

**QUABBIN REGIONAL  
MIDDLE / HIGH SCHOOL**

**COACHES HANDBOOK**



**2007 – 2008**

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## TABLE OF CONTENTS

FORWARD	3
ATHLETIC PHILOSOPHY	3
ELIGIBILITY	4 - 5
ATHLETIC DIRECTOR'S RESPONSIBILITIES	5 - 7
ATHLETIC TRAINER'S RESPONSIBILITIES	7
COACHING POSITIONS	8
Criteria for Selection	8
Volunteer Assistant Coaches	8
Coaching Expectations	8
SPECIFIC COACHES' DUTIES, RESPONSIBILITIES & EXPECTATIONS	9
Administrative Duties	9
Supervisory Duties	9
Student-Athlete Related Responsibilities	9 - 10
MESSAGE TO PARENTS/GUARDIANS	10 - 11
GUIDANCE	11
BUILDING YOUR PROGRAM	11
ORGANIZATIONAL MEETING AND PRACTICE SCHEDULE	11
PRACTICE SESSIONS	12
SUNDAY/WEEKEND – SCHEDULES/PROGRAMS	12
ATHLETIC TRANSPORTATION FEE	12
ROSTERS	13
EQUIPMENT: Care of Equipment on Trips	13
GAME TRIPS	13 - 14
CONDUCT DURING A CONTEST	14
PUBLICITY	14
CHAIN OF COMMAND	14
MEETINGS AND RECORDS	15
MANAGER'S RESPONSIBILITIES	15
POLICY FOR ELECTING CAPTAINS (co-captains) & MOST VALUABLE PLAYER	15
ATHLETIC INJURY POLICIES	15
MIAA POLICY REGARDING CHEMICAL USE	16 - 18
THE POTENTIAL FOR PREVENTION THROUGH THE ATHLETIC PROGRAM	18 - 21
ATHLETE'S RESPONSIBILITIES	21 - 24
ATHLETIC AWARDS	24 - 25
COACHES EVALUATION CRITERIA & GUIDELINES	26 - 27

## **Forward**

This handbook is prepared to assist coaches in obtaining a greater understanding of the operation of Quabbin's interscholastic and intramural athletic programs. Coaches are expected to be familiar with and use the materials contained in this handbook. All individuals involved in our athletic program are expected to uphold all the expectations described in this. It is impossible to cover all circumstances and situations that could arise during the year in this handbook. Therefore, all referrals for clarification should be directed to the athletic director.

## **Athletic Philosophy**

The Interscholastic Athletic Program is committed to the Mission Statement of the Quabbin Regional School District. The Mission Statement affirms:

A school is essentially a community of learners organized for the care and development of young minds. A public school assumes the added responsibility of preparing all young learners for their future as productive citizens in a free and democratic society. The two purposes are intertwined: the faith that built our public schools holds education to be the key to our nation's future. We are committed to that mission. Indeed, the Quabbin Regional School District believes that the continued well-being of our society and its citizenry in the next century depends on the attainment of higher levels of education. It is not enough to restore old standards; these must be surpassed. Where we once expected competence, we must now expect and envision a pursuit of mastery in both learning and teaching.

The steeply increasing demands on the intellectual resources of our citizenry require that we regard learning as a lifelong endeavor. Credentials that once spoke to learning attained now signify only what further learning one is ready to pursue. The high school diploma no longer secures a place in our society. Certification no longer secures a professional position in our schools. Greater demands on students means greater demands on staff. We must envision that our purpose as a public school system is to prepare students to continue their education beyond the diploma, through vocational training or higher education, on to a lifetime of independent learning. Our responsibility to our staff is to assure that certification is just the beginning of their professional development and that they are continually prepared for the challenges ahead. We must all be learning how to learn to be ready for the future.

The Quabbin Athletic Program is an extension of the academic classroom. As such, it is committed to teaching not only the skills and strategies of particular sports, but also the ability to accept success graciously and to handle disappointment maturely. The athletic program also inculcates accountability, sportsmanship, loyalty, confidence, tolerance, respect, sacrifice, self-discipline, positive work ethic, teamwork, striving for excellence, leadership, physical well-being, social skills and citizenship.

### **Athlete Eligibility: Revised 2003**

To be eligible to represent Quabbin Regional schools in athletic contests, the student must earn a passing grade in every subject. Specifically:

#### **A. Academic Eligibility:**

1. A student must secure during the last marking period preceding the contest, a passing grade in **all subjects**.
2. At the conclusion of the **second and fourth marking periods**, to be eligible, a student must secure a passing grade in both the term and the semester in all subjects. A grade of "U" will deem a student ineligible.
3. **If a student fails fourth quarter only**, yet passes the course for the semester, then to regain eligibility, that student can take a summer school, night school or online course. A new course will be added to the database entitled "Summer School/Term 4 Athletic Eligibility." This course will show a 4<sup>th</sup> quarter grade and a semester grade, but will not generate any credits. The grade earned in this external course will not impact the computed GPA. The original failing grade will remain, but the **transcript will also reflect this summer course**.
4. A **Withdrawal Failure** in the marking term preceding a season will make an athlete ineligible for participation.
5. The scholastic eligibility of all students shall be considered as official and determined only on the date when report cards for that marking period have been issued to the general student population. The athletic director and the building administrator must determine the eligibility of all students on the basis of these criteria. (MIAA Regulation)
6. An incomplete grade cannot be credited toward eligibility. (MIAA Regulation)

#### **B. Sportsmanship & Discipline:**

1. Any student ruled out of a contest by a game official for fighting or conduct lacking in sportsmanship shall not participate in the next regularly scheduled contest. A student ruled out of a contest twice in the same season for conduct lacking in sportsmanship, shall be disqualified from further participation in that sport season for a year from the date of his/her second disqualification. (State Regulation)
2. Repeated disciplinary action may result in the removal of a player from a team. Two athletic referrals on any athlete means automatic removal from the team. The athletic director, building administrator and coach may make decisions on an athlete's

removal from a team based on circumstances that are contrary to good sportsmanship and sound moral behavior but are not outlined on the athletic referral form. (Local Regulation)

#### **C. Medical Eligibility:**

1. **Physical Exam:** Each student must have a physical exam. School physicals are administered **each June for the following school year**. Students **who do not have** a school physical **MUST** have one with their family doctor. Evidence of that physical examination must be on file in the Nurse's Office **before** the start of tryouts and practices.

2. **Medical emergency forms** must be completed and on file in the Nurse's Office.

NOTE: There are many other rules and regulations governing eligibility of students. The athletic director and building administrators are responsible for implementing all rules of eligibility in the Massachusetts Interscholastic Athletic Association (MIAA) Blue Book. These rules are established by the MIAA and are uniform throughout the state. All schools **must** abide by the same code. (MIAA Regulation)

#### **D. Local Regulations Guiding Eligibility:**

In addition to the MIAA eligibility guidelines, the following local regulations are in effect:

1. Permission forms, signed by a parent or legal guardian, must be on file in the Athletic Office.
2. An athlete who quits a team cannot try out for another team. Exception: a student who does not make one team can try out for another. (Local Regulation)
3. Athletes are denied participation in **all** co- & extra-curricular activities whether held during the day or after school **during the period of suspension**. The period of suspension begins the day the student reports for In-House/Out-of-School suspension and ends at midnight of the last day of suspension.

#### **ATHLETIC DIRECTOR'S RESPONSIBILITIES**

1. Organize planning, development, implementation and evaluation of the athletic program
2. Prepare and implement athletic policies
3. Schedule athletic activities and supervise the many details related to transportation for away games and services for home games including assigning officials
4. Prepare a master schedule of athletic activities
5. Prepare and manage the department budget
6. Be present at as many home athletic events as possible

7. Supervise student behavior at all times
8. Supervise the appearance and behavior of athletes at Quabbin
9. Establish and maintain effective procedures for utilization and care of athletic facilities and equipment
10. Schedule practice areas
11. Maintain a clearing-house for use of athletic equipment and facilities
12. Maintain inventory of all materials and equipment in the department
13. Oversee preparation for facilities for home events
14. Assist the building administrator in determining the eligibility of athletes
15. Prepare a list of letters and award winners for presentation at awards assembly
16. Coordinate work schedules and activities of instructional aides assigned to department
17. Involve as many students as possible in all athletic activities
18. Assist administration in dealing with discipline problems related to athletes
19. Be responsible for an accurate accounting of all monies taken in and disbursed in connection with all athletic activities
20. Attend all athletic directors' meetings and assure that coaches attend important meetings
21. Evaluate each coach and make recommendations to the building administrator for coaching positions
22. Keep the administration informed of activities
23. Prepare news articles and other publicity releases with the help of coaches, relating to the Athletic Department.
24. Work cooperatively with the elementary school administration
25. Plan and conduct pre-season meetings of department personnel to discuss problems, procedures and progress of the program
26. Establish and maintain awareness of sportsmanship among students, participants and spectators
27. Generate respect for the proper use of school plant, facilities and equipment
28. Present materials to the School Committee when developing new programs
29. Submit written reports to building administrators annually, outlining strengths and weaknesses, including the recommendations for improvement
30. Stimulate attendance by coaches at professional education courses and conferences
31. When necessary, organize and/or conduct workshops in skill teaching and First Aid for new coaches

32. Promote innovative ideas in all areas such as sports appreciation and extramural activities
33. Strive for the best total education for the Quabbin student
34. Oversee the proper maintenance and care of all athletic equipment and supplies including the post-season cleaning of all uniforms
35. Maintain an inventory record for all athletic equipment and supplies
36. Distribute (pre-season) and collect (post-season) the equipment necessary for each season from all coaches and assistant athletic director
37. For all home athletic events, be responsible for the general program and the employment of scorers, timers, ticket takers, ticket sellers, ushers and police
38. Present a list of candidates competing in interscholastic sports prior to the first game to determine eligibility
39. Before any student participates in the program, certify that all participants have had a physical examination and have passed in permission slips to participate prior to the start of the season

#### **ATHLETIC TRAINER'S RESPONSIBILITIES**

1. Create and maintain medical records on all student-athletes and provide coaches with necessary information
2. Work cooperatively with school doctor and nurse with regard to pre-season physical exams
3. Supervise the training room on days of practice and be in attendance at all home games
4. Administer First Aid including the taping of all student athletes
5. Initiate and supervise rehabilitation programs for injured student athletes
6. Assist the athletic director in the ordering and maintenance inventory of all medical supplies
7. Attend to all athletic injuries (practice and games) and advise coach, parent and student athlete as to proper treatment
8. Assist coaches in developing proper conditioning programs
9. Prepare and maintain proper medical kits for all athletic teams
10. Provide coaching staff with updated information regarding the prevention, recognition and treatment of athletic injuries
11. Provide periodic in-service workshops regarding the prevention, recognition and care of athletic injuries
12. Inspect the condition of all protective equipment and advise the athletic director of status
13. Develop a student aide/trainer program

## **COACHING POSITIONS**

### **Application**

All coaching positions are filled annually. Chapter 71, Section 47A of Massachusetts General Law (MGL) states that there is no tenure for athletic coaches. All applicants seeking coaching positions must submit a letter to the building administrator or athletic director when the positions are posted each year. The building administrator, assisted by the athletic director, will see that the staff is notified as to the exact due date for letters of application. The letter should include the applicant's background and experience to support application.

### **Criteria for Selection**

The building administrator and athletic director will review all applications for coaching positions. They will fill all coaching positions, subject to superintendent's approval, based on the following criteria:

1. Background preparation - athletic participation
2. Coaching experience or related activities
3. Personal interview and recommendations
4. Coaching philosophy
5. Previous evaluations
6. Demonstrated ability to work with and handle young people

We will be constantly striving to fill all positions with the most qualified person available. Preference will be given to Quabbin staff before seeking applicants from the community. The superintendent has final approval on **ALL** coaching positions.

### **Volunteer Assistant Coaches**

The Quabbin Regional Middle/High School Athletic Department will make every effort to staff programs adequately with certified coaches. On occasion, a coach may desire assistance from a volunteer. The coach will submit in writing to the athletic director, the reason for the volunteer assistant. This request will be reviewed by the athletic director and Middle/High School administration. If approved, a CORI/SORI check will to be completed before assisting is allowed. All decisions of the administration teams will be final.

### **Coaching Expectations**

The team that you coach is a reflection of yourself. It is most important that you develop a fair, unprejudiced relationship with your athletes. We are concerned with creating winners at Quabbin in our athletic program. In addition to undefeated teams and league champions we must strive to build a winning or positive attitude toward life. It is important that our athletes learn to be good losers, as well as good winners. It is important that both coaches and players exhibit good sportsmanship at all times.

## **SPECIFIC COACHES' DUTIES, RESPONSIBILITIES AND EXPECTATIONS**

### **Administrative Duties:**

1. Distribute team philosophy and expectations to athletes and athletic director  
\*Signature forms stating receipt will be submitted to athletic director
2. Distribute student athletic handbook and review policies and rules  
\*Signature forms stating receipt will be submitted to athletic director
3. Accountability for team selection
4. Complete appropriate accident/injury forms when necessary
5. Work cooperatively with athletic trainer
6. Attend coaches' meetings, both school and league. These meetings are essential to good communication and help program development
7. Present properly completed roster forms to athletic director for an eligibility check prior to your season
8. Know and uphold the MIAA coaching and sportsmanship rules (These rules are on file in the athletic director's office or online at [www.MIAA.net](http://www.MIAA.net) and should be read at your convenience.)
9. Inform the athletic director of any difficulty or irregularity that develops in regard to busing, equipment failure, emergency needs, teams or officials
10. Referral forms must be used prior to any team suspension.

### **Publicity:**

1. Submit game results to athletic director for web posting
2. Prepare newspaper articles
3. Use publicity to enhance program and recognize individual and team accomplishments

### **Supervisory Duties**

1. Athletes must be directly supervised by coaches employed by QRM/HS. This includes practice and game areas, locker rooms and buses.
2. Keys should not be given to athletes
3. Locker rooms and storage rooms should be locked when coaches are not in those areas
4. All lights should be off; all outside doors should be secured

NOTE - ALWAYS KEEP IN MIND THAT LIABILITY IS AN IMPORTANT ISSUE. DO NOT PUT YOURSELF IN A POSITION THAT MIGHT CREATE A POSSIBILITY OF LIABILITY FOR YOURSELF OR THE SCHOOL.

### **Student Athlete-Related Responsibilities**

1. Know the rules of your game (and any rule changes)
2. Create an atmosphere of fair play and good sportsmanship
3. Present yourself as coach as a positive role model  
This includes modeling positive and professional behavior at all times.
4. Be fair - give all athletes an opportunity to be contributing team

- members
- 5. Insist on proper dress when at away games
- 6. Insist on proper behavior while riding on team bus
- 7. Always have plans to ensure good use of practice time
- 8. Always be concerned for the safety of all athletes
- 9. Always be respectful of officials and insist that all athletes be respectful
- 10. Utilize positive motivation - build on a person's strengths
- 11. Do not berate, verbally abuse or embarrass athletes

**PLEASE BE ADVISED OF THIS LANGUAGE IN THE PARENT / ATHLETE HANDBOOK:**

**MESSAGE TO PARENTS / GUARDIANS:**

Both coaching and parenting 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 all children. As parents, when your child becomes 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 the Coach:

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

Appropriate Concerns to Discuss with a Coach

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

Coaches take their profession seriously. They work very hard to make decisions that are best for the team and individual athletes. While there are some things that are appropriate in addressing the coach, there are some items that must be left to his/her discretion.

Issues Not Appropriate to Discuss with a Coach

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

5. Please DO NOT call the coach at home
6. DO NOT attempt to confront a coach before, during, or after a game. Emotions (parent and coach) are best left to wait a day!! There may be times when a meeting is necessary between the coach, athlete, and parent. These meetings are encouraged provided that the parties involved have a clear understanding of the others position.
7. Contact the coach to schedule an appointment. If the meeting with the coach did not provide a satisfactory resolution, call and set up an appointment with the athletic director (978) 355-4651 to discuss the situation.

### **GUIDANCE**

Every team member is your responsibility. Provide him/her with assistance whenever possible. Be insistent about maintaining as high a scholastic standing as possible. An ineligible athlete, in addition to cheating him/herself, has let the whole team down. Check academic work periodically. Develop a sense of responsibility toward the members of your team. There are many aspects of coaching besides actual directing of players on the field. Encourage good citizenship in both the school and the community. Be aware and concerned if one of your athletes has developed discipline issues. Develop a sense of trust with your team members so they will feel free to come to you for guidance with the many issues that confront student-athletes today (e.g. drugs, home issues, peer pressure, etc.) This helps the athlete to mature so as to become a responsible member of society.

### **BUILDING YOUR PROGRAM**

Attend as many meetings, clinics, and games as possible in your sport. Get to know as many people in your field as possible. By doing this you will keep pace with new trends and theories relative to coaching. Do not be afraid to stress athletics at Quabbin and particularly sell your own program to students and community.

### **ORGANIZATIONAL MEETINGS AND PRACTICE SCHEDULE**

The head coach must announce to all candidates the date of the organizational meeting and ensuing practice schedule for candidates trying out for teams.

#### **Practice Sessions**

1. Be punctual in starting and conducting each practice session
2. Careful preparation will help to utilize the full amount of time available to your team
3. All workouts must be well disciplined and well organized
4. You should stress the importance of conditioning and support it with meaningful, tough workouts

**Attendance at all practices are mandatory** unless medically excused or for teacher conferences. In the case of the latter, the athlete should see the

coach prior to practice and explain the purpose of the conference. The athlete is expected to report to practice immediately after the conference. Team managers should attend as many practices as possible.

#### **Sunday / Weekend – Schedules / Programs**

The Quabbin Regional School District Committee recognizes Sunday as a non-school day, and as such, expects the staff to avoid the use of this day for any student activities or programs. However, the Committee recognizes that all athletic seasons place heavy demand on available practice time, due to scheduling and the number of teams using the facilities. Therefore, **High School teams only**, will be allowed to practice on Sundays between the hours of 1p.m. and 8 p.m., when necessary (i.e. a game on Monday, lack of practice time due to cancellations, gym use during the winter, early dismissals, and similar circumstances). Also, Saturday practices shall not start before **8 a.m.** Coaches should make every effort to allow their athletes at least one day off during the week. In the event a team is involved in a tournament game on a Sunday afternoon, while other teams are also in tournament play, those teams may apply for a waiver to practice on Sunday before 1 p.m., for the purpose of attending another team's tournament game. However, **coaches must notify the athletic director of their intentions in advance**, who will then receive approval from the school administration. The administration and athletic director shall be responsible for governing Sunday activities and will reinforce the concept of practice only when necessary. **No athlete or team shall be penalized for non-attendance at a practice when such practice conflicts with student's religious and/or family obligations.** Coaches shall make every effort to ensure that the academic and physical well being of the athlete is of top priority. Coaches shall take care not to over extend the athlete by excessive practice demands. Coaches should not participate during practice sessions unless absolutely necessary. Demonstrations are fine, as they are excellent coaching techniques. Finally, the **coach should be the last person to leave the practice area or locker room after practice.** A responsible staff member must constantly supervise athletes, until they leave school.

#### **ATHLETIC PARTICIPATION FEE**

Fees must be paid at the beginning of the season and will be collected by either the athletic administrator or coaches. Students who participate in the free and reduced lunch program will be eligible for a waiver of the fee. Any student who tries out for a team and does not make it will have their money refunded. Once a season begins and a student is issued a uniform, the fee is NOT refunded.

#### **ROSTER**

Once tryouts are conducted and your team is selected, it is your responsibility to submit a roster to the athletic director for the purposes of checking eligibility and preparing newspaper publications. Athletes will not be allowed to change from one sport to another during a season. Encourage sticking with it.

#### **EQUIPMENT & UNIFORM CARE**

The athletic director will provide the head coach with equipment, practice uniforms (if available), and uniforms for each particular sport. **The distribution**

**and collection of equipment and uniforms is your responsibility.** Watch the equipment closely; encourage the proper care of equipment and uniforms. Upon the close of the season, collect all equipment and return it to the athletic director. Equipment that needs to be placed in storage should be done at the end of the season. You also should provide the athletic director with a complete inventory, a list of names of athletes who lost equipment, and equipment requests for the next year. Encourage that the same kind of practice uniforms be worn. NO game uniforms are to be worn at practice. Uniforms should be clean and neat.

#### **CARE OF EQUIPMENT ON TRIPS**

The team manager working with you should make sure all equipment is ready for an away contest. All team members should assist the manager in caring for equipment by keeping track of his/her own uniform parts. The coach should check the locker room before the trip home.

#### **GAME TRIPS**

Quabbin has always been proud of the appearance as well as the performance of its athletes. Encourage a neat and clean appearance of your team members. Most important to stress relative to appearance should be cleanliness. If the athlete's hair presents a health and safety problem, you can insist that it be cut. Headbands are not part of a uniform at Quabbin and you should discourage their use. All coaches are responsible for the behavior of their team to and from the game. Keep the bus relatively quiet; don't leave this responsibility to the bus driver. Check attendance before departure. Everyone who goes to an event on the bus must return on the bus unless the parents are at the contest and they see you directly and plan to have their child go home with them. You are responsible for each team member's safe return to school. All coaches will ride on the team bus to and from contests. An exception to this rule is when more than one coach is riding the same bus. This would allow for one coach to return to school to see that equipment is put away properly and see that all athletes have a ride home. You must wait at school until all team members have left the school grounds. A wise practice to adopt would be to inform your team members of the approximate time the bus will return to Quabbin so parents can make arrangements to be at the school.

#### **CONDUCT DURING A CONTEST**

Keep your team members on the bench during a contest. There should be no wandering around. When Varsity and Junior Varsity teams travel together (other combinations also), the team not competing should sit together. No one is permitted on the bench except team members or students associated with the team. Good sportsmanship should be exercised from the bench as well as the field. There should be no abusive language or derogatory remarks from our bench directed toward officials or opponents. After the game, insist that all players on your squad cross the playing surface and shake hands with opponents.

## **PUBLICITY**

Recognition of Quabbin's Athletic Program and its participants is very important. Publicity is *the key link* between what we are doing and the community that supports us. The athletic office is responsible for news releases of a general nature relative to the program. The athletic director will also make sure that outstanding accomplishments are recorded with the press. Coaches have responsibility for their particular sport. Pre-season and post-season materials should be submitted to the athletic director's office for publication. During the season, you should report scores to the following newspapers for daily publication and complete the Athletic Publicity Form after each game: Barre Gazette (355-4000) Worcester Telegram and Gazette (1-800-237-4449). The Athletic Office hopes to use student sportswriters to assist in this area so that we can get the best possible coverage immediately.

## **CHAIN OF COMMAND**

All members of the Athletic Department should follow the chain of command listed below in dealing with all matters of importance relative to making the Athletic Department a closely knit, cohesive group:

Assistant Coach  
Head Coach  
Athletic Director  
Building Administrator  
Superintendent  
School Board

The door to the Athletic Office is always open to you as a coach; feel free to come in and discuss any matter related to the athletic program.

## **MEETINGS AND RECORDS**

There will be a pre-season and post-season meeting for each sport season. In the pre-season meeting, athletic policies, anticipated problems, and general preparations for the upcoming season will be discussed. In the post-season meeting, sport record forms will be collected, equipment requests for the next year will be submitted, and suggestions for improvements to the program will be discussed.

## **MANAGER'S RESPONSIBILITIES**

A team manager is a very important member of your team. Provide a set of rules and duties for your manager. A well-informed and directed manager can be a valuable asset to you in addition to saving you a great deal of time.

## **POLICY FOR ELECTING CAPTAINS (CO-CAPTAINS) AND MOST VALUABLE PLAYERS**

*Captains:* The coach or coach/staff will select a captain or captains for the season. *Most Valuable Player on the Varsity level only:* team members may vote for the recipient of the MVP award at the end of the season. Coach will

make final decision.

### **ATHLETIC INJURY POLICIES**

Coaches at Quabbin Regional Middle/High School are to use the following procedures when dealing with injured athletes when the athletic trainer is not available.

1. Provide immediate First Aid for the injured athlete
  - A. **DO NOT** move the athlete if: spinal, head, neck or back injury, fracture, respiratory problems, or if unconscious
  - B. Call an ambulance in the event of a serious or life-threatening situation
2. Notify the trainer of all injuries as soon as possible  
If the trainer is not available at the time of an injury, provide First Aid and then notify parent/physician
3. Fill out an Accident Report Form and leave in the trainer's mailbox in athletic director's office within 24 hours of the injury
4. The coach should make sure that the trainer sees the injured athlete the next day before practice or game

Each team is assigned a medical kit. This kit **MUST** be at the playing facility for all practices and games. Water **MUST** be made available to athletes throughout all practices and games. The coach is responsible for making sure water jugs and bottles are taken to and from the playing facility.

### **MIAA (Massachusetts Interscholastic Athletic Association) POLICY REGARDING SUBSTANCE USE**

For updated MIAA and Quabbin Regional District Chemical, Health, Alcohol, Drug, Tobacco Polices see MIAA "Blue Book" and Quabbin Regional Middle & High School Student Handbooks.

The following MIAA policy will be enforced for the entire sports season (weekends and vacation periods included) in which an athlete participates.

**Chemical Health:** During the season of practices or play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol, any tobacco products, marijuana, steroids, or any dangerous/controlled substance.

### **MIAA POLICY**

In addition to the QRM/HS policy, the following MIAA Policy will be enforced. This policy is in force the first day of fall practice through the end of the academic year or final athletic competition of the year, whichever is late.

#### **1. SUBSTANCE USE**

During the season of practices or 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; marijuana; steroids; or any dangerous or 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 or her doctor. Member schools are alerted that this rule represents a minimum standard upon which schools could develop some more stringent requirements. This MIAA statewide minimum standard is not intended to render "guilt by association"; e.g., many student-athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate.

**2. Student (and Coach) Eligibility: Chemical Health/ Alcohol/Drugs/Tobacco (the MIAA Policy)** MIAA Handbook July 1, 2005 – June 30, 2007

During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or nearbeer". 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. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

***Minimum PENALTIES:***

***First violation: 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 contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season. 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 contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. 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 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. The director or a counselor of a chemical dependency treatment center must issue such certification. 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. 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.*

**1st Offense**

<b># of Events / Season</b>	<b># of Events / Penalty</b>
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

**2nd Offense**

<b># of Events / Season</b>	<b># of Events / Penalty</b>
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

**2nd Offense w/Dependency Program**

<b># of Events / Season</b>	<b># of Events / Penalty</b>
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

A suspended player should be encouraged to join his/her teammates **on the bench** for any contest *DRESSED IN STREET CLOTHES*. In short, think long and hard about the risks incurred before becoming involved with drugs, alcohol, or tobacco at school.

### **THE POTENTIAL FOR PREVENTION THROUGH THE ATHLETIC PROGRAM**

Prevention of alcohol and drug problems has never been the primary goal of athletic and other activity programs; however, failure to see their potential for prevention would be to miss a unique opportunity to assist young people with alcohol and drug use decisions. The following concepts have been developed as a result of findings completed by the Hazelden-Cork Sports Education and Training program staff, including input of Minneapolis, Minnesota experts in the field of chemical dependency, public health, athletics and education:

“Sports of all types and at all levels are highly visible activities that present an extraordinary opportunity to affect not only the participants but also society as a whole. Sport figures are role models for young people. The impressions they give have a powerful influence on the attitudes of young people in society. A program of health promotion and health problem reduction is consistent with the goal of excellence pursued by the athletic community. The elimination or even the reduction of alcohol and other drug use from athletics is compatible with the public’s goal and would gain broad public support. Sports provide an ideal setting to teach young people how to identify and cope with their feelings under a variety of stressful conditions. Sports provide an opportunity for athletes to develop self-esteem while learning skills and strategies that will carry over into every aspect of life.”

### **BELIEFS ABOUT CHEMICAL AND THEIR EFFECTS**

From Hazelden-Cork Sports Education and Training program...  
“Coaches, student athletes and parents all have a need for accurate information about the use of chemicals and their effects. Often this information is either not available or written in a technical and confusing manner. This section presents an overview of the beliefs held by many athletes and other performers concerning the use of chemicals and a summary of specific drug effects. This information can be provided to coaches, athletes and parents as part of a meeting or in printed form as a handout.

Some athletes and other school activity participants believe that chemical use will aid in their training program or give them a competitive edge during a contest. Others believe that chemical use after competition will help them relax and recover to prepare for coming events, or just will have no effect on future performance. Still others believe that chemicals can medicate injuries so that they might return to action faster than waiting for the natural healing process to occur. To help young people to make decisions about if, and when, they should use chemicals to help them succeed in athletics, let’s examine

some facts about each of these beliefs:

**BELIEF #1: “ SOME CHEMICALS ARE HELPFUL DURING TRAINING FOR SPORTS”**

Anabolic-androgenic steroids have been suggested to help certain athletes increase muscle and strength. The illegal or legal controlled use of steroids has been identified by some athletes as an effective method to gain an advantage over opponents in athletic competition where increased muscle mass and strength are desirable. The basis for believing these substances can increase muscle mass and strength is that their use will:

- Increase protein synthesis in muscle
- Block the protein breakdown effect of certain hormones (glucocorticoid) after exercise
- Enhance aggressive behavior, which will promote a greater quantity and quality of strength training

According to the *American College of Sports Medicine Position on the use of Anabolic-Androgenic Steroids in Sports* (1984): Anabolic-androgenic steroids can contribute to small increases in body weight in the presence of adequate diet, often in the lean body mass compartment, but may be largely due to water retention. They may contribute a small amount to gains in strength beyond those normally achieved through high-density training and diet alone in some individuals and under rigorous training conditions. They do not increase aerobic capacity.

The college also painstakingly noted the adverse effects associated with steroid use. These included indications that steroids are associated with mood swings and aggressive behavior. Additional adverse effects include testicular atrophy, arrested growth in adolescents, masculinization of females, and a greater likelihood of future problems with the liver, heart and blood vessels. The use of steroids is banned by rules of international completion. Research studies cannot answer all the questions athletes and coaches ask about steroids. Some athletes believe that these substances will increase their strength and are willing to take the risks associated with their use. Other athletes are not aware of the risks. Still other athletes choose to rely on their own physical and emotional abilities and efforts to increase their strength.

**BELIEF #2: “SOME CHEMICALS WILL GIVE A COMPETITIVE EDGE AT THE TIME OF A GAME OR CONTEST”**

Amphetamines and other stimulants have been used to increase aggressiveness and decrease fatigue to help an athlete perform at maximum levels on the day of the game. Amphetamines work by stimulating the central nervous system, which results in increased heart and respiratory rates, decreased sense of fatigue, elevation of mood and an increase in activity levels. The specific effects of amphetamines depend on many factors, including weight, state of health, and mood. Amphetamines tend to mask pain and may increase the risk of serious injury to the athlete. An athlete may not recognize the extent of an injury received while feeling the effects of amphetamines. Amphetamines can negatively affect timing in those athletic events which require specifically timed skills or coordinated effort by a

team. Amphetamines affect judgment and may help an athlete believe that he/she is performing better than usual when actually there is no improvement. The use of amphetamines is banned by rules of international competition. Amphetamines have been consistently shown to negatively affect physical performance. Yet some athletes believe that the decreased senses of fatigue and mood elevation are beneficial to performance. The risks and consequence of use are clear and most athletes recognize the potential costs of amphetamine use.

**BELIEF #3: “CHEMICALS CAN BE USED EFFECTIVELY TO TREAT INJURIES AND SPEED A RETURN TO ACTION”**

Many medications available today are capable of incredible effects on the body. Pain reducers, anti-inflammatory drugs, muscle relaxants and antibiotics can reduce symptoms and speed the healing process. Many athletes, coaches and trainers expect medications to resolve problems due to injury and allow athletes to perform with minimal recovery time. Research on the use of medications to treat injuries tells us the following:

Recovery from injury requires time.

Medications are effective in reducing pain and swelling and can be helpful in complementing a treatment process.

Medications can mask pain due to injury allowing an athlete to participate in a sport.

Masking pain can result in more serious injury and damage due to re-injury.

Medications to reduce pain may increase the risk of long-term problems if the injuries do not heal completely before the athlete returns to competition.

The use of chemicals by athletes presents specific physical consequences. Some may be desirable but many others are not.

Care must be used in making any decision about chemical use. It is important for athletes to consider the immediate effects of use as well as the long-term consequences. In many cases, the long-term consequences are not completely understood and therefore present unknown risk to an athlete.

**ATHLETE'S RESPONSIBILITIES**

1. A student should never lose sight that interscholastic athletics is a co-curricular activity and his or her primary reason for being in school is to get an education.
2. It should be understood that a student who participates on an interscholastic athletic team will honor the expectations of the coach and Athletic Department. Often students like to be involved in music and athletic programs. We encourage students to take part in both athletics and music activities. The student, the athletic director, and the music director should do a careful check of the Music Department calendar and the athletic schedule; the student and the respective directors should deal with any conflicts as soon as possible.

**Open lines of communication should be a priority for the respective directors.** League, District, State and National athletic competitions will take

precedence over music practices, exhibitions and in-school exchanges. Participation in the Quabbin Valley Music Festival, Central District Music Festival, All-State Music Festival, New England Music Festival and traveling exchanges will take precedence over athletic practices and regular season competition. The Athletic and Music Departments will respect the right of students and their parents to freely choose participation in optional music programs or athletic activities. Realizing that there is still the possibility of conflicts, the athletic director, music director, and student(s) will resolve the problem. The school administration will become involved if no decision is reached.

3. All students must emphasize proper behavior and good sportsmanship. Athletes will be informed of the expectations of each sport. The fundamentals of good sportsmanship include:
  - A. Showing respect for the opponent at all times
  - B. Showing respect for the officials
  - C. Knowing, understanding and appreciating the rules of the contest
  - D. Maintaining self-control at all times
  - E. Recognizing and appreciating skill performance regardless of affiliation

*Any disregard or violation of rules and expectations on the part of the athlete will lead to dismissal from the team.*

4. All students are required to attend all practice sessions unless medically excused or for teacher conferences. In the case of latter, the athlete should see the coach prior to practice and explain the purpose of the conference. The athlete is expected to report to practice immediately after the conference.
5. All students are responsible for keeping the locker room and equipment rooms clean.
6. Personal hygiene habits of the highest degree will be followed.
7. Each student is responsible for the equipment personally issued to him; athletes should treat team equipment personally issued to him/her with care; athletes should treat team equipment with care. **NO** game uniforms are to be worn at practice. Uniforms should be clean and neat.
8. Each student is financially accountable for all equipment not turned in at the end of the season. He/she will be charged the **current** replacement cost for any lost or abused equipment. If these requirements are not met, athletes will not be allowed to participate in future Quabbin athletic programs.
9. Teacher retention, office detention, and extra help sessions take precedence over the participation of the student in a practice or game.
10. All students must be in school for 3 blocks to practice or play. Exceptions to this rule, i.e., doctor appointments, will be granted by the athletic director after a discussion of the particular situation with the student.
11. Any student who spends 90 minutes of the school day or longer in the

nurse's office will not be allowed to participate in that day's activities. Exceptions to this rule will be granted after the athletic director and school nurse have discussed the situation.

12. All athletes should have proper equipment and attire when participating.
13. All athletes that have complaints relative to the athletic program should register them with their coach for a solution. If not resolved at that level, the athletic director should be involved.
14. MIAA Bona Fide Team Member Rule – MIAA RULE 85  
The Bona Fide rule requires that members of a school team actively participate in all team practices and competitions. Members of a school team are precluded from missing a high school practice or competition in order to participate in a non- school even /activity in any sport recognized by the MIAA. On occasion, a student might find him/herself in potential conflict with this rule. This can happen when a student-athlete has an association with an out of school team or has an opportunity to participate in some special tournament or on a special team. A waiver of the bona fide team rule excusing the student from the school activity that day and allowing the student to participate in such a non-school event is possible under the guidelines set forth below. Before a waiver request (See White Book for form) is submitted ALL of the following considerations must be present:
  - 85.1 The non-school event must be a significant experience – not one normally available to most anyone.
  - 85.2 The invitation must have come from a personalized
  - 85.3 It must be clear that the student is not being exploited and that the student is truly being singled out to participate.
  - 85.4 The amount of time being missed from school will definitely be considered.
  - 85.5 The number of school team activities being missed will be a factor considered.
  - 85.6 There is a limit to the number of times that a student could qualify for a waiver. It would be extremely rare that a student-athlete would be granted more than one waiver.

The request for a waiver must have the written support of the school building administrator, the athletic director and the coach. Waivers will be considered on an individual basis on the merits of each case. Requests for a waiver should be addressed to the MIAA. The above points should be addressed in the waiver request.

The first offense of the Bona Fide Team rule will result in a suspension for 25% of the season. The second offense will result in a suspension for 25% of the season and ineligibility for tournament participation.

## AWARDS

### Middle School

1. **Certificates** are awarded to all 7th grade participants
2. A **"Q" letter and sports-specific pin** are awarded to all 8th grade participants
3. **Special certificate awards** are given to MIP and Coach's Award recipients

### High School

1. **Certificates** are awarded to all those who participate on Freshman or Junior Varsity teams
2. **Special Awards:**  
*Most Improved Athlete Award* is presented to a junior athlete who:
  - Shows improvement in skill development
  - Understands team concept
  - Is dependable and cooperative

3. **Varsity Letters Awarded to:**

Letters are awarded to all who participate and complete the season and have been recommended to the athletic administration for consideration and for participation accordingly:

- A. Football, Soccer, Wrestling, Basketball, Baseball, Softball, Field Hockey, Golf, Tennis and Cheerleading.
- B. Track and Cross-Country members must score 15 points or be recommended by athletic administration for consideration.
- C. Wrestling members must:
  1. wrestle in 2/3 of Varsity matches
  2. score 9 or more team points
  3. place or finish at a tournament while wrestling two or more matches
  4. coaches recommendation to Athletic Administration

4. **District E Athletic Directors Awards**

- A. **Senior Award** is presented to an athlete who:
  - Displays athletic proficiency

Have achieved scholastically  
Practices citizenship  
Displays leadership  
Contributes to school and community

**B. Sportsmanship Award** - Presented to an athlete who:

Earns a varsity letter  
Shows concern for others  
Plays by the rules  
Behaves in such a manner as to be a good role model

**C. Senior Plaque Award** - Presented to seniors who:

Received letter awards in two sports in both junior and senior years

**D. Buelow Award** - Presented to a senior who:

Displays loyalty, determination, courage and sportsmanship  
Does not have to be outstanding athletically, but has achieved success through determination and persistence

**E. Scholar-Athlete Awards** - Presented to seniors who:

Have earned honor roll status during four of the previous seven marking terms: four terms of junior year and first three of senior year  
Have earned two consecutive varsity letters in a single sport  
Display such qualities as sportsmanship and school community citizenship

**Those qualifying for the above criteria receive certificates.**

**F. Top Scholar Athlete Award**—Two single awards will be presented - one female, one male, under the following criteria:  
Athletes must meet all above criteria plus:

1. Have participated in more than one varsity sport
2. Have been judged superior to all others according to their GPA

**Those qualifying receive plaques or trophies. Coaches are asked to nominate athletes for Sportsmanship Award, Buelow Award and District E Athlete Award.**

**EVALUATION PROCEDURE**

Evaluation of all coaches will be an ongoing activity during the season. A formal evaluation will be made in writing at the end of the season. As previously mentioned, all coaching positions are filled annually and there is no tenure for coaches.

## **COACHES EVALUATION CRITERIA AND GUIDELINES**

- Upholds and promotes District's Mission, Vision, Goals and Values to public
- Upholds and practices the District's, State's, Local and Federal policies, laws and regulations
- Knows the School Safety Plan
- Uses practice wisely and appropriately
  - A. Teaching Ability
  - B. Use of Time
  - C. Fundamentals Taught
  - D. Preparation for Practice
- Communication
  - A. Cooperation with other coaches
  - B. Cooperation with Administration
  - C. Use of Chain of Command
  - D. Communication with Team Members
- Coaching Skills
  - A. Condition of Athletes
  - B. Knowledge of Rules
  - C. Position Played
  - D. Strategy of Game
  - E. Formations Used
  - F. Sportsmanship shown
- Professional Manner
  - A. Responsible for participation
  - B. Manner at practices
  - C. Manner at Games
  - D. Over-all interest for participants
  - E. Knowledge of Quabbin Athletic Policies
  - F. Giving all an Equal Opportunity
- Record Keeping of
  - A. Athletes records
  - B. Equipment and uniforms
- Supervision of Students
  - A. Locker Room
  - B. Traveling
- Equipment and Facility Care
  - A. Stressing proper equipment care to participants

- B. Help in preparation of facilities
- Appearance of Coach and Athletes
  - A. Neat and Appropriate
  - B. Uniforms Worn Properly
- Respect by
  - A. Community
  - B. Athletes
  - C. Administration
  - D. Fellow Coaches
  - E. Student Body
  - F. Officials
- Assist in publicity of team
  - A. Calling in scores
  - B. Notifying AD of scores
- Enthusiasm and spirit
  - A. From Coach
  - B. As shown through participants
- Team Care
  - A. Works with AD to schedule intramural and interscholastic contests
  - B. Reports all injuries to trainer and/or school nurse
  - C. Completes accident-injury forms timely and accurately
  - D. Supervises team at practice, away and home games, in locker rooms and on the bus
  - E. Motivates and encourages athletes





## ALUMNI FIELD

Dedicated to those young women  
and men whose quest for  
excellence both in and out of the  
classroom remains a constant  
inspiration.



The Quabbin Regional School District does not discriminate on the basis of color, religion, sexual orientation, age, disability, or national origin.