

**NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT**

**STUDENT-ATHLETE, PARENT ATHLETIC HANDBOOK**

A Guide to a better understanding of the athletic programs at N.B.C.



*Serving the townships of*

**NORTH HANOVER\* MANSFIELD\* SPRINGFIELD\* CHESTERFIELD  
AND JOINT BASE**

# **NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT**

## **INTRODUCTION**

This handbook was developed to provide parents and athletes with basic information that will allow for successful participation in interscholastic athletics at Northern Burlington.

Undoubtedly, this book will not be able to cover everything. If there are further questions, please contact the athletic office.

## **PURPOSE OF INTERSCHOLASTIC ATHLETICS**

Athletics is an arm of our educational system. Its purpose is to provide athletic activities for young men and women who have either a strong desire or outstanding abilities to compete in athletics.

Its goals are to:

- Provide students the opportunity to compete safely in sports.
- Provide a vehicle for those possessing strong desires to physically compete.
- Foster team unity and interdependence upon one another in achieving a group goal.
- Promote sportsmanship
- Extend the limits of one's physical and mental boundaries so that the individual can reach his/her maximum potential.

## **ATHLETIC PHILOSOPHY**

The Northern Burlington County Regional School District Athletic Department considers athletics to be an important extension of the academic day. The Northern Burlington Athletic Philosophy is to promote a winning mindset with all athletes. The coaching staff is charged with the responsibility of teaching the values of accountability, citizenship, sportsmanship, tolerance, leadership, persistence, responsibility, sacrifice, self discipline and teamwork. Coaches will enthusiastically motivate athletes to develop the skills necessary for excellent achievement in sport.

## **CONFERENCE ALLIANCES**

### **High School**

Northern Burlington is a member of the New Jersey State Interscholastic Association (NJSIAA), the governing body for interscholastic athletics in the state.

Under NJSIAA auspices, all public schools and most parochial schools are grouped according to student enrollment in grades 10 through 12. The NJSIAA divides the state into four sections: North

Jersey I, North Jersey II, Central Jersey and South Jersey. Each section is then divided into four groupings, each group having approximately an equal number of schools. The groupings are Group I (smallest), Group II, Group III, and Group IV (largest). Northern Burlington has a Group III Central classification. Please go to NJSIAA Web page [www.njsiaa.org](http://www.njsiaa.org) for more information

Northern Burlington is also a member of the Burlington County Scholastic League, which includes the majority of the public and parochial high schools in Burlington County. The League currently has three divisions: Freedom (smallest – Group I schools); Patriot (Group II schools), and Liberty (largest – Group III and IV schools) in most sports. Some sports, however, have a two division (Freedom and Liberty) format. Please go to BCSL web page: [www.bcs133.org](http://www.bcs133.org) for more information. The BCSL does not sponsor certain sports due to the lack of school's participation in that particular sport, therefore, Girls Volleyball is a member of the Olympic Conference and Boys Lacrosse is a member of the CVC in Mercer County. Football is a member of the West Jersey Football League.

### **Middle School**

Northern Burlington Middle School Athletic Coordinator meets with other area Burlington County Elementary and Middle Schools to establish game schedules for the fall, winter, and spring seasons.

## **ATHLETIC OPPORTUNITIES**

The following interscholastic sports are offered at Northern Burlington:

- FALL:**                   **High School** - Boys Cross Country, Girls Cross Country, Field Hockey, Football, Boys Soccer, Girls Soccer, Girls Tennis, Girls Volleyball, Cheerleading
- Middle School** - Field Hockey, Boys Soccer, Girls Soccer, Cross Country
- WINTER:**               **High School** - Boys Basketball, Girls Basketball, Boys Bowling, Girls Bowling, Winter Track (Co-ed), Wrestling, Co-ed Swimming, Cheerleading
- Middle School** - Boys Basketball, Girls Basketball, Wrestling, Cheerleading
- SPRING:**               **High School** - Baseball, Golf (Co-ed), Boys and Girls Lacrosse, Softball, Boys Tennis, Boys Track, Girls Track,
- Middle School** – Baseball, Boys and Girls Lacrosse, Softball, Track (Coed)
- RELATED:**             **High School**- Fitness Center will be supervised during the fall, winter, spring, and summer.
- High School**- Student aides to the Athletic Trainer are accepted in the fall, winter, and spring seasons. Managers are also welcome to join the various teams in the high school.

Updated Game Schedules for both High School and Middle School can be found on Northern Burlington web page- [www.nburlington.com](http://www.nburlington.com)

## **SEASONAL TIMELINES**

There are three, separate athletic seasons. Practice begins:

<b>FALL:</b>	<b>HS Begins-</b>	2nd Friday in August (Girls Tennis) 3rd Monday in August (Football) 3 <sup>rd</sup> Saturday in August (Soccer, Field Hockey, Cross Country, Girls Volleyball and Cheer)
	<b>MS Begins-</b>	Tuesday after Labor Day
<b>WINTER:</b>	<b>HS Begins-</b>	November 15 (Bowling and Co-ed Swimming) Friday after Thanksgiving (Basketball, Wrestling, Winter Track and Cheerleading)
	<b>MS Begins</b>	1 <sup>st</sup> week in November
<b>SPRING:</b>	<b>HS Begins</b>	1 <sup>st</sup> Friday in March (All Spring Sports)
	<b>MS Begins</b>	3 <sup>rd</sup> Monday in March

Please check with your child's coach to determine the start of practice for the particular sport

### **SUMMER CONDITIONING**

Athletes are encouraged to take advantage of coach supervised summer conditioning. Athletes must have a current physical on file in the nurse's office and complete the summer conditioning packet.

### **FITNESS CENTER**

Athletes are encouraged to participate in the Fitness Center to do off-season workouts. The Fitness Center will have a paid supervisor for the Summer, Fall, Winter and Spring seasons. Athletes must fill out the Fitness Center packet and have a current physical exam on record in the nurse's office.

### **ELIGIBILITY**

#### **High School**

Eligibility standards require that a student successfully complete 27.5 credits during the previous academic year to be eligible to participate in fall/winter sports. At the end of the first semester a student must be passing the equivalent of 13.75 credits to participate in a spring sport. For incoming 2014 Freshman class for spring sports must have 15 credits. In their sophomore year must have 30 credits for Fall and Winter Sport season. Once a student begins a sports season (winter), he/she will be permitted to complete it.

Credits earned in summer school can only be applied to the preceding year.

Students entering the ninth grade for the first time are immediately eligible to participate in fall and winter sports provided they have not reached the age of 16 prior to September 1. If they turn 16 prior to September 1 they will be required to participate in the junior varsity or varsity squad. An athlete becomes ineligible for high school athletics if he/she attains the age of 19 prior to September of that school year.

#### **Middle School**

The Northern Burlington Middle School recognizes the value of student participation in interscholastic sports, clubs, and activities. Our school acknowledges its responsibility to ensure that extracurricular activities remain extracurricular and academics stay the main focus of the students. It is important that student academic progress is monitored and that student participants maintain a standard of academic performance that is consistent with the primary mission of the school.

Eligibility requirements are as follows:

- All incoming 7<sup>th</sup> grade students will be eligible for athletics in the first semester (first two marking periods).
- Fall eligibility for 8<sup>th</sup> grade students will be determined by the final grades of their 7<sup>th</sup> grade year.
- Transfer students are eligible as long as their transfer grades meet eligibility requirements. If their grades have not yet transferred, transfer students may still participate until grades are verified.
- After the first semester (first two marking periods), students who have a failing grade in two or more of their scheduled classes will lose academic eligibility. Once a student begins a winter sport, he/she will be permitted to complete the season.
- Students who accumulate 15 points or more in discipline will be ineligible to participate in athletics. Notification will be given by the building principal.

## TRAINING RULES

### High School and Middle School

Adherence to training rules is essential to individual and team athletic success and there are certain factors that are constant in all athletic programs. Violation of these rules or conditions will result in penalties in proportion to the offense.

1. Conduct on buses, in locker rooms (home and away), should be exemplary.
2. Theft will not be tolerated. Nothing is worse than stealing from a teammate or in an opponent's locker room.
3. Smoking, drinking and drugs - These are a direct violation of the most basic training rules and will be dealt with in accordance to the district substance abuse policy and within the team. Remember, participating in athletics is a privilege, not a right.
4. Personal conduct - The athlete should exemplify an outstanding school citizen. Some typical conditions of this nature are as follows:
  - Classroom behavior
  - General appearance
  - Conduct at school functions
  - Behavior outside of school

## NCAA ELIGIBILITY REQUIREMENTS

### **Four Year Plan for College Recruitment**

Preparing for the future is an exciting time for students and their parents. The Counseling Office, Head Coach and the Athletic Office will assist the students in the college recruiting process. The following outline will provide a 4 year plan to guide students in their college selection process.

#### **Freshman Year Meeting Agenda**

- **Students** should start planning now, work hard to get the best grades in your classes
- **Students** should take classes that match your high school's list of NCAA approved core courses (you can access and print Northern's list of approved core courses at [www.eligibilitycenter.org](http://www.eligibilitycenter.org); select "Resources, then "U.S. High School Students" and "Are you on Track?", then select "List of approved Core Courses", follow prompts to select

school by name. The NCAA Eligibility Center will only use approved core courses to certify your initial eligibility.

- The **Counselor** and **Head Coach** will introduce the idea of college athletics and the variety of options to play after high school (NCAA Division I, II, III, as well as NIAA, NJCAA and NCCAA).
- The **Counselor** and **Head Coach** will explain current NCAA academic eligibility requirements (core courses, grades, test scores). Encourage students to work with their counselor and coach. Encourage students to visit the web site address for the NCAA Guide for the College Bound Student-Athlete. (ncaa.org, click on “Legislation and Governance” on left hand side of the screen and then “Eligibility and Recruiting”; by clicking on “Information for College-Bound Student-Athletes and Parents” users will be directed to a page where current Guide can be down-loaded.)
- The **Counselor** and **Head Coach** will help students understand the collegiate playing arena by observing a range of college teams and examine coaching styles.

### **Sophomore Year Meeting Agenda**

- **Students** should start planning now, work hard to get the best grades in your classes
- **Students** should take classes that match your high school’s list of NCAA approved core courses (you can access and print Northern’s list of approved core courses at [www.nccaclearinghouse.net](http://www.nccaclearinghouse.net)). The NCAA Eligibility Center will only use approved core courses to certify your initial eligibility
- The **Counselor** and **Head Coach** will assist students in identifying factors that should be considered in assessing a collegiate sports program, i.e. coaching style, team chemistry, playing time/schedule, time commitment during the season and in the offseason, training and conditioning programs, level of competition within league and school support of the athletic program.
- The **Counselor** and **Head Coach** will explain current NCAA academic eligibility requirements (core courses, grades, test scores).
- The **Counselor** and **Head Coach** will explain to students that they should carefully evaluate recruiting services to ensure they meet their needs before using one.
- The **Counselor** and **Head Coach** will have students develop goals for their own athletic progress moving toward college.

### **Junior Year Meeting Agenda**

- **Students** will at the beginning of junior year register at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).
- **Students** will complete the Amateurism Questionnaire (same site as above)
- **Students** will register to take the ACT, SAT, PSAT and use the Eligibility Center code “9999” as score recipient. Doing this sends your scores directly to the Eligibility Center.
- **Students** will double check to make sure you are taking courses that match the Northern’s list of NCAA-approved core courses.
- **Students** will request that your counselor send an official transcript to the Eligibility Center after completing your junior year. (The Eligibility Center does not accept faxed transcripts.

- The **Counselor** and **Head Coach** will introduce specific rules/regulations relating to contacts with college coaches
- The **Counselor** and **Head Coach** will during their junior year, have students register with the NCAA Eligibility Center
- The **Counselor** and **Head Coach** will explain current NCAA academic eligibility requirements (core courses, grades, test scores).
- The **Counselor** and **Head Coach** will be honest about evaluating a student's talent level and the probability of playing at certain colleges.
- The **Counselor** and **Head Coach** will make sure all students are enrolled in correct classes and getting good grades.
- The **Counselor** and **Head Coach** will consider the student's overall wants and needs in college (not just athletics)
- The **Counselor** and **Head Coach** will share access to all NCAA resources with students
- The **Counselor** and **Head Coach** will encourage students to come with any questions they may have or any help they may need.
- The **Counselor** and **Head Coach** will reevaluate goals for the student own athletic progress moving toward college.
- The **Counselor** and **Head Coach** will be proactive throughout the year to remind students about deadlines.

### **Senior Year Meeting Agenda**

- **Students will** at the beginning of his/her senior year check with Counselor and the Eligibility Center to determine the number of core courses that need to be completed by the senior year.
- **Student** will determine if taking the SAT or ACT is necessary. The Eligibility Center will use the best scores from each section of the SAT or ACT to determine your best cumulative scores.
- **Student** will check to make sure the courses being taken match Northern's list of NCAA-approved core courses.
- **Student** will review the Amateurism Questionnaire responses and request final amateurism certification beginning April 1 (for fall enrollees) or October 1 (for Winter/Spring enrollees).
- **Student** will continue to earn the best grades possible
- **Student** will after graduation ask Counselor to send your final transcript with proof of graduation.
- **Student** will graduate on time (in eight academic semesters). If student falls behind, use summer school sessions prior to graduation year to catch up.
- The **Counselor** and **Head Coach** will introduce specific rules and regulations relating to recruiting, recruiting calendars, and unofficial and official visits. Will explain differences between Division I, II, and III.
- The **Counselor** and **Head Coach** will discuss specific circumstances that may present themselves during an unofficial or official visit and prepare student in their response.

- The **Counselor** and **Head Coach** will provide lists of possible questions for students and parents to ask potential coaches and academic personnel.
- The **Counselor** and **Head Coach** will remind students that college selection process should be based on a combination of academic and athletic fit.

### **Graduate on Time**

- From the time the student enters the ninth grade, they have four years, or eight semesters to graduate from high school. If the student does not graduate “on time” in eight semesters, no core courses taken after the eighth semester will be counted toward your NCAA academic eligibility requirements.
- Graduation “on time” also means that if the high school graduation takes place June 1, and the student graduated on June 1. If the student does not graduate on June 1 with the rest of the high school class, the student has not graduated “on time”.

### **Required High School Core Courses for Division I and II Colleges**

A Core Course is a High School class that meets all of the following criteria:

- Any Mathematics course at or above Algebra I
- It is completed no later than the core-course time limitation (in eight semesters and with prospective student-athlete’s incoming ninth grade class)
- It is taken no earlier than eight grade

#### **Division I**

(16 Core Courses)

4 years of English

3 years of Mathematics (Algebra I or higher)

2 years of Natural/Physical Science (1 year of lab if offered by high school)

1 year of additional English, Mathematics or Natural/Physical Science

2 years of Social Science

4 years of additional core courses (foreign language, nondoctrinal religion philosophy, or any of the above areas.

Division I has a sliding scale for test score and grade-point average (core courses only)

#### **Division II**

(14 Core Courses)

3 years of English

2 years of Mathematics (Algebra I or higher)

2 years of Natural/Physical Science (1 year of lab if offered by high school)

2 years of additional English, Mathematics or Natural/Physical Science

2 years of Social Science

3 years of additional core courses (foreign language, or nondoctrinal religion/philosophy

Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.

Please note beginning August 1, 2013, NCAA Division II institution will required 16 core courses.

### **Division III**

Division III Colleges do not use the Eligibility Center. Contact the Division III College or university regarding its policies on admissions, financial aid, practice and competition.

#### **LIST OF APPROVED CORE COURSES (FORM 48H) – NBCRHS as of 3/12/ 2010**

##### English:

English 9, 10, 11, 12 (Only students who have received proper NCAA approval for their diagnosed learning disability may receive credit for these approved courses.)

AP English Lang/Composition	English II
AP English Lit/Composition	English II Honors
Creative Writing 1	English III
Creative Writing 2	English IV
English I	Journalism
English I/Honors	Public Speaking
Science Fiction and Fantasy	

##### Social Science:

World History (Only students who have received proper NCAA approval for their diagnosed learning disability may receive credit for these approved courses.)

American Political Systems	Economics
American Diversity	Intro to Sociology
AP Psychology	Psychology
AP US History I	US History I
AP US History II	US History II
Criminology	Western Civilization
Current Issues	World History

##### Mathematics

Math II, Math III (Only students who have received proper NCAA approval for their diagnosed learning disability may receive credit for these approved courses.)

Algebra 2/Honors	AP Calculus AB
Algebra I	Calc/Analytic Geometry
Algebra II	Geometry
Algebra/Geometry & Statistics	Geometry Honors
Algebra/Geometry & Statistics II	Intro to Statistics
Algebra/Geometry/Statistics & Calculus	Pre-Calculus
Algebra/Geometry/Statistics & Trigonometry	Pre-Calculus/Honors
Statistics/AP	

##### Natural/Physical Science

Anatomy & Physiology	Chemistry/AP
AP Physics	Chemistry/Honors
Biology	Integrated Earth & Phys. Science
Biology of AgriScience	Material Science
Biology AP	Physics
Biology/Honors	Physics B/AP
Chemistry	Physics C/AP
Plant Science/Adv	Animal Science/ADV

##### Additional Core Courses

Chinese I Language/AP	French II	German II	Heritage Speaker II	Spanish
Chinese II	French III	German III	Spanish I	Spanish Lit/AP
Chinese III	French IV	German IV	Spanish II	
Chinese IV	French V	German V	Spanish III	
French I	German I	Heritage Speaker I	Spanish IV	

### **Recruiting Regulations for the High School Student**

**Contact:** A contact occurs any time a coach has any face to face contact with you or your parents off the college campus and says more than hello. A contact also occurs if a coach has any contact with you or your parents at your high school or any location where you are competing or practicing.

**Contact Period:** During this time, a college coach may have in-person contact with you and/or your parents on or off the college campus. The coach may also watch you play or visit your high school. You and your parents may visit a college campus and the coach may write and telephone you during this period.

**Dead Period:** A college coach may not have any in person contact with you or your parents on or off campus at any time during a dead period. The coach may write and telephone you or your parents during this time.

**Evaluation:** An evaluation is an activity by a coach to evaluate your academic or athletics ability. This would include visiting your high school or watching you practice or compete.

**Evaluation Period:** During this time, a college coach may watch you play or visit your high school, but cannot have any in person conversation with you or your parents off the college campus. You and your parents can visit a college campus during this period. A coach may write and telephone you or your parents during this time.

**Official Visit:** Any visit to a college campus by you and your parents paid for by the college. The college may pay all or some of the following expenses:

- Your transportation to and from the college
- Room and meals (three per day) while you are visiting the college
- Reasonable entertainment expenses, including three complimentary admissions to a home athletic contest.

Before a college may invite you on an official visit, you will have to provide the college with a copy of your high school transcript (Division I only) and SAT, ACT, or PLAN score and register with the Eligibility Center.

**Prospective Student Athlete-** You become a prospective student athlete when:

- You start 9<sup>th</sup> grade classes
- Before your ninth-grade year, a college gives you, your relatives or your friends any financial aid or other benefits that the college does not provide to students generally.

**Quiet Period:** During this time a college coach may not have any in person contact with you or your parents off the college campus. The coach may not watch you play or visit your high school during this period. You and your parents may visit a college campus during this time. A coach may write or telephone you or your parents during this time.

**Unofficial Visit:** Any visit by you and your parents to a college campus paid for by you or your parents is an unofficial visit. The only expense you may receive from the college is three complimentary admissions to a home athletic contest. You may make as many unofficial visits as you like and may take those visits at any time. The only time you cannot talk with a coach during an unofficial visit is during the dead period.

**Verbal Commitment:** This phrase is used to describe a college-bound student athlete commitment to a school before he or she signs (or able to sign) a National Letter of Intent. A college-bound student athlete can announce a verbal commitment at any time. While verbal commitments have become very popular for both college bound student athletes and coaches, this commitment is NOT binding on either the college bound student athlete or the institution. Only the signing of the National Letter of Intent accompanied by a financial aid agreement is binding on both parties.

**National Letter of Intent:** The National Letter of Intent (NLI) is a voluntary program administered by the Eligibility Center. By signing an NLI, your son or daughter agrees to attend the institution for one academic year. In exchange, that institution must provide athletic financial aid for one academic year. Restrictions are contained in the NLI itself. Read them carefully. These restrictions may affect your eligibility. If you have questions about the National Letter of Intent, visit the Web site at [www.national-letter.org](http://www.national-letter.org) or call 877-262-1492.

**Recruiting Calendar:** To see recruiting calendar for all sports go to NCAA.org.

Information supplied in this packet was obtained from the NCAA. You may visit the web site at [ncca.org](http://ncca.org). for updated information. Please contact the Counseling Office, Head Coach of your child's sport or the Athletic Office for further information.

## **CHAMPIONSHIPS**

### **High School**

All of our teams compete for league, sectional and state championships.

### **Middle School**

There are some championships for particular sports. Please check with your child's coach for clarification

## **ATHLETIC AWARDS**

### **High School**

An athlete will be eligible for a letter when he/she participates in a sport and successfully completes the season.

Letters are awarded in the first year of competition if the criterion is met. Certificates and pins are awarded in subsequent years. Freshman who do not earn varsity letters are awarded numerals indicating their year of graduation. In rare occasions when a fourth varsity letter is earned in one sport, a plaque is awarded.

Varsity Letter Criteria:

- Football -** Fifty percent of total quarters;  
Special team players must serve two years before a letter is awarded
- Soccer -** Fifty percent of total periods
- Field Hockey -** Fifty percent of total periods
- Cross Country -** Score in fifty percent of meets
- Basketball -** Fifty percent of total quarters
- Baseball -** Fifty percent of total innings;  
Pitchers - Twenty five percent of total innings or 1/3 of total games
- Softball -** Fifty percent of total innings;  
Pitchers - Twenty five percent of total innings or 1/3 of total games
- Track -** Points equaling number of meets times 1.25;  
Distance (1/2 mile) - earn points equal to number of meets;  
Relay team member receives total relay points
- Tennis -** Fifty percent of total matches
- Bowling -** Fifty percent of total matches
- Golf -** Fifty percent of total matches
- Lacrosse** fifty percent of total periods
- Winter Track -** Participation in fifty percent of meets and seventy-five percent of practices
- Co-ed Swimming Points** equaling number of meets times 1.25;

Distance – earn points equal to number of meets; Relay team members receive total relay points.

**Winter Track** - Participation in fifty percent of meets and seventy-five percent of practices

**Wrestling** - Fifty percent of total matches

**Cheerleading** - Recommendation of advisor

**Athletic Training** - Recommendation of athletic trainer

**Managers** - Must have two years in same sport

**Seniors who have played in a sport including senior year will receive a plaque**

**Middle School**

All participants that finish in the season in good standing receive a certificate

**SPORTSMANSHIP**

**High School**

Since the inception of the Burlington County Scholastic League, Northern Burlington has won the “Sportsmanship Award” for the league many times. The award is presented by the NJSIAA to the school that best exemplifies sportsmanship. The selection is made by a vote from each team in the division. The award goes not only to the players and coaches, but also to our student body and fans. We hope to continue this tradition. The NJSIAA also awards schools that are Disqualification-free for the school year. Northern Burlington has also won Sportsmanship Award.

**Middle School**

Although no awards are given for Sportsmanship in the Middle School, the administration, coaches, players and fans must adhere to strict rules regarding sportsmanship

**DISQUALIFICATION OF AN ATHLETE**

**High School**

In the event that your son/daughter is disqualified by an official from an athletic contest, he/she will be suspended from play for two games (one game for football). He/She is not even permitted on the premises (home or away) if on suspension. The determination to disqualify by an official cannot be appealed. It is fruitless to call the coach, principal, or A.D. to complain. All disqualification’s are filed at the NJSIAA office in Robbinsville and will not be reviewed. The penalty for subsequent disqualification in the same sport in the same season becomes more severe. Three suspensions in a season by team members or coach will automatically eliminate the team from post-season play. In soccer, the BCSL has initiated a policy stating that after a player receives 4 yellow cards during the season he/she is ineligible to participate in the next game. All subsequent yellow cards result in a game suspension.

**Middle School**

Any discipline problems with the players, coaches, or fans will be dealt by the administration.

**PHYSICAL EXAMINATION**

**High School and Middle School**

Students are required to get their own physical exams prior to being permitted to participate. Athletic Participation packets can be obtained from the nurse, in the athletic office or the school's athletic web page.

Included in the physical examination packet are:

- cover letter
- athletic emergency information
- permission to treat
- permission to engage in athletics
- eligibility standards/medical changes/equipment
- health history questionnaire
- asthma awareness questionnaire
- asthma action plan
- universal physical examination form
- NJSIAA steroid testing policy-consent to random Testing (High School only)
- NJSIAA banned-drug classes (High School only)
- Concussion

Completed athletic participation packets must be reviewed by the school nurses and doctor prior to the student/athlete being able to participate. Please adhere to the following schedule when turning in completed athletic participation packet:

Fall season – June 30<sup>th</sup> to August 2<sup>nd</sup> (High School turn in to Athletic Office)

July 15- August 15 (Middle School turn in to Middle School Main Office)

Winter Season- September 30<sup>th</sup> to November 2<sup>nd</sup> (High School to the Athletic Office and Middle School turn in to Main Office.

Spring Season- January 10<sup>th</sup> to February 2<sup>nd</sup> (High School to the Athletic Office and Middle School turn in to the Main Office)

The Athletic Office is aware of insurance situations and understands the frustration of obtaining physical examinations in time for review by the school nurse and doctor. Please know the later a completed athletic participation packet is turned in to the Athletic Office or Nurse's Office the less chance the student/athlete is able to practice on the first day.

## **ATHLETIC TRAINER**

### **High School**

We are fortunate to have a full-time certified athletic trainer. If a student is injured, it is imperative that the trainer be notified. If the injury is not an emergency and the trainer is not immediately summoned, it is important that the injured athlete first notify his/her coach.

The athletic trainer, upon review of the injury, will determine the course of action to be followed. Hopefully, the injury can be taken care of by the trainer, who adheres to standing orders from our school physicians. If the injury requires the attention of a physician, the athletic trainer will make that recommendation contacting the parent, director of athletics and building principal.

It is imperative that an accident report be filed with the trainer whenever there is an injury.

On occasion, belated symptoms may appear. It may be necessary for the parent to seek medical attention for the injured athlete that night, and neither the coach or the trainer, or Director of Athletics will be notified. If this happens, the student must report the injury to the school nurse and athletic trainers immediately upon his/her return to school. Failure to do so may result in a student's loss of school insurance coverage. Coaches will continue to be trained in CPR/AED and Sports Safety to recognize and administer first aid to the student athletes. A student that goes to the doctor must bring a note from the doctor that specifies what the student can do and the date(s) to the athletic trainer (high school)

### **Middle School**

Injuries must be reported to the Coach who will notify the director of athletics and building principal. Coaches will continue to be trained in CPR/AED and Sports Safety to recognize and administer first aid to the student athletes. A student that goes to the doctor must bring a note from the doctor that specifies what the student can do and the date(s) to the coach.

## **CONCUSSION**

A concussion is a brain injury and all brain injuries are serious. If an athlete has the signs of concussion (appears dazed, nausea/vomiting, demonstrates short-term memory difficulties, exhibits difficulties with balance or coordination, loses consciousness, answers questions slowly or inaccurately, demonstrates behavior or personality changes, unable to recall events prior to or after the hit) the athlete shall be removed from practice/scrimmage/game and will not be able to return to play until the athlete is evaluated by a medical doctor or doctor of Osteopathy, trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider. Close observation of your child should continue for several hours. You should also inform the athletic trainer (high school) and the nurse (middle school) if you think that your child may have a concussion. And when in doubt, the athlete sits out.

## **INSURANCE**

### **High School and Middle School**

Northern Burlington provides its athletes with a secondary insurance coverage. This means in the event of an injury involving insurance payments, family personal insurance is used as the primary mode of payment. School insurance pays a portion of or all the difference. In the event that you lack insurance coverage, school insurance becomes the primary mode of payment. Again, if the school becomes the primary payer, it will pay either a portion of or the entire bill. Bills received by parents should immediately be given to the school nurse.

## **EQUIPMENT**

### **High School and Middle School**

Students are issued school equipment for their participation, and it is their responsibility to care for this equipment and if it is not returned at the end of the season, he/she will have to pay for it.

## **TRANSPORTATION**

### **High School and Middle School**

Transportation to and from games is provided by the school. Students are bused to and from the event site in school vehicles. At the conclusion of some activities (usually winter sport activities when the student will get

home late), parents may personally request to the coach that they take their child home. Permission will be granted in this situation, but for your child only. Please have a signed note presented to the coach prior to day requested.

It is also important that you are available to pick your son/daughter up within fifteen minutes after a home or away game (upon the return of the team bus). It is unfair to the coach to have to wait more than fifteen minutes.

There are 5:30 activity buses during the school year. Student/Athletes must have a signed bus pass from his/her coach before entering the bus.

### **ATHLETIC SCHEDULE**

Parents may go to the Northern Web site [www.nburlington.com](http://www.nburlington.com) look for athletic schedule on the right hand side. Click on the link; go to the sport, gender and level to print out your child schedule for the season. If you sign up on this link any changes made by the athletic office will also go to your e-mail address. For further information contact the athletic office.

### **CONCERNS**

#### **High School and Middle School**

If for some reason you are unsettled by a particular event or situation that relates to your son/daughter and a particular coach, please adhere to the following procedures:

1. Contact that particular coach and schedule a conference. In the High School the head coach of that particular sport should be involved in the conferences.
2. If the issue is not resolved by this means, contact the director of athletics.

***Please do not confront the coach before, during or after a game. Schedule a conference by contacting the coach the next day by phone or e-mail***

### **BOOSTER CLUBS**

The Northern Burlington Board of Education recognizes the support offered by Booster Clubs can benefit the school district. Because the activities of the Booster Clubs also reflect on the district, the Board established guidelines for the operation of Booster Clubs in order to insure that their activities assist in the attainment of district goals and objectives:

- be incorporated as a nonprofit organization
- enter into a contract with the BOE for the conduct of intended activities
- obtain liability insurance indemnifying the BOE against all suits arising from the conduct of Booster Club activities
- account to the BOE for all funds raised through the conduct of school related activities
- utilize all funds raised through the conduct of school related activities for the benefit of school programs
- certify adherence to the policies of the school district
- request permission of the Board before taking any groups of pupils on a trip

- obtain the approval of the Superintendent before raising funds in name of the district

Booster Clubs will fill out Student Sales Campaign applications (found in the Athletic Office) and submit to the Director of Athletics. This form will be forwarded to the assistant principal in charge of activities. A Financial Report form must be filed with the Athletic Office at the conclusion of the fund raising event.

Booster Clubs are encouraged to deposit all funds to the Athletic Office. The Athletic Office will complete the necessary paperwork and send it to the Board Office to deposit in the sport's account in the bank. Bank statements and deposit receipts will be placed in the Coach's mailbox in the Athletic Office.

**Any questions please contact:**

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