

# REGULATION

---

**BOARD OF EDUCATION  
HIGH POINT REGIONAL**

**NO. R 2431.4**

PROGRAM  
Page 1 of 11  
Procedures for Athletics

## 2431.4 PROCEDURES FOR ATHLETICS

### Safety In Athletics

1. All participants should be made aware of safety rules and regulations in each particular sport, i.e. correct equipment fit, equipment care, injury report, the following of instructions.
2. Coaches should safety-check equipment used for coaching such as helmets, blocking sleds, field equipment in track, mats, etc.
3. Students cannot be allowed to be alone. They must be supervised at all times, on and off the field, locker room, buses, etc.
4. No equipment should be on the field unless the coach is present.
5. No horseplay.
6. Coaches must be actively present.
7. Coaches are to remain until all students are showered and out of the locker room. Locker room should be left in good order.
8. All safety hazards are to be reported in writing so steps can be taken for correction.

### Insurance

1. All students are covered under the school's policy during school hours and school events. All athletes should be encouraged to take part in the school insurance program. Forms are available at the beginning of the year through the homerooms, and during the year in the main office.

# REGULATION

---

## BOARD OF EDUCATION HIGH POINT REGIONAL

**NO. R 2431.4**

PROGRAM  
Page 2 of 11  
Procedures for Athletics

- Optional twenty-four hour coverage is available by application for a fee paid by the parent/guardian.
2. Final squad list are due to the athletic director one week before the first scheduled contest.

### Eligibility

1. All coaches should make themselves familiar with the eligibility rules for the N.J.S.I.A.A. Copies of all regulations are on file in the athletic director's office. Information regarding player eligibility should be passed on to the respective members of each team so they are aware of the various rules they must follow.
2. Standard N.J.S.I.A.A. eligibility forms and rosters will be filled out by the coach of each team and turned in to the athletic director on the following dates:

Fall	September 1 (or one week prior to the first inter-school match or scrimmage, whichever is earlier)
Winter Sports	November 15 (with the exception of wrestling)
Wrestling	First Friday in December or one week prior to the first inter-school match or scrimmage, whichever is earlier.
Spring Sports	March 25 (or one week prior to the first inter-school match or scrimmage, whichever is earlier.)

Forms are on file in the athletic director's office. Accuracy is important.

# REGULATION

---

## BOARD OF EDUCATION HIGH POINT REGIONAL

**NO. R 2431.4**

PROGRAM  
Page 3 of 11  
Procedures for Athletics

3. Permission slips, properly completed, must be kept on file in the athletic director's office. Head coaches are responsible for this file.
4. Players must be counted present in school before 11:00 a.m. to be permitted to practice or take part in a contest that particular day. Exceptions are only by previous arrangement with the administration.
5. Coaches are advised to keep close contact with members of their respective teams with regard to their academic standing. Each coach has an obligation to help guide every athlete on his/her squad academically, and socially, especially those who may have difficulty in maintaining eligibility.
6. The Guidance Department will assist whenever possible. Coaches should reciprocate on any dealing with their squad.
7. Since there will be overlapping of sports seasons for some athletes who will participate in more than one activity, the policy at High Point Regional High School is to allow the boy/girl to finish the season started before beginning the second sport.
  - a. It should be made clear to the athletes involved that their chances of success in the second sport will not be hurt by discipline action of any sort.
  - b. A boy/girl out for one sport will not be able to quit that sport to start practices in another of a different season. He/she must finish his/her first sport or wait until the sport ends its season to begin practice in another.

### Athletic Equipment

1. It is the responsibility of each head coach to determine equipment and budget requirements and submit it to the athletic director. Failure of the coach to do this can result in failure to have equipment procured.

# REGULATION

---

## BOARD OF EDUCATION HIGH POINT REGIONAL

**NO. R 2431.4**

PROGRAM  
Page 4 of 11  
Procedures for Athletics

2. It is the responsibility of the coach to see that all of his sports equipment is maintained in a safe and satisfactory condition.
3. A complete inventory of all athletic equipment charged to a particular sport must be completed and turned in to the athletic director at the completion of the season.
4. Careful records should be kept of all equipment issued to players. Items should be marked by name or number for recording purposes where possible. Collect all equipment at the end of the season. Collect money for all lost equipment. Submit a list of lost equipment, money collected, price of lost equipment, and the names of the students who have obligations for lost equipment to the athletic director.
5. Responsibility for and proper care of equipment should be pointed out to each athlete. Gear should be put away before showering. Game gear should not be left in an unlocked locker.
6. Issuing of equipment for out-of-season use or summer use is controlled by N.J.S.I.A.A. Regulations.
7. Catalogs are on file in the athletic directors office as well as forms for budget requests.
8. At the end of a season:
  - a. Collect all practice equipment at the end of the last practice.
  - b. Collect all game equipment for the last home/away game after that game.
  - c. Collect all of the rest of the game equipment after the last game.

# REGULATION

---

## BOARD OF EDUCATION HIGH POINT REGIONAL

**NO. R 2431.4**

PROGRAM  
Page 5 of 11  
Procedures for Athletics

9. No student shall be permitted to participate in a second sport until all equipment responsibilities in a previous sport have been fulfilled. It is the responsibility of the coaches of the first sport to notify the athletic director and coaches of the next sport of any violators.
10. Budget-due by the end of October for the next school year.
  - a. Necessary information: Manufacturer ("No Substitute" if desired), style or catalog number, material (if needed), colors, trim, lettering, sizes, price (total, or if necessary, by item) and number needed.
  - b. An accurate equipment inventory will help determine what is needed from year to year.

### Transportation

1. After practice - the school will furnish transportation to areas of our sending district after practice Monday through Friday. The time for this bus run will be 5:30 p.m.
2. Games and contests - the athletic director will arrange transportation for all regularly scheduled games and contests. Special requests are to be made through the athletic director.
3. Students should travel to and from the contest on the transportation provided by the school; any exception must be cleared in advance.
4. Personal request by a parent to transport his/her own child home from an away game is honored if requested in writing by a parent and approved by the administration.
5. A careful check should be made to ascertain that all students are on the bus before it returns from an away activity.

# REGULATION

---

## BOARD OF EDUCATION HIGH POINT REGIONAL

**NO. R 2431.4**

PROGRAM  
Page 6 of 11  
Procedures for Athletics

6. Bus discipline is important not only for team control but for safety. Be sure all remain seated during the trip. Do not permit yelling from the bus windows. Check for general bus cleanliness after trip.

### Facilities

1. High Point Contests and Practices - school athletic facilities are scheduled in advance for all after school activities by the athletic director. Schedules once arranged are not to be altered without permission.
2. Special request for use of facilities must be filed through the Business Office and the principal's office to the Board of Education for said use.
3. The coach or person in charge has the responsibility for complete supervision of the area which is being used by his/her group. Students are to be restricted to the area being used. The person in charge is responsible for the tidiness of the areas used and when necessary turning off lights and securing doors. Responsibility cannot be delegated to non-teaching personnel.

### Training Rules and Personal Conduct

1. It is the individual coach's job to establish training rules for his/her teams. There are, however, certain basic factors which should be constant for all teams and participants in the athletic program. Violation of these rules or conditions will result in penalties in proportion to the offense.
  - a. All team members conduct is the coaches responsibility.
    - (1) Conduct on buses, in locker rooms, on the practice field, etc., must be supervised at all times. The coach is responsible for and expected to maintain control at all times.

# REGULATION

---

**BOARD OF EDUCATION  
HIGH POINT REGIONAL**

**NO. R 2431.4**

PROGRAM  
Page 7 of 11  
Procedures for Athletics

- (2) "Familiarity breeds contempt" is an old but accurate saying. You cannot be a "buddy" and still exercise control.
  - b. Use of tobacco, drinking, drug abuse: Smoking, drinking, and drug abuse are direct violations to the most basic training rules. Any violation of this nature shall result in disciplinary action. Any reports of a squad member's smoking, drinking, or drug abuse demands immediate attention.
  - c. Personal conduct: The athlete should exemplify an outstanding citizen from all aspects. Any team member not so conducting themselves should be counseled as each case demands. Each case should be handled individually. Some typical conditions of this nature are as follows:
    - (1) Classroom behavior
    - (2) Respect shown to coaches and officials
    - (3) Conduct at school social functions
    - (4) Behavior outside of school
    - (5) General sportsmanship as an athlete or as a spectator when out-of-season.
  - d. Attendance at practice: Practice sessions are important to the success of all our teams. Each athlete has an obligation to teammates, school, coach, and self to be at every practice. Any athlete missing practice should be sternly questioned as to why, and then disciplined accordingly. Athletes who chronically miss practice should be suspended from the team.
2. Disciplinary Action
  - a. Coaches are responsible for team discipline. Coaches must inform team members of all team rules. Athletes cannot be expected to conform to team rules they do not know about.

# REGULATION

---

**BOARD OF EDUCATION  
HIGH POINT REGIONAL**

**NO. R 2431.4**

PROGRAM  
Page 8 of 11  
Procedures for Athletics

- b. Standard disciplinary procedures available to a coach include:
  - (1) Benching a player for a contest
  - (2) Not dressing a player for a contest
  - (3) Demotion of player's status or squad
  - (4) Suspension from the squad; no suspension should extend beyond two weeks.
  
- c. It is usually wises to involve the entire coaching staff of a particular sport in disciplinary action, rather than have one coach arbitrarily dictate discipline "in the heat of a tense moment".
  
- d. Expulsion
  - (1) A coach has the right and responsibility to suspend team members for disciplinary reasons when the case merits strong action.
  
  - (2) Expulsion from a team is severe punishment. While expulsion may be appropriate in some cases, expulsion should not become final until the case involved has been discussed and finalized jointly by the coach involved, the head coach of the sport involved, the athlete, his/her parents, the athletic director, and the principal or assistant principal. A letter must be sent home explaining the situation and requesting the parent be present at the above meeting.
  
- e. Athletic Awards (letters, certificates, etc.) are not to be withheld as disciplinary action. If a student is kept on a squad for the season and completes award requirements, the award is to be presented. Any exception to this must be jointly agreed upon by head coach, athletic director, and principal.

# REGULATION

---

## BOARD OF EDUCATION HIGH POINT REGIONAL

**NO. R 2431.4**

PROGRAM  
Page 9 of 11  
Procedures for Athletics

### Awards

1. To receive an award, a student must meet the requirements as set forth by the coach and the school, and he/she must be recommended for the award by the coach.
2. Awards shall be as follows:
  - a. Freshmen - Numerals and certificate
  - b. Junior Varsity  
JV letter and certificate for the first year
  - c. Varsity
    - 1<sup>st</sup> Level-Letter with gold pin and certificate.
    - 2<sup>nd</sup> Level- Key Ring, certificate, and gold pin.
    - 3<sup>rd</sup> Level - Small Plaque, gold pin, and certificate.
    - 4<sup>th</sup> Level - Large Plaque, gold pin, and certificate.
  - d. Outstanding Senior-Silver bowl to the outstanding senior girl and boy athlete.
  - e. Outstanding or Most Valuable Player-Awarded in each sport at the end of the season.
  - f. Special Recognition awards to be determined by the coach.
  - g. Championship Team-Choice of a jacket or plaque.
  - h. Booster Awards
    - (1) Banner to championship team.
    - (2) Jackets to members of championship teams  
(Only 1 to a person for his high school career).

# REGULATION

---

**BOARD OF EDUCATION  
HIGH POINT REGIONAL**

**NO. R 2431.4**

PROGRAM  
Page 10 of 11  
Procedures for Athletics

- (3) Scholarship money to be donated to outstanding male and female athletes at graduation.
3. Varsity Award requirements
  - a. Football, Soccer, Field Hockey, Basketball,  $\frac{1}{2}$  of the total game quarters.
  - b. Baseball and Softball,  $\frac{1}{2}$  of the total innings or  $\frac{1}{3}$  of the games for pitchers.
  - c. Wrestling, Tennis, Bowling, Golf,  $\frac{1}{2}$  of the total matches.
  - d. Cross Country and Track, be in the first 7 (cc) or first 3 (T) for High Point in any event  $\frac{1}{2}$  of the time (may depend on the event for track).
  - e. Cheerleading recommendation of the advisor.
4. Special Consideration
  - a. Seniors who have not met award requirements but who have participated for three seasons in a given sport may receive a varsity award.
  - b. The head coach may recommend awards in special cases to students who have not met the requirements but due to special circumstances deserve consideration.
  - c.. Certificates of participation shall be awarded to all students who complete the sports season but have not met award requirements.

# REGULATION

---

**BOARD OF EDUCATION  
HIGH POINT REGIONAL**

**NO. R 2431.4**

PROGRAM  
Page 11 of 11  
Procedures for Athletics

- d Managers award shall be as recommended by coaching staff of sport involved. Generally, freshman managers should not receive a varsity award in their first season of services.

## Standard Procedures

1. Coaches should make an announcement for candidates to try out for their sport.
2. Inform the candidates as to when they will take their physical examination.
3. Have the candidates fill out the parents permit form.
4. Inform the candidates of the starting time and dates of practice.
5. Fill out the Athletic/co-curricular participation form and have it in on time. All forms must be completed before an athlete is considered eligible.
6. All physical forms must be completed before an athlete can participate in any practice or competitive event. Physicals are provided at High Point Regional High School by the school physician. If a student chooses to go to their own physician, the forms must also be reviewed and approved by the school physician no later than July 15<sup>th</sup>.
7. Punctuality - be on time. The coach should be the first at every practice and contest. Don't expect the athlete to be punctual if you are not. All assistant as well as head coaches are expected to be on time. In case of emergencies, don't forget to notify fellow coaches so practices may be covered.
8. All purchases are to be made via the athletic director. Any purchases made by individuals are at their own expense.
9. End of Season Procedures

# REGULATION

---

**BOARD OF EDUCATION  
HIGH POINT REGIONAL**

**NO. R 2431.4**

PROGRAM  
Page 12 of 11  
Procedures for Athletics

- a. End of Season Report - Team record, teams and scores, letter winners, number tried out, number finished, individual records and awards, team awards, recommendations.
  - b. Inventory, list of lost equipment, money collected, names of students who have obligations for lost equipment.
  - c. Coaches release form for pay, voucher for pay.
10. Coaches will be evaluated at the end of each season by the athletic director.

Adopted: 18 December 1995  
Revised January, 2006