status decisions are left to the discretion of the coaches.

FIELD HOCKEY -

* Athletes must play in 50% of the halves of all varsity games played in varsity seasonal competitions or coaches can have discretion under special circumstances. Goalies will be entitled to special consideration as determined by the head coach.

FOOTBALL -

- * Any athlete with at least 20 quarters of varsity playing time during the season.
- * Any athlete that starts and remains on a special teams unit for 80% of the season.

GOLF BOYS AND GIRLS -

- * Minimum of 80% attendance during practices/matches during the season.
- * At least one playing score in a league match during the season.

ICE HOCKEY -

- * We follow what Lawrence High School has established

INDOOR TRACK BOYS AND GIRLS-

- * You must be within the top 50% of your event, against Long Branch student-athletes, for at least 75% of meets leading up to counties
- * You must compete at all varsity level meets, invitations, and the Monmouth County Relays when asked by you coach to do so
- * It will remain the coaches discretion on injuries, personal issues that arise during the season and seniors that have been part of the program for two years

LACROSSE - BOYS

- * Athletes must play in 50% of halves of all varsity games played in or coaches can have discretion under special circumstances. Goalies will be entitled to special consideration as determined by the head coach.

LACROSSE - GIRLS

- * Athletes must play in 50% plus one half of all varsity quarters played in or coaches can have discretion under special circumstances. Goalies will be entitled to special consideration as determined by the head coach.

SOCCER - BOYS AND GIRLS -

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

SOFTBALL -

* Players must accumulate a minimum of 33% of the team average for plate appearances. If used as a specialty player, they must appear in at least 50% of the games (example: pinch runner). Pitchers must appear in 33% of the games if a pitcher only. Pitcher/field players must appear in greater than 33% of the games.

SWIMMING BOYS AND GIRLS -

* Swimmer achieves an established cut time for any one event in a championship meet (Conference, County, State meets).

* Swimmer participates in 75% of all dual meets (including state tournament if applicable) and averages 4 points per dual meet.

* In all cases the athlete must be a member in good standing at the time of the awards presentation.

Tennis - BOYS AND GIRLS -

A player must participate in 3 varsity matches

A player must be present at matches/practices 90% of the time

A player not completing the season may lose their rights to a letter

Students/Athletes will abide by all school rules.

Letter may be denied if any of the above criteria is missing

TRACK (OUTDOOR) - BOYS AND GIRLS -

* Student-Athletes must compete at all Varsity level competitions. Therefore, if an athlete does not compete at all weekend invitationals including relays, county championships and state championships, then the student-athlete will not earn a varsity letter.

* Student-Athletes should also score a minimum average of one (1) point for every team competed against throughout the regular season or place in a varsity championship meet.

WRESTLING -

Each wrestler will have to obtain at least 36 points to receive their varsity letter, this is the formula for how each wrestler can earn points:

6 points for a win by pin, forfeit or disqualification

5 points for win by technical fall

4 points for win by major decision

3 points for a win by regular decision

1 point for each varsity individual loss

GREEN & WHITE ASSOCIATION

The Green and White Association was created in 1935 following Long Branch High School's football victory over Asbury Park High School. The victory was the first in a 20 year period. A group of supporters led by William Crawford and made up of businessmen and former athletes from Chattel High School and Long Branch High School decided there was a need to have an organization to support the athletic program of Long Branch High School.

Suggestions for a motto were offered and the following one was selected: "Win - Lose - Draw". It has been the motto; through good and bad times it has carried us through.

Our first dinner was held in 1935; it was decided to give an annual dinner to honor the graduating athletes who had earned their letter regardless of the sport in which they had participated. Ath this dinner each athlete is presented with a symbolic medal designating the sport that he or she excelled in during their high school career.

With the enlargement of the athletic program by the inclusion of girls' athletics and the band program, the organization found it necessary to be responsive to the program expansion in relation to the annual dinner. As a result, it was decided to have two dinners annually as follows: One to cover all Fall sports to be held in the Fall; and one to cover all Winter and Spring sports to be held in the Spring.

At each dinner the athlete was presented with an individual plaque for each sport in which he or she earned their letter. Also honored are teams or individuals who won Central Jersey or State Championships.

The Green and White awards two (2) one thousand (\$1000) dollar scholarships a year for one boy and girl athlete. The recipient must be a graduate of Long Branch High School, be accepted by a college, need financial aid and be a good citizen of the school. The candidates submit applications which are reviewed by the Green and White organization before a selection is made.

If you're interested in participating and volunteering your time as a member of the Green and White Association please visit this website and fill out an online membership form and pay a \$25.00 membership fee.

Please click this link to join: <https://www.longbranch.k12.nj.us/Page/7339>