

# **HOPKINS ACADEMY**

**Hadley, MA 01035**

## **Athletic Handbook**

### **ATHLETIC DIRECTORY**

Superintendent of Schools

Dr. Annie McKenzie

Hopkins Principal

Mr. Brian Beck

Director of Athletics

Mr. Erik Sudnick

### **MISSION STATEMENT FOR ATHLETICS**

Athletics at Hopkins Academy play an integral part in the school program. Students have the opportunity to participate in a variety of activities that will enhance their educational experience. The sports program is committed to the physical, emotional, social, and mental development of all who participate.

To be eligible to participate in athletics at Hopkins Academy, students must meet academic and physical standards described in this handbook.

Participation in sports is a privilege; athletes are expected to exhibit the highest level of conduct on and off the field. They must show respect for everyone they come in contact with including but not limited to: teammates, game officials, opponents, and spectators.

### **HOPKINS ACADEMY ATHLETIC PHILOSOPHY**

Athletic competition provides the practical opportunities for our students to learn the values of teamwork, knowledge of rules, individual effort and sportsmanship. We stress respect for our school, opponents, officials and MIAA regulations. As pointed out by the M.I.A.A., Interscholastic Athletics is the other half of Education and an important part of the total school program.

Our athletic programs result from a commitment from students, coaches, staff, administrators, school board members, parents and members of the community, who are supportive in their respective roles. Each group plays an important part in the total effectiveness of athletics.

Our students are required to maintain academic standards in accordance with M.I.A.A. regulations. We will be knowledgeable of eligibility rules, seek assistance as to the interpretation of rules when in doubt, and never knowingly set aside any regulation for the sake of victory. We are very concerned about the health and safety of all our participants. Therefore, students are required to have yearly physical examinations prior to participation.

We are committed to maintain the high standards in all aspects of our program and to ensure the continuing rich tradition, which Hopkins Academy has established.

## **ATHLETIC PROGRAM OBJECTIVES**

- To provide opportunities for physical, mental, and emotional growth.
- To develop confidence and self-esteem.
- To develop and improve time management skills.
- To develop and understand the concepts of individual and team play.
- To develop a sense of commitment, loyalty, cooperation, and fairness.
- To learn that good sportsmanship means winning and losing with grace and dignity.
- To learn to make decisions under pressure.
- To foster school pride.

## **THE MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION**

The Massachusetts Interscholastic Athletic Association (hereafter referred to as the MIAA) is the governing body of Athletics within the State of Massachusetts. Its Board of Directors is made up of Principals and Athletic Directors from various districts throughout the state. The Board of Directors and its various subcommittees establish policy for all member schools.

Hopkins Academy is a member of the MIAA and is therefore governed by Association rules and regulations. The Hadley School Committee may set additional policies, rules, and regulations. Under MIAA guidelines local communities are allowed to set their own policies, rules, and regulations as long as they are more restrictive than those stipulated by the MIAA. The MIAA organizes and establishes the guidelines for all post-season tournaments. All schools throughout the Commonwealth are responsible to govern themselves under the rules set forth in the MIAA Handbook.

## **THE PIONEER VALLEY INTERSCHOLASTIC CONFERENCE**

Hopkins Academy is proud to be a member of the PVIAC. The conference is governed by the MIAA and also by its own constitution and by-laws. The conference is divided into leagues and sets most games played by Hopkins Academy, at all levels of competition. Some non-league games against schools from surrounding communities are also scheduled.

## ADMINISTRATIVE CHAIN OF COMMAND

1. **School Committee:** The governing body for the Hadley Public Schools. It sets all policies within the school district relative to athletics.
2. **Superintendent of Schools:** Administers policy established by the school committee
3. **High School Principal:** The official representative of the school, who is directly responsible for the total conduct of all athletic activities. The Principal is the official school representative in matters dealing with the MIAA and the PVIAC. He/she insures that all MIAA guidelines and policies are followed. The Principal is responsible for any official action taken by the school.
4. **Director of Athletics:** The Athletic Director is directly responsible to the Principal. He/she is responsible for the supervision and administration of the entire interscholastic athletic program. The Athletic Director provides the leadership necessary for the daily operation of the Athletic Department. The Athletic Director is responsible for carrying out and enforcing all Hopkins Academy, PVIAC, and MIAA rules and guidelines. He/she is responsible for the direct supervision and evaluation of all coaches.
5. **Head Coach:** The Head Coach is responsible to the Athletic Director and Principal, and is responsible for the total operation of his/her respective sports program.
6. **Assistant Coaches:** The Assistant Coaches are directly responsible to the Head Coach.

## COMMUNICATION AND CONFLICT RESOLUTION

Athletic involvement can be highly emotional and very time consuming. From time to time conflicts and issues between a student athlete and his/her coach may arise. It is imperative that any conflict and/or issue be addressed immediately, and as directly as possible so that it can be resolved promptly. Every effort should be made to resolve all issues at the lowest possible level:

1. Student-Athlete contacts coach
2. Parent of Athlete contacts coach

In order for the discussion between student or parent and coach to be productive, the following times to approach a coach should be avoided:

- • either prior to or immediately following a game
- • during a practice session

- • during a time when other teammates are present
- • a time when it is apparent that there will not be sufficient time to allow for a complete discussion

3. Athlete or parent contacts Athletic Director

\*\*The Athletic Director will inform the coach that this meeting will take place.

If this discussion does not result in a satisfactory conclusion, then a meeting will be scheduled with all parties in an attempt to reach a satisfactory resolution.

4. Student and/or Parent contacts Principal

\*\*The Athletic Director should be informed that this contact will be made.

## **ATHLETIC TRAINING**

In the event of an athletic injury at a home game (for soccer and basketball), the trainer is usually present to administer first aid. At an away game the coach is responsible for the care of his/her athletes.

Any athlete who is seen by a doctor must have a written release by the doctor to return to competition.

## **HADLEY PUBLIC SCHOOLS HEAD INJURY/CONCUSSION POLICY**

### **Required Training**

The following persons shall complete annually one of the head injury safety training programs approved by the Department as specified on the Department's website:

- Coaches
- Athletic Director
- Certified athletic trainer
- Volunteers
- School and team physicians
- School nurse
- Parents
- Student athletes
- Marching Band Director
- Marching Band Students

This training shall be completed annually (on or after July 1st of each school year or prior to the students' participation) and a certificate of completion must be supplied to the high school athletic director. Parents/guardians of a student who participates in an extracurricular athletic activity and students who participate in an extracurricular athletic activity will complete a sign off indicating they have received head injury material and/or completed a course.

Each coach, trainer, and volunteer will be provided written information from the athletic director to teach form, techniques, and skills and promote protective equipment use to minimize sports-related head injury, and to prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon.

## Pre-Participation

1. Each student athlete and parent/guardian with a student athlete involved in an extracurricular athletic activity covered by 105 CMR201.000: Head Injuries and Concussions in Extracurricular Athletic Activities shall be required to have a consent form completed. The form shall include:

- annual training requirement
- procedure for the school to notify parents when an athlete has been removed from play for a head injury or suspected concussion sustained during an extracurricular athletic activity
- protocol for obtaining medical clearance for return to play and academics after a diagnosed concussion
- parent's responsibility for completion of the pre-participation form, or school-based equivalent
- parent's responsibility for completion of the Report of a Head Injury Form, or school-based equivalent.

2. Each student and parent/guardian with a student-athlete involved in an extracurricular athletic activity covered by the regulation shall be required to complete a consent form before they may try out for, practice, or participate with any interscholastic athletic team. At the high school level all students shall have an approved physical in place before they may try out for, practice, or participate with any interscholastic athletic team. The athletic director or nurse at the middle school shall keep a master list of students with approved physical exams. High school coaches must check the approved physical list before a student may try out for, practice, or participate with any interscholastic athletic team

3. For other extracurricular athletic activities covered by the regulation at the high school and middle school the school nurse shall review all Department of Public Health Pre-participation Forms indicating a history of head injury in consultation with the appropriate coach/advisor. For other extracurricular athletic activities covered by the regulation the school nurse shall maintain a list of approved physicals.

4. The procedure for sharing information concerning an athlete's history of head injury and concussion, recuperation, reentry plan, and authorization to return to play and academic activities shall be on a need to know basis consistent with requirements of the regulation and applicable federal and state law including but not limited to the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, and shall be signed off by the parent/guardian on the Pre-participation Consent Form.

5. Each student-athlete and parent/guardian with a student-athlete involved in an extracurricular athletic activity covered by the regulation shall be required to have a district consent form (concussion statement) completed; the form shall include current information regarding an athlete's history of head injuries and concussions. For high school interscholastic athletic activities the athletic director shall review all Pre-participation Forms indicating a history of head injury in consultation with the appropriate coach.

## Exclusion from Play

Any student, who during a practice or competition sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day. The student may not return to practice or competition until the student provides medical clearance and authorization as specified in 105 CMR 20.011. The coach shall communicate the nature of the injury directly to the parent in person or by telephone immediately after the practice or competition from which a student was removed. The coach must also provide this information to the parent in writing, whether on paper or electronically by the end of the next school day. The coach must also communicate with the athletic director and school nurse by the end of the next school day.

## Medical Clearance

The protocol for medical clearance for return to play after a concussion must at minimum comply with 105 CMR 201.011

1. The coach shall complete the **Report of Head Injury Form** immediately after the game or practice for head injuries that result in the student being removed from play due to a possible concussion. For high school interscholastic athletic activities the athletic director shall review the Report of Head Injury Form in consultation with the appropriate coach and school officials and the school nurse.
2. The coach shall follow the “**Head Injury Guidelines**” and report the situation to the nurse as soon as possible. For other extracurricular athletic activities covered by the regulation at the high school and middle school the principal or designee shall be informed by the appropriate coach/advisor/director. The school nurse will be informed.
3. Each student who is removed from practice or competition for a head injury or suspected concussion, or a loss of consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the school nurse, a **Medical Clearance and Authorization Form**, prior to resuming the extracurricular athletic activity.

## Stages of Recovery

### Red Stage (Usually 2 – 4 days, but could last weeks)

- Rest
- Students typically do not attend school

## Orange Stage

- Rest
- Attend school half to full days
- Avoid school bus and heavy backpacks
- Work with designated educational personnel regarding school accommodations

- No tests in school
- No sports, band, chorus, physical education or outdoor recess

## Yellow Stage

- Attend school full-time if possible
- Students and families work with teachers regarding homework deadlines (complete as much as possible)
- See school nurse for pain management and/or rest if needed
- Limit one quiz/test per day (untimed testing is recommended)
- Work in 15 minute blocks
- No sports
- Licensed medical professional will make decisions regarding band, chorus, physical education and outdoor recess (elementary level) based on medical assessment

## Green Stage

- Attend school full-time
- Resume normal activities
- Resume sports once school work is back on track, student is symptom-free, and has been cleared by a licensed medical professional

### **Return to Play Schedule:**

When a student athlete is completely symptom-free at rest and has the approval of a medical professional, she/he may begin a graduated return to play protocol. The return to play schedule for the student should proceed as follows and should be monitored by the athletic trainer/coach/athletic director.

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Aerobic exercise such as running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full-contact controlled training followed by practice or training.

Step 5: Full-contact game play.

Additional Information can be found at the following resources:

- [Center for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line Training Program](http://www.cdc.gov/concussion/HeadsUp/online_training.html) (available online and free of charge)  
[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

- [National Federation of State High School Associations Concussion in Sports - What you Need to Know](http://www.nfhslearn.com/electiveDetail.aspx?courseID=150)  
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=150>

## **STANDARDS FOR HOPKINS ACADEMY PARTICIPANTS**

Being a member of a Hopkins Academy team is a privilege. This privilege may be revoked at any time from a participant who fails to abide by the policies and regulations outlined in the Athletic Code.

Participation will only be allowed after the Hopkins Academy Athletic Code is completed by parent and student and returned to the coach and then filed with the Athletic Director. This code provides the framework for notifying all participants of expected conduct while a member of a Hopkins Team. This form is expected to be returned by the end of the first week of practice.

Medical consent forms also will be completed by the end of the first week of practice. They will be kept in the team medical kit and returned to the Athletic Director at the end of the season.

Evaluation of grades will be made on the day report cards are issued to parents.

Students and coaches must be aware that academics have priority over athletics. Therefore, any reasonable requests from teachers and students to make up exams and receive extra help must be honored.

We will not tolerate the questioning of officials' decisions by players except in a courteous manner and when an explanation is needed. For the most part, this is a coaching responsibility or one delegated to a team captain(s).

Any player who is ejected by a game official is subject to the rules of the MIAA and possible suspension from further participation. Coaches should be aware of the Student Rights and Responsibility Section in the Student Handbook, pertaining to dismissals or suspensions from teams.

All coaches should be familiar with MIAA rules on disqualified players and the Game Suspension Form, which must be completed by the game officials. Coaches must stress throughout the season that appropriate conduct of players will be expected at all times.

## **SPORTSMANSHIP - THE PARTICIPANTS RESPONSIBILITY**

Respect, commitment, dedication and hard work - these are the qualities that describe you, the athlete, and these are the same attributes your opponent brings to the competition. Your opponent is exactly that, an opponent, not your enemy. By treating your opponent with courtesy and respect, you demonstrate respect for yourself, your family, your community and your school. As an athlete you bring to every competition an attitude that you will do your best to win, that you will strive to achieve, to excel, and this is the way it should be. But, competition is designed to be played by the highest standards of fair play,

and within the rules of the game. To win by bending the rules of the game means that you were not able to win by playing by the rules.

Some things participants can do to see that the game is played well and that indicate a willingness to practice good sportsmanship are:

1. Participants should not argue with officials. First of all, you never win and seldom does an official change their call. Your chances of picking up a technical or unsportsmanlike penalty are increased. Your performance is affected because you are emotionally upset and your mind is not on the game and what needs to be accomplished. You incite the crowd and create a negative attitude.
2. Participants should never make negative comments to an opposing player or coach.
3. Treat an opponent as you would like to be treated, especially if you are the home team. Remember, being friendly doesn't mean you can't be competitive.
4. Participants should cheer for their own team. Negative comments about an opposing player's performance are never appropriate.
5. If you see a play by an opponent that you feel was well done, there is nothing wrong with a positive acknowledgement of that.
6. Participants leaving the playing site after a victory should refrain from gloating after a victory. You should be happy you won, but it is not necessary to do so at the expense of your opponent. You create negative feelings and can cause a very hostile situation. You may also be giving your opponents that extra edge they need to beat you the next time around.

Coaches will pass out a copy of this form to players and parents.

I have read this document on sportsmanship and agree to abide by the outlined requested conduct.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

## **SPORTSMANSHIP - THE COACHES' RESPONSIBILITY**

The person who is rewarded with the opportunity to coach young people must realize and understand the importance of teaching good sportsmanship to our high school athletes. The coach must accept primary responsibility for the behavior and actions of his/her players, and realize how critical a good example is to players and spectators alike. During the game or a timeout, if the coach's actions become the center of attention in a negative way, it reflects on our entire school system

The student athlete is at a very impressionable age. The coach is a very special person to her or him. Many times the coach substitutes for a parent. There is no doubt that the athlete's general attitude is in part molded by the coach. How the coach measures success is reflected in how the athlete views it. Success should be measured, not only in terms of

winning, but also in terms of the lasting values received for having participated. Winning is fun, but just being able to participate should be fun, too.

The coach must see her/his role as an educator and never lose the proper perspective of what interscholastic athletics are all about - to work with young people and impart sound educational values through example and coaching.

## **SPORTSMANSHIP SUGGESTIONS**

1. Remember humor and fun are an integral part of coaching.
2. Always exemplify professional, positive behavior.
3. Be aware of your responsibility to the school, community, parents, athletes, and the coaching profession you represent.
4. Unsportsmanlike tactics employed to influence the odds of winning
5. Respect officials' integrity and judgment.
6. Anger is a poor substitute for reason.
7. Remember that you are a role model for your players.
8. Be a good host/hostess to opponents. Treat them as your guests.
9. Be careful of remarks made to the media.
10. Be modest in victory, and gracious in defeat.
11. Patience and love are powerful tools in coaching.

## **HOPKINS ACADEMY ATHLETIC CODE AND PARENT AUTHORIZATION**

### **Athletic Code**

All students who wish to participate on a Hopkins Academy athletic team should acquaint themselves thoroughly with the regulations listed below. Failure to abide by the following code could result in a case of ineligibility.

1. All Massachusetts Interscholastic Athletic Association rules must be strictly followed with regard to age, grades, chemical abuse, sportsmanship, etc.
2. 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 in the equivalent of four traditional yearlong major subjects. To satisfy this requirement, a student must have passed sufficient courses so as to be earning for that marking period, credits totaling the equivalent of four traditional yearlong major English courses (20 credits). To be eligible for the fall marking period, students are required to have passed for the previous year the equivalent of four traditional year long major English courses (20 credits).
3. During the season of practice or play, a student shall not, regardless of quantity, use, consume, possess, buy/sell or give away any tobacco products (including e-cigarettes) any beverage containing alcohol, marijuana, steroids or any controlled substance.

### **First Violation:**

The student shall lose eligibility for 25% of the regularly scheduled games/matches for the season. In addition, Hopkins Academy mandates that the student attend all practice sessions and all games held during this time.

Second and Subsequent Violations:

The student shall lose eligibility for 60% of the regularly scheduled contests held during that season. *If after the second or subsequent violations, the student voluntarily becomes a participant in an approved chemical dependency program, the student may be certified for reinstatement after sitting out 40% of the events.*

4. All Hopkins Academy athletes must maintain sound school citizenship during class, student activities, and on athletic teams. Neglect of this regulation or repeated minor offenses could terminate athletic membership.

5. Athletes must be in regular attendance at all practice sessions, games, and mandatory team functions. Planned absenteeism must be reported in advance to the appropriate coach. The coach may penalize absenteeism without a valid excuse or failure to report planned absenteeism in advance.

6. Students participating in athletics must be in school for at least three and one-half hrs. (3 1/2) on the days of all practices and games. Exceptions to the above policy may be made by the administration.

7. All Hopkins Academy athletes should conduct themselves in a sportsmanlike manner at all times. Cursing, fighting, and criticizing officials has no place in athletics.

8. Bona fide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out-of-school team.

9. Any student athlete who is planning to go on vacation and miss part of an athletic season must get approval ahead of time from the administration. If a student is on vacation and misses 3-4 team events then they must attend at least 2 team events upon their return before they may participate in a contest. If a student is on vacation and misses 5-7 team events then they must attend at least 4 team events upon their return before they may participate in a contest. If the student is to miss more than seven team events then the number of team events required to play in the next contest will be decided upon by the administration.

10. A student who is approved by the administration to join a team after the first day of practices begin must participate in at least 10 team events before they participate in a contest. If a specific sport or team has less than 10 team events, starting at the beginning of the season and before the first contest, than that number will be reduced appropriately. Medical issues will be handled on a case by case basis.

11. All athletes are expected to attend, and stay for the duration, of sports banquets.

12. Any athlete who receives more than one suspension from a team will be removed from that team for the rest of the season. For a suspension to be official a coach must speak with the administration prior to enacting a suspension.

All athletes participating in the Interscholastic Athletic program are covered by an athletic school insurance policy (a) if they do not have personal coverage or (b) as a secondary insurance where personal insurance does not cover. All injuries must be reported to the coach who will make out an accident report.

**PROCEDURE FOR FILING A CLAIM: (Beyond what your personal insurance covers)**

- a. The coach will fill out an Accident Report and submit it to the Athletic Director and Nurse.
- b. It is the parents' responsibility to complete and file the claim as instructed on the claim form. Claim forms are available from the school.

# STUDENT AGREEMENT AND PARENT AUTHORIZATION

I have read the athletic code, and I promise on my honor to obey all rules and regulations pertaining to athletics at Hopkins Academy.

Date: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

\_\_\_\_\_ has my permission to participate in  
(Name of Student)

\_\_\_\_\_, and I have read the Athletic Code that he or she must follow.  
(Sport)

Date: \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

## Personal Insurance Information: (check one)

### We have:

\_\_\_\_\_ Blue Cross/Blue Shield

\_\_\_\_\_ Health New England

\_\_\_\_\_ Private commercial coverage

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ No coverage

\*\*Items not covered by this code will be ruled on by the Hopkins Academy Administration.

\*\*\*Please complete and return this form, along with the Sportsmanship and Hazing forms to your coach. Be sure to sign where indicated. The Athletic Code (pages 1 and 2) should be retained for reference by students and parents.

## The Hopkins Academy Athletic Program

### Fall Sports

#### Boys

Soccer (V, JV, MS)  
Varsity Golf (Coed)

#### Girls

Soccer (V, JV, MS)

### Winter

Basketball (V, JV, MS)  
Ice Hockey (Coop, Amherst)

Basketball (V, JV, MS)

### Spring

Baseball (V, JV, MS)

Softball (V, JV, MS)

## USE OF SCHOOL FACILITIES

The use of school facilities by our athletic teams is a privilege granted by the Hadley School Committee. Each team has an obligation to respect the building, courts, fields, and equipment, which they use.

The coach is the only person authorized to open school facilities outside of normal school hours. Practice schedules will be issued by the coach to all players, other coaches and administrators for school days and non-school days.

All Hopkins Academy teams will enter and exit the building by the south doors (facing ball field). Only team members are authorized to be in the building and they are restricted to locker room and gym areas. There is absolutely no reason for students to be in any other part of the building.

It is the responsibility of each coach to turn off all lights, shower vents, showers, and to see that all doors are closed and locked during and after all practices and games. This procedure is helpful in maintaining school building security and in preventing damage that could occur from vents or showers left on.

Coaches should arrive at least 15 minutes before players, open one door and prepare for all supervisory functions before, during and after practice. He/she should check practice areas to be sure that they are free of hazards and should check all equipment to be sure it is in good working order.

We have pride in our school facilities and want to keep our courts and fields free of litter. Players are not allowed to drink soda or eat foods in the gym. Glass containers are strictly forbidden in the locker rooms. We ask the assistance and cooperation of everyone involved in keeping all areas litter free.

Our fields are lined by the custodial staff prior to scrimmages and games. However, the placing of such items as bases and corner flags on these facilities is the responsibility of each team. All special equipment must be removed from the facilities at the end of each practice or game session.

The use of school facilities requires full cooperation of all coaches and players. With everyone concerned, maximum use will occur and our students will have facilities free of hazards. It is in the interests of all concerned to give our facilities the best care possible.

School teams have priority in the use of school and athletic facilities. If a non-school group is using a facility and refuses to allow you admission, notify the Athletic Director or principal. Varsity teams will have priority over JV teams and JV teams will have priority over middle school teams.

## **SCHEDULING OF ATHLETIC EVENTS**

All athletic events are to be authorized and scheduled by the Athletic Director. These include any event, which requires transportation or use of school facilities such as scrimmages, league contests, independent games and other special athletic programs.

This procedure is necessary to provide coordination of the athletic program, assure compliance with MIAA regulations and to be certain specific facilities are available on the date requested. We expect that each coach will cooperate in this matter. Coaches should make arrangements for all scrimmages and finalize them with the Athletic Director.

Athletic events should be scheduled within the Pioneer Valley whenever possible. This policy is necessary because of expense, inconvenience to the school academic schedule due to early release and the increased possibility of cancellation due to weather conditions. It is the coaches' responsibility to be sure all players are notified in case of a cancellation of a game or practice.

Monthly practice schedules will be prepared by all coaches and handed to players and the Athletic Director, as well as school office personnel. Coaches are encouraged to adhere to their monthly practice schedules and times. If a practice is cancelled or changed, notification should be given as soon as possible so that another team may use the field or facility.

No practices, scrimmages or games will be scheduled on Sunday prior to 12:00 noon. Coaches will also be sensitive to other special religious days and events so that students will not be put in positions of choosing between religious worship and practices.

## **POSTPONEMENTS, CANCELLATIONS, TIME CHANGES**

### **GAMES**

Cancellations and postponements of games to be played on school days will be announced over the intercom system. The announcement will be the responsibility of the Athletic Director. Parents may also check for postponements at <http://miaa.net/schools/public/HopkHa> Postponements are generally not made before 1:00pm.

During vacations or non-school days, the Athletic Director will inform coaches of any game cancellation. It then becomes the duty of each coach to inform all of his/her players.

Coaches should never contact an opposing school without first contacting the Athletic Director.

### **PRACTICES**

Notification of practice cancellations or time changes will be the responsibility of the coach. Announcements must be made over the intercom system on school days. Coaches outside the system will call the school office to report any change in their practice schedules.

It is suggested that each coach establish a telephone tree to insure that all players are notified of all changes during non-school days.

## **EVERY PLAYER AND MANAGER MUST BE INFORMED**

### **TRANSPORTATION**

The school department provides transportation for all interscholastic athletic events. The varsity teams have first priority, junior varsity teams second priority, and middle school teams third priority in case of schedule conflicts. However, most scheduling problems can be avoided by coordinating all transportation requests through the Athletic Director.

The Athletic Director will make all bus arrangements as to driver, departure time, vehicle, etc. Coaches are not to use any private transportation unless approved by the Athletic Director. We must always be concerned about proper insurance coverage and liability. Transportation of athletic teams involves considerable expense so we prefer to schedule games in the immediate area if possible. Games scheduled close to Hadley also allow us some flexibility in busy schedules and to schedule more than one game on a given day.

All players are to ride the designated school transportation vehicle to and from all athletic events. The exceptions are that players may be released to their parents or to another parent with prior written permission from their parents. All other exceptions will be handled by the school administration.

## **HOPKINS ACADEMY AWARD POLICY**

**CERTIFICATES** - All Hopkins Academy athletes will receive a certificate of recognition signed by appropriate parties. **LETTERS** will be presented to Varsity Athletes according to the following guidelines:

1. A player must participate in at least 1/3 of all games, periods or matches.
2. Senior varsity members will automatically receive a letter regardless of time participating.
3. The two top managers for each team are eligible for a letter.
4. A varsity letter may be awarded to a deserving injured player upon recommendation of his coach. Other special situations will be handled on an individual basis.

5. An athlete dismissed permanently from a team shall not qualify for a letter.
6. An athlete who quits a team at any point in the season shall not qualify for letter.
7. Each athlete will receive one varsity letter upon qualifying in any sport. Only varsity emblems will be presented thereafter until the athlete's senior year. All senior varsity players will be presented a second letter at Sports Night. This means that athletes will receive a maximum of two varsity career letters.

**TROPHIES** will be purchased by the school and awarded as follows:

1. The number of trophies will be decided upon by the Athletic Director
2. Trophies will be similar in size and cost for each player.
3. The actual awards will be decided upon for each team sport such as "most valuable player" and "most improved player".
4. No other trophies are to be purchased by individual coaches.
5. Plaques and one letter will be awarded to all senior athletes.

AWARDS other than those presented by the school must be approved beforehand by the school administration. When team awards are approved, the following guidelines are essential.

1. All members of a team must receive the same award. There must be no distinction between starters and non-starters, seniors and underclassmen or because someone has already received a similar award.
2. Team members must be determined by the coach and approved by the Athletic Director. This would include players, managers, scorekeepers, etc.
  - a. J. V. players who only dress for tournament games will not be eligible.
  - b. A J. V. player will be considered a varsity member if
    - (1) he/she was a varsity team member for a minimum of a 1/3 of the games excluding post season tournament or
    - (2) the coach felt he/she was an integral, deserving part of the varsity team.
  - c. Two Varsity managers are eligible for letters so a coach may decide that two varsity managers are members of his/her team.
3. Any purchases other than award jackets, plaques, pictures etc. must also be approved by the Athletic Department. This will eliminate a coach or player continually trying to solicit fund from the Booster Club or other outside group once the item has been rejected for some reason by the school. Larger purchases such as a new scoreboard must be approved by the Administration and/or School Committee.

## **POLICY FOR MIDDLE SCHOOL STUDENTS PARTICIPATING ON VARSITY OR JUNIOR VARSITY TEAMS**

The School Committee will make every effort to promote an interscholastic athletic program that is educationally sound and that encourages a comprehensive program to meet the needs of as many of our students as possible.

The Committee is committed to ensuring the maximum participation of, and growth opportunities that, athletics offer to all students and believes that the three levels of teams- middle school, junior varsity and varsity- are designed to offer opportunity to the greatest number of students as possible and to match the growth, skill and maturity of student athletes.

When a team exists at the middle school level, 7<sup>th</sup> and 8<sup>th</sup> graders are expected to play at that level. The School Committee strongly believes that this is a good and appropriate entry into high school sports and matches the skill, maturity and endurance of most middle school athletes. However, there are conditions when it is necessary or appropriate to bring middle school students up to the junior varsity and/or varsity level.

If any of the situations listed below, coaches may not exclude or cut upper classmen first.

The conditions that coaches may consider moving middle school students to a higher level are:

- A. When it is necessary to field a team
- B. When it is necessary to even numbers between teams
- C. When it is determined that bringing some middle school students up to a higher level provides more opportunity for others to participate in the sport

Any middle school athlete that is being considered for the junior varsity or varsity level must be the most skilled in the position(s) needed, and demonstrate the emotional and physical maturity and endurance to play at an advanced level. A middle school athlete that shows the “potential” but does not have the maturity, size or endurance to play at an advanced level should not be advanced.

Before any middle school student is considered for advancement, the coach must demonstrate to the satisfaction of the Athletic Director and the Principal that the move is necessary to maximize student participation at all levels. The coach and Athletic Director must further confer with the Guidance Counselor and Principal and athlete’s parents to ensure the student’s readiness to play at an advanced level.

On the rare occasion that middle school athletes are brought up to the junior varsity or varsity level, the procedure outlined in JJI-R will be followed. In the event that any of these steps in the procedure are not followed, the student will be determined to be ineligible to move up and there is no appeal.

Hopkins Academy  
Athletic Department  
Middle School Move-Up Request

Student Athlete	Grade	Date
Sport	Team Moving From	Team Moving To
Coach Making Request		Date

Date:      Approved  
                    Yes    No

Signature: Athletic Director			
Signature: Principal			
Signature: Parent/Guardian			
Signature: Athlete			

After these four steps have been followed in order, the Athletic Director will return the completed form in duplicate to the Principal.

# HOPKINS ACADEMY MEDICAL CONSENT FORM

Athlete: \_\_\_\_\_

Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named student may be given.

In the event that an emergency arises during a practice session, an effort will be made to contact the parents or guardians as soon as possible. Permission is also granted to the coach or athletic trainer to provide the needed emergency treatment to the athlete prior to his admission to the medical facilities.

\_\_\_\_\_  
Signature of Parent or Guardian                      Date

\_\_\_\_\_  
Signature of Witness (Other than parent or guardian)

Phone numbers where parents can be reached:

Office \_\_\_\_\_ Name of Family Physician:

Home \_\_\_\_\_

Other \_\_\_\_\_ Phone Number \_\_\_\_\_

## **Rules and Regulations for all Athletes**

Hopkins Academy athletes are bound by MIAA rules for Interscholastic Athletics. Although a coach may have additional rules for his/her athletes playing on his/her team, the following rules are to apply to all athletes participating in the athletic program at Hopkins:

### **1. Physical Examination:**

Athletes must pass a physical examination each year before participation in any sport. This must be done prior to the first practice session. No athlete will be issued equipment or participate in organized practice or scheduled games until he/she has given the School Nurse a current physical examination form from a physician.

In order for an exam to be considered current and valid, it must be dated within 13 months of the date of any athletic involvement. It is strongly recommended that an annual examination be scheduled between June 15 and August 20 each school year.

### **2. Eligibility:**

All athletes must meet all school and MIAA eligibility requirements.

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 in the equivalent of four major subjects. To satisfy this requirement, a student must have passed sufficient courses for that marking period which carry Carnegie Units totaling the equivalent of four 1-year major English courses.

- a. A student cannot at any time represent a school unless that student is taking courses which would provide course credits (aka Carnegie Units) equivalent of four 1-year major English courses.
- b. To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent of four 1- year major English courses.
- c. Academic eligibility of all students shall be considered as official only on the date when the report cards for that ranking period have been issued to the parents of all students within a particular class.
- d. Incomplete grades may not be counted toward eligibility.
- e. A student who repeats work for which he/she has once received credit cannot count that subject a second time for eligibility.
- f. For eligibility purposes, a student cannot count points obtained in a subject taken during the summer vacation unless that subject has been previously pursued and failed.
- g. Students who are 19 years old prior to September 1 of their senior year are not eligible for high school athletics.
- h. Students are eligible for athletics for 12 consecutive seasons beginning with their entry into the ninth grade.

### **5. Athletic Responsibility:**

Hopkins Academy athletes are expected and encouraged to maintain the highest level of academic achievement possible. Extra help sessions and make-up work are expected to be completed as soon as

possible. On a practice day, athletes should stay after school to complete work whenever necessary. Students should inform coaches in advance, if possible, when practice time will be missed due to academic obligations. Once the obligations are completed, athletes are expected to report to practice as soon as possible. If advance notification was not given to the coach, students should ask their teacher for a note explaining the tardiness. Students arriving late to practice due to make-up work or extra help will not suffer an athletic team penalty. On game days, if time allows, students should ask their classroom teacher if make up work or extra help may be postponed to a practice day. A classroom teacher may or may not grant a postponement. Teachers should be able to contact coaches through the Athletic Director. Teachers will receive a copy of team rosters as close to the beginning of a season as possible.

#### **6. School Discipline - Detention:**

An athlete with a school disciplining obligation or detention is expected to fulfill the disciplining obligation before reporting to practice and/or a game. Students cannot expect, and should not request disciplining action to be postponed or canceled for any athletic reason. An athlete may be removed from a team for excessive disciplinary problems. It is expected that athletes at Hopkins Academy be model citizens both in and out of school.

#### **7. Attendance Requirement for Interscholastic Athletics:**

In order to participate in a sport, an athlete must attend a minimum of one-half day of school on the day that the practice, scrimmage, or game is to be held. Tardiness or dismissals will only be accepted with a valid parental note, and must be cleared through the administration the day of the tardiness or dismissal. If the practice, scrimmage, or game is held on a weekend or a holiday, the above statements will hold true for the school day preceding the weekend or holiday. If an athlete must miss school for a portion of, or the entire day due to extenuating circumstances such as a college interview, clearance must be given by the Principal or Athletic Director in advance of the day to be missed, in order for the athlete to practice or play in a game. An athlete may be removed from a team for excessive cuts or truancy.

#### **8. Physical Education:**

An athlete excused from a physical education class may not participate in a practice, scrimmage or game for that day, without express permission from the Principal or Athletic Director.

#### **9. Student/Family Vacations:**

Hopkins Academy has no control over varsity athletic events being scheduled during regularly scheduled school vacations. These events are controlled by the dates of the MIAA State Tournaments, and the PVIAC. An athlete should make a commitment to the team. Games that are lost because of the absence of players can have severe negative consequences, which include the loss of a League Championship or the failure of the team qualifying for a State Championship. They are part of a team and teammates are depending on them.

#### **10. Daily Commitment:**

Athletes should plan to make a daily commitment of two to three hours, five or six days a week. At the sub-varsity level, some teams might not practice or play on weekends. The preparation times before and after practice and games bring the usual total time to three hours. It is important that a coach be notified if an athlete is not going to be present at a practice or game. All coaches expect their athletes to be present at all team related activities. A coach may suspend an athlete from practice or games for repeated unexcused absences. All athletes are excused from team activities for illness, injury, academic, family or religious reasons. Prior notification is expected when possible.

#### **11. Tryouts:**

There are some teams that athletes must try out for and risk being cut. During the tryout period the coach will provide an explanation of his/her expectations. It is then the athlete's responsibility to demonstrate to the coach that he/she can meet them.

## **12. Health Insurance:**

All athletes must be enrolled in an HMO or similar health insurance plan. It is possible for a family to purchase an insurance policy through the school system at a nominal yearly fee. Applications for this coverage are given to each student on the first day of school. This policy covers the cost of all treatment for injuries sustained in all school sponsored activities. It is the family's responsibility to file all claims under its own plan. Filing forms are available from the Athletic Director.

## **13. School Suspensions:**

Any athlete suspended from school may not practice, play, or be with the team on the day(s) in which he/she is serving the suspension.

## **14. Transportation:**

Hopkins Academy provides transportation to all away games. All team members are required to travel to and from all away events on transportation provided by the Athletic Department. Exceptions to this policy must be requested in writing, to the Principal or Athletic Director, by an athlete's parent prior to the event. Under no circumstances will students be allowed to transport themselves or ride with other students to or from away games. If cleared through the Athletic Director and Head Coach, an athlete may return from a game with his/her parents.

Athletes are expected to conduct themselves in a proper manner on all bus trips. Yelling at passing cars, obscene gesturing, unruly conduct, or other forms of inappropriate behavior will not be tolerated.

## **15. Equipment:**

All athletes are responsible for the equipment issued to them during the course of the season. Equipment must be returned at the end of the season. Athletes failing to turn in all issued equipment, or returning equipment damaged through misuse, are responsible to **meet the current replacement cost**. In the event that the equipment is found and/or returned after the payment, a refund will be made.

1. Parents will be notified by coach and/or the Athletic Director of collection for payment for equipment not returned.
2. An athlete will be denied participation on any Hopkins Academy athletic team until equipment has been returned or paid for.
3. A senior athlete who has failed to return equipment or failed to pay for lost items may have their high school diploma withheld.

## **16. Sportsmanship:**

Sportsmanship is a number one priority at Hopkins Academy.

The Athletic Department expects all parties present at an event to display the highest possible level of sportsmanship. Players, coaches, and spectators should treat opponents, game officials, and visiting spectators with respect.

All athletic events are conducted in accordance with the rules and regulations of the MIAA, the PVIAC and/or the National Federation. Any form of taunting of officials or players will not be tolerated at any Hopkins Academy athletic event. Likewise, profanity, objectionable cheers, or gestures have no place at an athletic event, be it at Hopkins Academy or at another town.

The MIAA reserves the right to warn, censure, place on probation, or suspend up to one calendar year any player, team, coach, game or school official or school determined to be acting in a manner contrary to the standards of good sportsmanship. Hopkins Academy in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any athletic event, home or away.

## **17. Fighting:**

Athletes should be aware that MIAA regulations invoke a one game suspension for fighting, with a second offense resulting in a suspension from all athletic activities during that season for a period of one

year from the date of his/her second disqualification.

An athlete who physically assaults an official shall be expelled from the activity immediately and banned from further participation in all sports for one year from the date of the offense. An athlete who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall not participate in that sport season for one year from the date of the incident. (Fighting does not apply to this section unless warranted in the judgment of the game official.)

### **18. Taunting:**

a. Taunting includes any actions or comments by coaches, players, or spectators, which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters.

Examples of taunting include but are not limited to: trash talk, defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skill efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including in the face confrontation by one player to another and standing over/straddling a tackled or fallen player.

b. In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to existing MIAA expulsion rules. Game officials prior to the contest shall give a warning to both teams.

c. At MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

### **19. Hazing - Massachusetts State Law Chapter 536 Sections 16-19:**

Hazing is defined as any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or person. Incidents of hazing must be reported to the appropriate law enforcement officials as soon as reasonably practicable.

Section 17. Whoever is principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more that three thousand dollars (3,000) or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which will fully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption or 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.

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

### **20. MIAA Rule 71... Chemical Health... Drug and Alcohol Policy:**

As a member of the MIAA, Hopkins Academy will strictly enforce the following rules:

“During the school year of play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol: any tobacco product, or e-cigarette: marijuana: steroids: or any controlled substance. 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.” (Note: This rule, during an athletic season, is in effect seven days a week, twenty-four hours a day.)

#### **21. A. Minimum Penalties of the Chemical Health Abuse:**

Please refer to the Hopkins Academy Athletic Code for penalties.

#### **22. MIAA Bonafide Team Member Rule 99:**

A Bonafide team member of a school team is a student who is regularly present for an actively participating in all team practices and competitions. Bonafide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out of school team. Any student who violates this standard is ineligible for the next two contests or two weeks (whichever is greater) immediately upon confirmation of the violation.

#### **23. Season Limits:**

The fall season must not begin before the MIAA set guidelines. The fall season must end with the completion of the regular season schedule except for the varsity teams or individuals completing their participation in MIAA Tournaments.

Winter season will begin on the first Monday after Thanksgiving and conclude on the last scheduled competition unless a team qualifies for post season MIAA Tournaments.

Spring season begins on the third Monday in March and concludes with the last scheduled competition unless teams qualify for post season MIAA Tournaments.

#### **24. Transfer Students:**

Students who have played in the preceding year at the varsity level at another high school or its equivalent are ineligible for one year from the date of transfer.

Students who transfer from another high school are ineligible under the following conditions:

- A. They participated at the varsity level in a sport in which they intend to play at Hopkins Academy.
- B. The parents of transferred student do not change address.
- X. Students transferred after the start of the practice season during that sport season.

A waiver request is available for transfer students with special circumstances. The parent of all transfer students who intend to participate in athletics should contact the Athletic Director immediately upon considering a transfer to Hopkins Academy.

#### **25. Postponed Contests:**

Throughout the school year, events may have to be postponed due to factors such as inclement weather. In most situations the home team makes the decision to postpone. By PVIAC rule, games are to be made up on the next available open date on both school schedules, whenever practical.

Decisions to postpone games are made as late in the day as is practical for proper notification of all interested parties. On school days the usual time is about 1:00 pm for afternoon events. If there are any questions as to the status of an event, please wait until after 1:00 pm before calling the school. On non school days and for evening contests, postponements are made approximately two to three hours prior to

the event. Postponements are aired on the local TV and radio stations, and may also be found on [www.highschoolsports.net](http://www.highschoolsports.net).

## **26. Directions to Away Events:**

Coaches will provide their players with directions to PVIAC schools and fields at the beginning of the season. Please consult these directions, or go to <http://miaa.net/schools/public/HopkHa>

## **27. Playing Time:**

There are many benefits to be gained by participation in athletics at the high school level. Athletes learn discipline, to perform under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership, and to play within the rules. Although there are many measures of success in the minds of each athlete, perhaps the most emotional is “playing time” during games. If an athlete has a question about the amount of playing time he/she is getting, he/she should discuss it with the coach. Being a member of a team at Hopkins Academy does not guarantee “playing time,” but there are some guidelines:

### **1. Middle School and Junior Varsity Teams**

This is the developmental level where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual’s playing time. Some of the most important are: attendance at practice, effort, attitude, commitment, and athletic skill. This is the level for athletes to show their potential and demonstrate to the coaching staff that they are ready for varsity level competition.

#### **A. Varsity Teams:**

This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. However, teams cannot be successful without committed substitutes or “second string” players. These athletes have to be ready to step up when needed, and practice hard to help make the team as competitive as they can be. They should constantly strive to move up to the “starting” role. There are many decisions made by the coaching staff during the course of a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority.

## **28. Team Captains:**

It is a coach’s decision how team captains are chosen. They may be elected by the team or appointed by the coach prior to the first regularly scheduled event. Captains may also be appointed on a game-by-game basis.

It is expected that team captains be leaders of their team. Captains are expected to assist the coaching staff by promoting team rules, and communicating with coaches about problems that arise that could affect the team.

Captains of a team may be relieved of their position for violating team, athletic department, school, or MIAA rules.