



# 2016-17 HAVERHILL HIGH SCHOOL PARENT / STUDENT-ATHLETE GUIDE



The materials outlined in this guide define some of the policies and procedures for all students participating in our High School Athletic program. Additional Rules and Regulations can be found in the MIAA and Haverhill Student Handbooks. This guide is intended to provide a better understanding of the philosophy, goals and policies.

### FALL SEASON

Cheerleading (Football)	Cross-Country, B/G
Crew, B/G	Football, (V/JV/FR)
Field Hockey, (V/JV/FR)	Soccer, B/G, (V/JV)
Golf	Volleyball, G (V/JV/FR)
Swimming, G	

### WINTER SEASON

Basketball, B/G (V/JV/FR)	Wrestling (V/JV)
Ice Hockey, B (V/JV), G(V)	Skiing, B/G
Swimming, B	Indoor Track, B/G
Cheerleading (Basketball)	Gymnastics, G

### SPRING SEASON

Baseball, (V/JV/FR)	Softball, (V/JV/FR)
Tennis, B/G	Track and Field, B/G
Volleyball, B (V/JV)	Lacrosse, B/G, (V/JV)
Crew, B/G	

### STARTING DATES

**Fall Season** Aug. 19 Football & August 25 All Other Sports

**Winter Season** Nov. 28, 2016

**Spring Season** March 20, 2017

### GOALS

- To enable as many students as possible to experience the benefits of team membership.
- To acquire and develop athletic skills.
- To improve physical conditioning as a requisite for good health.
- To develop appropriate attitudes toward competition, sportsmanship and self-discipline.

Participation on a team is a rewarding experience, which requires students to commit time, energy and spirit. Student-athletes are expected to be familiar with all school policies relating to participation in athletics, which are printed in the Student Handbook and this document. Parents are encouraged to support individual booster and parent clubs, which support our athletic program.

### CONTACT

Tom O'Brien Director of Athletics (978) 374-5732 x2 <a href="mailto:tobrien@haverhill-ps.org">tobrien@haverhill-ps.org</a> <a href="http://www.hillies.org">www.hillies.org</a>	Amy-Jo Gallagher Athletic Department (978) 374-5732 x1 <a href="mailto:agallagher@haverhill-ps.org">agallagher@haverhill-ps.org</a>
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### PARTICIPATION REQUIREMENTS

#### 1. PARTICIPANT PACKET

Includes HHS Permission Form, Medical History and NRH Consent. Forms now available online.

#### 2. PHYSICAL EXAMINATION

Student-athletes must present a valid physical on an annual basis. Physicals are valid for 13 months. Any student who has an expired or invalid physical will NOT be permitted to participate under any circumstances. Updated physicals should be submitted online or to the athletic department office through the course of the year. Physical examinations must be performed by a duly registered physician, physician's assistant, or nurse practitioner.

#### 3. USER FEE

**\$100 per student, per sport**

**\$600 family maximum for the year**

Additional fee for Ice Hockey and Ski participants based on cost of facility rental.

Checks should be made payable to:

**Haverhill High School Athletics**

Fee due prior to start of each season

#### WAIVERS

Student-athletes who qualify for free lunch will have all user fees waived. Student-athletes who qualify for reduced lunch will pay a reduced fee of \$50 per student/per sport.

Families must apply through the school's official free/reduced lunch application process.

Application material can be found on

[www.hillies.org](http://www.hillies.org) under [Food Services](#)

Waiver requests will be completely confidential.

#### REFUNDS

Student-athletes who do not make a team will be issued a complete refund. All other refund requests will be reviewed on a case-by-case basis.

### FORMS/FEE DUE

All required forms and user fees can be submitted at any time during the school year. They are due in the athletic department office no later than the following dates preceding each season:

FALL – August 8, 2016

WINTER – November 7, 2016

SPRING – March 6, 2017

### **TRYOUTS/TEAM SELECTION**

Students should understand that participation in athletics is a privilege. Students try out voluntarily and for some programs, there is a risk of not making the team. It is the judgment of the coaches that dictates the selection and number of participants for teams. That number is based on several factors. Cutting students is a difficult process, and all coaches realize that sensitivity and communication are essential.

All students are given fair and ample opportunity to demonstrate their abilities prior to the start of game situations. During the tryout period, the coach will provide an explanation of his or her expectations. It is the student's responsibility to demonstrate that he / she can meet those expectations. Students who do not make a team will be informed as to the reasons by the coach. Students are encouraged to try out for another team if there is space and if final cuts have not yet been made. After tryouts begin, no athlete may voluntarily leave a team and try out for another without the consent of both coaches and the Athletic Director.

### **COMMITMENT TO THE TEAM**

When trying out for and after being selected to be a member of a team, Haverhill students are expected to attend all practices and games of that team. Weekend practice sessions vary by sport and should be expected. Interscholastic athletics demands much more commitment than a club or recreational activity.

Every team member is expected to be present for all team practices and games. Because of scheduling parameters, many of our teams practice and play during scheduled school vacations. Students who plan to be absent for an extended period due to vacation or a planned extended absence should discuss this situation with the coach prior to tryouts.

### **SPORTSMANSHIP**

**Participation in Haverhill High School Athletics is a privilege.** All athletes are expected to provide leadership for other members of the student body and to act in an exemplary manner that will do credit to the team, the school and the community at all times.

### **TRANSPORTATION**

All participants will travel to and from all competitions in school provided transportation. If a student must travel home from a contest with a parent/guardian, written permission must be provided by a parent/guardian, approved by the Athletic Director/Administrator and provided to the coach 24 hours in advance of the trip. Student-athletes are strictly prohibited from driving themselves when transportation is provided.

### **CLASS ATTENDANCE POLICY**

An athlete must be in attendance in school before 8:00 AM and must stay in school for the entire school day in order to participate in practice sessions or contests. If a contest is scheduled for a weekend, the athlete must be in school on Friday by 8:00 AM. The Athletic Director, on an individual basis, will deal with extenuating circumstances.

### **SCHOOL EQUIPMENT**

Student-athletes are responsible for proper care and maintenance of all athletic equipment and uniforms issued to them. Athletes will be charged replacement value for equipment that is lost, stolen or damaged.

### **TEAM RULES AND REGULATIONS**

At the start of each season a coach, with the approval of the athletic director, may issue a set of team rules and regulations. It is recommended that these be in written form and distributed to all team members. These rules, which are not to be in conflict with any regulations of the High School or MIAA, may vary to reflect the program philosophy, the nature of the sport and the practice/competition schedule.

### **SCHOOL DISCIPLINARY OBLIGATIONS**

Students who have been suspended from their regular classes (either in-house or out-of-house) are not eligible to practice or compete until the day following their last day of suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Students who are suspended three times, or more than five school days cumulatively, will be ineligible to participate in sports for the remainder of the school year.

### **ATHLETIC TRAINERS/INJURIES**

If any injury or illness occurs during the season the trainer should be notified as soon as possible. **If the injury or illness is referred to a doctor, a note clearing the athlete for resuming participation must be given to the trainer before the athlete may return to activity.**

### **CONCUSSIONS**

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional. The Haverhill Public Schools Head Injury policy will be adhered to in all cases.

On site or at away contests, during a game or practice, the decision will be made by the individual designated to oversee the event. In most cases this will be the athletic trainer, but could be an EMT, team doctor, or the head coach pending circumstances. Parents are encouraged to review information on concussions and take free online courses provided through the following resources:

[www.miaa.net](http://www.miaa.net) or [www.cdc.gov/concussions](http://www.cdc.gov/concussions)

### **INSURANCE & MEDICAL TREATMENT**

The school provides each participant in interscholastic athletics with insurance coverage during his/her sport season during scheduled practices and contests; however, family policies would be used first for any injury during scheduled practices and contests. Medical costs above those allowed by family policies will be assumed by the school policy within any specified policy limitations. The parent/guardian is responsible for obtaining and submitting the claim form to the appropriate medical facility for treatment of any injuries incurred by the athlete where a school insurance policy would apply. I understand that in case of injury, the school is responsible for first aid treatment only. **You may get a claim form from the athletic trainer or the athletic office.**

### **MIAA RULES AND REGULATIONS**

All Haverhill athletic teams will follow the rules set forth in the current MIAA handbook, available at [www.miaa.net](http://www.miaa.net). Student-Athletes, coaches, and parents are responsible for adhering to all MIAA rules and regulations. Below are summaries (exact rules can be found in the MIAA handbook) of some key rules:

#### **RULE 40- OUT OF SEASON ACTIVITY**

A coach **may not directly or indirectly require** a student-athlete to participate in a sport or training program outside of the MIAA defined sports seasons. "Captains Practices" are not in any way sanctioned, encouraged, or recognized in any sport by the MIAA or Haverhill High School.

#### **RULE 45- BONA FIDE TEAM MEMBER RULE**

A student must not miss a high school practice or competition to compete in any MIAA recognized sport for non-high school team.

#### **RULE 59 – TRANSFER STUDENTS**

Student-athletes who have transferred in to Haverhill High School must notify the athletic department. Before a transfer student can be certified as eligible, the appropriate documentation must be filed by the athletic director.

#### **RULE 60 - AGE**

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year.

#### **RULE 51 & 58 - ACADEMIC ELIGIBILITY**

A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional yearlong major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving schools eligibility standards. (see Rule 57.7.1)

A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional yearlong major English courses.

To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of four traditional yearlong major English courses.

Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.

## **CHEMICAL HEALTH**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes); marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. Additionally, Haverhill High School student-athletes may not be in the presence of any controlled substance in a situation that would be deemed unlawful.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

## **ANTI-HAZING LAW, M.G.L CHAPTER 269 SECTIONS 17-19**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **PARENT / GUARDIAN COMMUNICATION GUIDE**

The following section is designed for parents of athletes participating in the Haverhill High School Athletic Program. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH**

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e., practices, special equipment, out-of-season conditioning
5. Procedure followed should your child be injured during participation
6. Discipline that may result in the denial of your child's participation

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts, well in advance
3. Specific concerns with regard to a coach's philosophy and/or expectations.

As your child becomes involved in the programs at Haverhill High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

Coaches make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

### **ISSUES THAT ARE NOT APPROPRIATE TO DISCUSS WITH COACHES**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach, athlete, and the parent.

These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

### **THE FOLLOWING PROCEDURES SHOULD BE USED IF THERE IS A CONCERN:**

1. Student-athlete should first discuss concerns directly with the coach
2. If parents/guardians still have concerns, they should contact the coach to make an appointment.

DO NOT confront a coach before, during or after a practice or game. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

3. If the conversation / meeting did not provide a satisfactory resolution, call and set up an appointment with the Athletic Director to discuss the situation with the coach.

Never hesitate to follow the above procedures to make your concerns known.

### **RETRIBUTION**

Students and parents must be confident that the voicing of an opinion or a concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The Athletic Director and coaches are committed to insuring that after a student or parent raises an issue or concern, there shall be no "retribution" in any form within the athletic department at Haverhill High School. If at any time, a student or his / her parent suspects that some form of retribution is surfacing as a result of the voicing of a concern, opinion, or issue, using the proper forum and method, he or she should contact the Athletic Director immediately.