

MACHIAS MEMORIAL HIGH SCHOOL STUDENT ATHLETE HANDBOOK



SCHOOL YEAR 2017-2018

Mr. Robert Sinford	Athletic Director
Mr. Brian Leavitt	Principal

MACHIAS MEMORIAL HIGH SCHOOL ATHLETIC DEPARTMENT

MISSION STATEMENT

Machias Memorial High School believes that interscholastic activities are essential to the education of most youth and an integral part of the school curricula. We consider interscholastic activities to be opportunities for developing human relationship skills as well as contributing to physical and emotional development.

The goals of school athletics are:

1. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional wellbeing of the individual players.
2. To encourage teamwork, leadership, initiative, and good judgement by players on the team.
3. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
4. To respect the integrity and judgement of sports and officials.
5. To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
6. To eliminate all behavior which tends to destroy the positive nature of the game.
7. To stress the values derived from playing the game fairly.
8. To show courtesy to hosts, visiting teams, and officials and to establish a constructive relationship between them.

OBJECTIVES OF MACHIAS MEMORIAL HIGH SCHOOL ATHLETIC PROGRAMMING

Freshmen and Junior Varsity Programs:

1. The school will encourage all students wishing to participate to do so within the scope of the resources available. Reductions in rosters may be made if necessary.
2. Emphasis will be on teaching and improving fundamental skills. Winning games is a secondary goal.
3. Students will develop an understanding of what it takes to be an athlete and part of a successful program including: dedication to the team, attendance at all team events, skill improvement, strong work ethic, cooperation, conditioning, healthy lifestyle choices, good hygiene, sportsmanship, and a positive representative of your school.
4. Player roles will be developed according to individual abilities and team needs.
5. The school will provide the best competition available for games.
6. The player will be developed both mentally and physically for varsity level programs.

Varsity Programs:

1. Individual and team skills will be refined.
2. The team will work towards winning the league, regional, and state championship titles.
3. Reduction or increases in roster spots will be made if necessary.
4. Top skilled athletes may be members of a varsity team in any grade. Careful consideration of an athlete's social, emotional, and potential contributions to the varsity team will determine placement.
5. Teams will play to win within the context of the mission statement and make every attempt to be competitive with opponents.
6. Athletes will respect the decisions of the coaching staff. It is their responsibility to determine the makeup of the team.
7. The athlete will gain further understanding of what it takes to be part of a winning program (see #3 of Freshmen and JV programs).

ATHLETIC DEPARTMENT POLICIES

Following is a list of policies that are part of the Machias Memorial High School athletic programming. Some of these are discussed in detail in the student athletic code.

REQUIREMENTS FOR PARTICIPATION

- Current school approved physical
- Signed athletic code
- Proof of health insurance
- Current emergency medical form
- Meet the requirements of the Maine Principal's Association

TERM OF PARTICIPATION

Students that are selected as members on any athletic team shall remain members for the entire season unless they are removed for disciplinary or academic eligibility reasons or if a mutual agreement between the coach and student has been reached.

The conclusion of the Athletic Awards Night marks the end of each season and students will be held to all of the requirements of this handbook until then. Every effort will be made by the athletic director to hold the awards nights within two weeks after the season ends. All team members are expected to attend regardless of whether they are award recipients or not.

GUIDELINES FOR DETERMINING ROSTERS FOR ATHLETIC TEAMS

Criteria for determining team rosters:

1. Talent, work ethic, and attitude.
2. Number of individuals trying out for a team. The optimum number of players will be determined by the coaching staff in an effort to conduct productive practices and to ensure adequate numbers of game substitutes.

Machias Memorial High School coaches understand the process of roster placement can be very stressful for students. Coaches are expected to demonstrate empathy during conferencing with students. Coaches will be kind and understanding of the student's disappointment and offer support.

EXPECTATIONS FROM COACHES DURING TRYOUTS

Coaches are required to provide, at a minimum, the following before tryouts:

1. A tryout schedule will be provided to students in advance of tryouts.
2. Before, or on the first day of tryouts, the coach will inform students of his or her expectations as the coach.
3. Cut lists will not be used. Students will meet with the coaching staff to discuss the reasons for the roster placement. If large numbers are involved a group meeting may be possible, however, it is subject to approval by the Athletic Administrator.

MOVING ATHLETES BETWEEN TEAMS

The following procedure will be used when moving athletes from freshmen up to JV teams or moving JV players up to a varsity team. The two main considerations in making this decision involves:

1. Is the move up to a more challenging team in the best interest of the athlete?
2. What will be the effect upon the teams involved if the move takes place?

PROCEDURE FOR MOVING ATHLETES BETWEEN TEAMS

The following procedural steps are to be taken when considering any movement of an athlete:

1. The coaches of each team, along with the athletic director, discuss the potential move and agree to the action taken.
2. The athletic director will inform the principal of the high school of the potential move.
3. If the principal and the athletic director are in agreement the head coach will contact the student's parents and gain their support of the planned move.
4. If the parents agree to the move, and only if they agree, the two coaches will arrange a meeting with the student athlete to discuss the plan. All aspects of the move, such as reason for the move, expectations, playing time, position of play being considered, will be discussed.
5. If the student agrees to the move, and if all parties involved feel it is in the best interest of everyone involved, then the student will begin practicing with his or her new team.

COMMUNICATION

Effective communication is a very important part of any successful athletic program. Below are guidelines for communications between students, parents, coaches, and administrators.

Communication you should expect from your student's coach:

- When and where practices and contests are going to be held. Practices will be scheduled in advance, however schedules may change unexpectedly on occasion. Efforts will be made to notify all athletes.
- Practices are closed. Only the participants will be allowed inside the practice facility. Parents may view a practice by setting up an appointment with the athletic administrator.
- The coach should clearly explain their coaching philosophy and ensure student and parent understanding.
- The coach should clearly explain expectations for all the players.
- Explain what is required to be part of the team including any fees, special equipment, off season conditioning, commitments, or opportunities (team camps or leagues).
- When your student is injured during participation.
- Any disciplinary action of your student that results in the removal from the team.

Appropriate to discuss with coaches:

- The physical or mental treatment of your student.
- Skill improvement and development.
- Concerns you may have with your student's behavior.

Inappropriate to discuss with coaches:

- The amount of playing time your student receives.
- Team strategies or play calling.
- Other student athletes.

Communication coaches expect from parents:

- All concerns expressed directly to coach first.
- Notification of any scheduling conflicts well in advance.
- Support toward the commitment of the program (making sure your student is at practice and games on time).

If you have a concern to discuss with the coach please use the following procedure:

1. Make an appointment with the coach to discuss your concerns.
2. If your concern has not been resolved, make an appointment with the athletic director and principal. An appropriate course of action will be determined at that time.
3. ***Please do not attempt to confront a coach directly before, during, or directly after a contest or practice. These are emotional times for athletes, coaches, and parents. These times do not promote objective analysis of situations or concerns.***

MISSING PRACTICE

An athlete should always consult his or her coach before missing practice. Missing a practice or game without a valid reason may result in team disciplinary action. Sudden illness or emergency is an acceptable reason to miss practice.

DROPPING A SPORT

On occasion an athlete may find it necessary to drop an athletic program. In this case the following procedure should be followed:

1. The student athlete should talk with his or her coach and explain the reason why they want to drop the sport.
2. Report the situation to the athletic director.
3. Turn in all issued equipment.

EQUIPMENT

School equipment issued to a student athlete is his or her responsibility. He or she is expected to keep school equipment clean and in good condition. Loss of any equipment is the athlete's responsibility to replace.

TRAVEL

All athletes will travel to athletic contests in transportation provided by the school. It is highly encouraged that all athletes return to the school in the transportation provided by the school.

Permission may be granted by the athletic director for an athlete to return home with their parents provided a written request has been made at least 24 hours prior to the scheduled bus departure. Coaches will only release students to their parents or a designated adult. Athletes are not allowed, under any circumstance, to be released to other students.

Athletes will remain with their team and under the supervision of a coach when attending away games or contests.

All regular school bus and school rules will be followed while on the bus including food, noise, remaining seated while bus is moving, and care and respect for the equipment.

While traveling athletes are to dress appropriately and comply to the dress code in the Machias Memorial High School Student Handbook. The coach reserves the right to determine additional requirements.

SCHOOL ATTENDANCE

The Machias Memorial High School Attendance Policy is in effect for all students and athletes. Students are expected to be on time to school and no more than 30 minutes late to the beginning of the school day.

If an athlete is late without a doctor's note, or has not received prior approval by the principal, the athlete will not be allowed to participate in any extra-curricular activities on that day. A note from a parent excusing the tardy will be considered by the principal, but does not guarantee it will be granted.

An excessive amount of tardies, determined by the principal, may exclude a student from participation in extracurricular activities.

HAZING

It is the position of Machias Memorial High School that hazing activities of any type are prohibited. Hazing will not be encouraged by coaches, students, parents, or tolerated by any member of Machias Memorial High School.

Hazing is defined as the act of doing or coercing another, including the victim, to engage in any type of initiation to become a member of an organization.

Person(s) who participate in hazing will receive disciplinary action which may include removal from a team and possible suspension or expulsion from school.

Coaches, or any person employed by Machias Memorial High School, who witnesses or suspects hazing, and fails to report it to the athletic director, may face termination.

MACHIAS MEMORIAL HIGH SCHOOL ATHLETIC CODE OF CONDUCT

In order to continue the fine tradition of athletic activities at Machias Memorial High School, the athletic department has adopted the following code of conduct.

It is suggested that all students who wish to participate in athletics should make certain that they fully understand the obligations they are committing to before deciding to become a member of a team.

Each participant should realize that athletic activities are a privilege for students at Machias Memorial High School and not a right. Student athletes are afforded the privilege of representing the school as long as they are willing to accept the responsibilities and adhere to the athletic code of conduct.

GENERAL POLICIES

1. Each student and his or her parent or guardian must read and sign this agreement before participating in any athletic activity.
2. Each participant must have a physical administered by the school physician or another doctor before participating in any practice. Physicals not given by a school physician will be at the individual's expense.
3. If a student received a physical from the designated Machias School System physician last fall the physical will be valid until the school holds physical examinations in the current school year. If the student doesn't receive a physical at this time they will not be able to practice until a physician clears the student for participation. The physical will also be at the individual's expense.

ACADEMIC ELIGIBILITY (REVISED AUGUST 18, 2016)

In order to participate in any athletic program, in any quarter, the student must have passed all of their subjects in the preceding quarter. **EXCEPTION:** First semester grades, instead of quarter two grades, may be used to determine third quarter eligibility if it is more favorable for the student.

Eligibility for fall sports will be determined using year end grades from the previous year. Incoming ninth-grade students are exempt from year end grades eligibility requirements from their 8th grade year.

Students determined to be academically ineligible will not be allowed to participate in any athletic contest. The student will be placed on academic probation for a period of two (2)

school weeks from the time that reports cards are issued. For the Fall season the two (2) week period begins with the first day of school.

Students, during the first two (2) school weeks, may still practice, but may not sit on the bench during games or travel with the team.

After the first two (2) school weeks the student may return to full participation in contests if found to be in good academic standing (passing all subjects). However, they will remain on probation until progress reports are issued. At that time they will be removed from probation as long as the student is not failing any classes. If the student is still failing at this time the student will be ineligible to participate in any team activity for the rest of the quarter.

The athletic director and principal will review the academic standing of all participants when progress reports and report cards are issued. If a student is in danger of possible academic failure when progress reports are issued the athletic director will notify the student, parents, and coach.

Transfer Students

For students who transfer into the school, academic eligibility will be determined by the principal and athletic director and will be based on the last reported grades earned during the previous grading period at the student's previous school.

TRAINING REGULATIONS

Machias Memorial High School recognizes that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individuals. All athletes will agree to the following regulations during the season* and highly encouraged to practice these same standards as part of a healthy lifestyle.

***Reminder:** the season starts with the first day of practice and ends at the conclusion of Athletic Awards Night.

1. Possession or use of any alcoholic beverages or illegal drugs will result in consequences that may include the following: a) game suspensions with mandatory drug and alcohol counseling, b) suspension from the team for the remainder of the season. A second offense by the student may result in being suspended from participation in any sport or extracurricular activity for the remainder of the school year. School officials and/or law enforcement personnel should make detection of the offense.
2. Being present at parties where alcohol and/or illegal drugs are being used may result in game suspensions and/or mandatory drug and alcohol counseling. A second offense by the student may result in being suspended from participation in any sport or

extracurricular activity for the remainder of the school year. School officials and/or law enforcement personnel should make detection of the offense

3. Possession or use of any performance enhancing drug (PED) or substances may result in consequences that may include the following: a) game suspensions with mandatory drug and alcohol counseling, b) suspension from the team for the remainder of the season. A second offense by the student may result in being suspended from participation in any sport or extracurricular activity for the remainder of the school year. School officials and/or law enforcement personnel should make detection of the offense.
4. A referral will be made to the Student Assistance Team. For a second offense the student may be prohibited from participating in any athletic program or extracurricular activity for the remainder of the school year. School officials and/or law enforcement personnel should make detection of the offense.
5. Possession or use of tobacco products will result in the following:
 - A. First offense: may result in a two game suspension and a referral to a smoking cessation program. The principal and the smoking cessation person will meet and determine if further steps need to be taken. School officials and/or law enforcement personnel should make detection of the offense.
 - B. Second offense: may result in dismissal from the athletic program and/or extracurricular activities for the remainder of the season. School officials and/or law enforcement personnel should make detection of the offense.
 - C. Third offense: may result in the dismissal of the student athlete from any athletic programs and/or extracurricular activities for the remainder of the school year. School officials and/or law enforcement personnel should make detection of the offense.
5. Each coach will establish and enforce training hours and activities for their team.
6. Additional reasonable policies may be established by the coach and submitted in writing to the athletic director and principal for approval.

TEAM RULES AND POLICIES

Failure to meet the responsibilities below may result in suspension or removal for the activity, team, or athletic programming.

1. A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competition. Members of a school team are prevented from missing practices or competitions to allow them to compete or practice

elsewhere. Machias Memorial High School follows the Maine Principal's Association Bonafide team rules policy. This does not apply to outside team play on Sundays.

2. When an individual becomes a member of an athletic program they must recognize the following responsibilities:
 - A. The individual is an official representative of Machias Memorial High School.
 - B. The individual represents their family, friends, school, and community.
 - C. The individual is expected to demonstrate the highest level of sportsmanship.
 - D. The individual is expected to be a leader in promoting good citizenship.
 - E. The individual is expected to conduct themselves in a respectful manner to all coaches, administrators, teachers, officials, fellow teammates, and athletic opponents.
3. On school sponsored trips athletes are to be neat, clean, and presentable. They are expected to behave in a manner that reflects the values and beliefs of the school and athletic code.
4. Unsportsmanlike conduct will not be tolerated and will be dealt with by the athletic director, principal, and coaching staff.
5. No participant may drop an athletic program once it has been in progress for longer than two weeks and be eligible to participate in another program for the remainder of the season. This does not apply to athletes participating in two sports.
6. Due to low participation in volleyball and golf, students are allowed to participate in two sports **during the fall season only**. Arrangements need to be made with both coaches prior to the beginning the season. Both coaches and the athletic director must be in agreement that the student can successfully manage both sports and academics. Contact the athletic director for a copy of the Dual Sports Agreement.
7. Athletes dropped from a team for disciplinary reasons may not participate in another program for the remainder of the season.
8. Team managers are held to the same expectations as student athletes.
9. Athletes and managers must attend disciplinary detentions on the day assigned by the principal. This may interfere with team schedules and may only be excused by the principal after meeting with the athletic director and coach.
10. Athletes that are late or absent from school without a valid excuse may not participate in any practice or competition that day. If a student is out of school due to illness they

will not be allowed to participate in any athletic or extracurricular activities, including games, on that day.

11. Players must notify coaches by the end of the school day if they are unable to attend practice or competition.
12. No school athletic equipment or uniforms should be worn outside of practice or competition. Students may wear warm-ups during the school day on game days.
13. Athletic participation is strictly on a voluntary basis. No recruitment of members is practiced by coaches. Becoming a member of any athletic program implies understanding and adherence to all sections of this code.
14. All athletes and managers must travel to athletic contests in transportation provided by Machias Memorial High School. It is highly encouraged that all athletes return from contests in transportation provided by Machias Memorial High School.

It is the philosophy of Machias Memorial High School and coaches that team competitive spirit is built on team continuity and harmony. Traveling together can be an important part of this spirit.

Permission may be granted by the athletic director for an athlete to return home with their parents provided a written request has been made at least 24 hours prior to the scheduled bus departure. Coaches will only release students to their parents or a designated adult. Athletes are not allowed, under any circumstance, to be released to other students.

STUDENT & PARENTAL ATHLETIC PARTICIPATION APPROVAL FORM

Athletic Code of Conduct

I have read the Athletic Code of Conduct and I am aware of its contents. Recognizing that participation in extracurricular activities is a privilege, Machias Memorial High School requires that the conduct of student participants be exemplary at all times. Participants are representatives of the school and individuals must conduct themselves appropriately at all times. Student participants who violate the athletic code of conduct at any time may be subject to consequences from being suspended from competitions to being removed from athletics entirely. They are also subject to any other applicable consequences as outlined in the athletic code of conduct.

My signature on this document acknowledges that I have read the terms and conditions above in the Machias Memorial High School Student Athletic Handbook 2017-2018, including the Athletic Code of Conduct, and agree to abide by them.

PRINT NAME OF STUDENT: _____

STUDENT SIGNATURE: _____

Parental Consent and Commitment

I hereby give my consent, for the student named above, to engage in athletics during the 2017-2018 school year and to accompany the team as a member during travel. The school will not be held liable for injuries or the cost of medical care resulting from injuries.

My signature on this document acknowledges that I have read and agree to the terms and conditions of the Machias Memorial High School Athletic Handbook 2017-2018 and agree to support and encourage my student to honor the Machias Memorial High School Athletic Handbook including the Athletic Code of Conduct.

PRINT NAME OF PARENT/GUARDIAN: _____

SIGNATURE OF PARENT/GUADIAN: _____

MEDICAL TREATMENT AUTHORIZATION

I hereby authorize the chaperones or coaches of this school-sponsored activity or event to make any and all medical decisions with regard to treatment while my child is a participant in any activity associated with this team.

I also authorize the treatment by a qualified and licensed doctor of the student named herein in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment, or undue discomfort if delayed.

This authority is granted only after a reasonable effort has been made to reach me. This release form is completed and signed of my own freewill with the purpose of authorizing medical treatment under emergency circumstances in my absence. I also agree to pay for such treatment.

NAME OF PHYSICIAN: _____ **TELEPHONE #:** _____

PARENT/GUARDIAN HEALTH INSURANCE CARRIER: _____

POLICY #: _____

- Our son/daughter is not currently under physician's care and has no known allergies.
 Our son/daughter is on the following medication(s) and/or is being treated for the following medical condition(s) including allergies:

Condition(s): _____

Allergie(s): _____

PARENT/GUARDIAN SIGNATURE: _____

ADDRESS: _____ **TOWN:** _____

PHONE CONTACT #1: _____ **PHONE CONTACT #2** _____

EMAIL ADDRESS: _____

ALTERNATIVE EMERGENCY CONTACT: _____

RELATIONSHIP TO STUDENT: _____

ADDRESS: _____ **TOWN:** _____

PHONE CONTACT #1: _____ **PHONE CONTACT #2** _____