CONCORD-CARLISLE HIGH SCHOOL ATHLETICS HANDBOOK

Athletic Director: Aaron Joncas
Assistant Athletic Director: Sarah Whitestone
Head Athletic Trainer: Patty Vasiliadis
Assistant Athletic Trainer: Hannah Waite
Administrative Assistant: Stephanie Leclair

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INTRODUCTION

This handbook provides parents and students with an overview of the Concord-Carlisle High School Athletic Program and the policies, procedures and rules that govern it. Questions regarding any material in this document, as well as questions about any aspect of the program, should be directed to Aaron Joncas, Director of Athletics, at 978-341-2904 or ajoncas@concordcarlisle.org.

Concord-Carlisle High School (CCHS) is a member of the Massachusetts Interscholastic Athletic Association (MIAA), whose purpose is to organize, regulate and promote interscholastic athletics for secondary schools of Massachusetts. As an MIAA member school, CCHS abides by the regulations and subscribes to the guidelines set forth by the MIAA. More information can be found at MIAA.net.

CCHS belongs to the Dual County League (DCL) along with Acton-Boxborough Regional High School, Bedford High School, Boston Latin School, Cambridge Rindge and Latin School, Lincoln-Sudbury Regional High School, Newton South High School, Waltham High School, Wayland High School, Westford Academy, and Weston High School. We also compete against other MIAA schools as non-league opponents.

ADMINISTRATION OF THE PROGRAM

The Athletic Director administers the interscholastic athletic program at CCHS. The Athletic Director is responsible for the direct supervision of the coaches and individual programs that comprise interscholastic athletics at CCHS, as well as all daily operational procedures. The Athletic Director is also responsible for the evaluation of all head coaches each season. Varsity head coaches assist with evaluation of all other coaches in their respective athletic programs.

PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS

Concord-Carlisle High School's goal is to teach students essential skills through interscholastic athletics. These include responsibility, teamwork, leadership, discipline, sportsmanship and perseverance. Our coaches are educators who seek to impart life lessons to student-athletes through rigorous practice and competition. Coaches model commitment and preparation and strive to develop positive relationships with student-athletes throughout the season. Each season, approximately 500 CCHS students participate in interscholastic athletics. Being a member of a team serves as an extension of the academic day and provides student-athletes with opportunities for learning beyond the classroom. All participants in Athletics are expected to demonstrate respect for each other, opposing coaches and teams, officials, facilities and equipment at all times. We represent CCHS with pride, integrity and class.

When possible, teams are entered in competition with other schools at the 9th Grade, Junior Varsity (JV) and Varsity levels. Development of the student-athlete's skill, the opportunity for camaraderie with peers and fostering a positive relationship with the coaching staff are the primary objectives of our program at the sub-varsity level. Students are expected to take the commitment seriously, so attendance at all practices, team meetings and competitions is required. The commitment for a 9th Grade team is typically Monday - Friday after school with occasional Saturday practices or competitions. Junior Varsity and Varsity athletes should expect to participate six days per week.

Participation teaches a student that discipline, self-sacrifice and cooperation are necessary ingredients of teamwork if worthwhile goals are to be accomplished. Participants must learn to abide by the rules, regulations and decisions of the coach and game officials. There must be mutual respect for all that are involved in the competition: teammates, opponents, coaches and officials.

EXPECTATIONS FOR COACHES AND ATHLETIC STAFF
Members of the athletic staff are expected to abide by the rules and regulations and officials' decisions that govern each sport, maintain the highest standard of ethics, recognize each participant as an individual, conduct themselves befitting their responsibilities and develop a rapport with the school community that will supplement the school's educational program. Using all the latest coaching techniques while playing according to the rules of the game, each coach will make a strong effort to field a winning team that demonstrates exemplary sportsmanship and will be a credit to CCHS as well as a source of pride for the school community.

TEAM SELECTION
It is expected that all candidates for a team will attend all tryout sessions. In the event of an injury, candidates should attend tryouts to observe and listen to instruction so they can try out when healthy. Students are only allowed to try out for one sport per season.

The following is a general list of criteria used for the selection of athletic teams at CCHS. In addition to this list, each coach has their own criteria used for the selection of their specific team. Each coach will conduct a team meeting at or before the onset of the first tryout session to set expectations and make student-athletes aware of the criteria for making the team.
Each coach at all levels will hold a meeting for parents after teams are formed to review specific program goals, policies and procedures.

GENERAL CRITERIA FOR SELECTION:

- MIAA eligibility (including academic eligibility) must be met. A student must also be meeting academic responsibilities. If a teacher or teachers report that a student is habitually absent, tardy or not meeting expectations in the classroom, that student may be deemed ineligible to participate at the discretion of the Principal or Athletic Director.
- A student must refrain from the use or possession of alcohol, tobacco and illegal drugs/narcotics (see Chemical Health, p. 6).
- A student must exhibit a basic knowledge of the sport and possess the fundamental skills necessary for the sport.
- A student must demonstrate a willingness to work diligently to develop sound physical condition and mental awareness as it pertains to the sport.
- A student must demonstrate a cooperative and respectful attitude toward their coach and teammates.
- A student must display a positive attitude, which includes enthusiasm, loyalty, and positive relationships with teammates, and the ability to follow directions and to maintain all other school related responsibilities.
- A student must have a current physical examination (within 13 months) on file with the health office and have a completed SportGait baseline assessment on file with the Athletic Trainers.
- All candidates are expected to abide by other rules and regulations of the school, attend all practice sessions as scheduled, and attend all classes unless excused by the school.

Please note that these are only general guidelines. The Varsity Head Coach of each athletic program will work with the sub-varsity coaching staff to make team roster decisions at each level

based on a variety of factors. These factors can change annually based on the number of returning players, new players in the program and the total number of students trying out in the particular sport. Concord-Carlisle High School offers 37 Varsity sports so it is impossible to establish a specific set of criteria that applies to the entire athletic program.

PLAYING TIME

At the 9th Grade level, it is expected that each member of the team will have an opportunity to compete in each contest. However, there are no hard guidelines that dictate the minimum percentage of playing time. Playing time decisions reside with the coaching staff and are determined by factors including but not limited to skill, effort, teamwork, and being on time and present for team commitments. As students progress to Junior Varsity and Varsity teams, playing time is based on merit and it is the coaching staff's decision whom to play and for how long in an effort to give the team the best opportunity to win.

Student-athletes receive feedback during the season on a continual basis and are encouraged to speak with coaches regarding playing time and their role on the team. Parents are discouraged from discussing playing time issues with coaches. Part of the learning process that makes interscholastic athletics valuable is for students to practice self-advocacy skills and to work through challenging situations. Earning playing time through hard work and improvement can serve as a catalyst for students to realize their own grit and tenacity. When students are not able to earn playing time due to a teammate ahead of them on the depth chart, students can realize their value as a teammate by contributing in other ways, such as practicing to the best of their ability daily, supporting the team from the sidelines and remaining positive and present in team activities.

SENIOR NIGHT RECOGNITIONS

Senior Night ceremonies happen with most Varsity teams and vary in pageantry. The goal of Senior Night is to recognize senior athletes and their parents either prior to or immediately following a competition. Typically the ceremony involves announcing the student-athlete's name along with the parents and having a brief moment to applaud their contributions to the team on or about the last regularly scheduled home event of the season. Once the competition begins, coaches will do their best to play each senior for at least a few moments. However, it is not always possible to enter every graduating player into action. Senior Night ceremonies always occur towards the end of the season and teams are often vying for a league title and jockeying for playoff position. The goal of the competition at the Varsity level on Senior Night remains to win and occasions exist that prevent all seniors from competing if they are not in the regular playing rotation.

EXPRESSING A CONCERN

If a student or parent has a concern relative to the athletic program in general, they should first contact the Athletic Director. If they wish to pursue the matter further, they should contact the Principal.

If a student or parent has a concern relative to a specific sport/team, they should first contact the coach. Parents should exercise the "24-hour rule" if emotions are running high so that any discussion can occur respectfully and appropriately. Under no circumstance should a parent confront a coach or attempt to engage in any discussion regarding a competition at the site of the event. The right to attend athletic events on campus may be restricted if this occurs. Parents should also refrain from coaching their child from the stands or entering the bench/playing area at all times.

POLICIES – PROCEDURES – RULES

Students trying out for a team accept the responsibilities and obligations inherent in the following policies, procedures and rules that apply to all interscholastic sports.

ATTENDANCE AT SCHOOL

Students must be present at school for the entire school day in order to participate in a practice session or game that same day or subsequent weekend day unless they have specifically received permission ahead of time from the Principal or Athletic Director. Students are expected to be in attendance at all practices and games unless absent due to illness or other reasons for which the school expressly excuses absence (See the Handbook for Students and Parents and refer to the section "Bona Fide Team Member" which follows). The coach should be notified of impending absence as far in advance as possible and always prior to the absence.

If a student is medically excused from Health & Fitness classes, they may not participate in athletics for that period of time that they are excused.

Practice and game schedules, particularly in the case of winter and spring sports, include school vacation weeks. Students and families should take this into consideration when students decide to try out for teams that have such a schedule. Coaches will provide students with full information about schedules and expectations regarding attendance at tryouts. Coaches may not select students for teams if a student cannot commit to the full season, including playoffs.

There may be times when a school sponsored trip or another school sponsored extracurricular activity, such as a play or academic club competition, occurs during the athletic season. Students have a duty to inform coaches of their plans to participate in these opportunities prior to the beginning of tryouts. Students and families should be aware that they may have to choose between trying out for a Varsity team and the alternative activity if the student will miss practices and competitions. Coaches may place students on a sub-Varsity team or not select the player if the coach deems the conflict too significant.

Practice and game schedules are provided to students by the coaches at the time of tryouts. These schedules vary according to the sport. Practice sessions for all athletic teams do not begin before 3:15 p.m. on school days to allow time for students to see teachers for after school help.

PHYSICALS

Physical Exams are valid for 13 months from the date of the exam, according to Massachusetts State Law. Students who have a valid PE at the start of the season become ineligible to participate on the date of expiration. Waiver forms may be obtained for religious reasons. In this instance the student or family should contact the Athletic Director.

ATHLETIC TRAINING SERVICES

Concord Carlisle High School employs two Massachusetts licensed and NATA/BOC Certified Athletic Trainers (ATC). The athletic trainers are responsible for the prevention, recognition, management and reconditioning of injured athletes. The athletic trainers work under the direction of the athlete's physician regarding care and return to play status. The athletic trainers also act as a liaison between athletes, coaches, parents, the athletic director, the school nurse and any other medical professionals involved in the athletes' care. The Athletic Training office hours may vary seasonally, but are typically Monday through Friday from 11:00am until the end of the last home practice session or home competition. During weekends or on days when

school is not in session, an athletic trainer is required to be on site for contests, scrimmages, and scheduled practice sessions.

The athletic trainers are responsible for the return to play protocol for all concussions, suspected concussions and injuries. When a student is removed from play due to an injury, the athletic trainers are the only personnel that can clear them to return. In some cases, athletes will be required to see a physician or specialist in order to return to play. Be advised that while a doctor's note is mandatory for the initial clearance, the athletic trainers may require a gradual return to play based on the length of absence and/or the severity of the injury. The decision is made to insure the student-athlete's health and safety and the expectation is that students, coaches and parents will work collaboratively with our medical professionals to oversee the student's progress.

CHEMICAL HEALTH – MIAA RULE AND CCHS IMPLEMENTATION
From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; vaping paraphernalia, including vape juice and vape pens; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor. This rule is in effect 24 hours per day, 7 days a week.

When a violation of the chemical health rules is reported to the Principal, Assistant Principal, or Athletic Director by a school employee, an officer of the law, or another responsible adult, the student will be given an opportunity to explain and the parent/guardian will be informed. After due process, if the investigating administrator confirms the violation of the chemical health rule, the student will lose athletic eligibility for the period listed below.

FIRST VIOLATION MINIMUM PENALTIES:
When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. 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. Any fractional part of an event will be dropped when calculating the 25% of the season. See the MIAA Chemical Health Brochure for details about the 25% calculation.

- Students who violate the chemical health rules may not serve as a team captain for 1 calendar year from the date of the violation.
- If the student is a captain when the violation occurs, they must forfeit the captaincy upon confirmation of the violation by the Principal.
- Students cannot be selected as a DCL All-Star or All-League performer in a season that they serve a suspension for violation of the chemical health rules.
- Students serving chemical health suspensions are ineligible and may not be in uniform per MIAA Rule 22.4.

SECOND & SUBSEQUENT VIOLATIONS AND MINIMUM PENALTIES:
When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, penalties will be

determined by the current or next season of participation. Any fractional part of an event will be dropped when calculating the 60% of the season.

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

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

The CCHS administration will work with advisors to administer this Chemical Health rule as written, keeping as the foremost goal the ultimate health and well being of the student. These rules apply to all students. In all cases the matter will be referred to the appropriate counseling staff that will invite the parents and student to a conference for the purpose of assessing the situations that resulted in the violation.

MIAA BONA FIDE TEAM MEMBER RULE (MIAA Handbook, p. 36)
A Bona Fide Team Member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. 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. Any student who violates this standard shall lose eligibility for the next consecutive interscholastic contest totaling 1 event. Immediately upon confirmation of a 2nd violation, any student who violates the Bona Fide Team member standard becomes ineligible for the MIAA tournament(s) in that sport for that season. The MIAA has a waiver process for exceptional situations. Waivers can be submitted only by the school and must be submitted to the MIAA at least 30 days before the event. CCHS policy limits the number of waivers per season to 1.

To initiate a waiver request:

1. Athletes must discuss the event with their head coach in person, not via email
2. If approved by the coach, athletes must submit a completed Bona Fide Team Member Waiver Application to the Athletic Director 30 days prior to the event
3. The athlete should attach documentation confirming their attendance at the event, per MIAA policy

SCHOOL CITIZENSHIP
Participation in school athletics is a privilege that comes with a responsibility for each student-athlete to conduct themselves as exemplary citizens during the school day, while competing as a CCHS athlete and in the communities that Concord-Carlisle High School serves.

Membership on a team is subject to discretion of the Athletic Director in consultation with the School's Administrative Leadership and the CCHS coaching staff. Athletes who violate the School's discipline code in categories M1 - M12 and D1 - D22 in the Student Handbook (p. 20-22) may be suspended or dismissed from a team as a consequence.

CAPTAINS

Captains are elected by team members and/or appointed by coaches. Prior to the selection procedure, students are informed by the coach of the criteria for selection and obligations of the position. The position of team captain or officer is one of honor, leadership and responsibility. As a result, students serving in that capacity are expected to conduct themselves in an exemplary manner both in and outside of school. Any student found in violation of the School's discipline code that results in a suspension from school, or any student who is found to be involved with drugs, alcohol, weapons or crimes outside of school will lose the ability to serve as an officer or captain for one calendar year. During this year they remain ineligible to be elected to a position of leadership. Any sitting captain of a Concord-Carlisle High School athletic team will have that position rescinded and will be ineligible to serve for a period of one calendar year.

The following information relates to eligibility as regulated by the MIAA.

- A student shall be eligible for no more than 12 athletic seasons. We may not allow a student to participate in interscholastic athletic competition for more than four years beyond the eighth grade. Exceptions can be made for students who participate on a high school team as part of an MIAA approved Middle Level Waiver.
- No student may be allowed to compete in more than one competitive sport during a season.
- An athlete who terminates their association with a CCHS team after the tryout period may not join another CCHS team during the season. While this is a general case, there are some special instances which merit an exception and these exceptions would be made by the coach and the Athletic Director together.
- A student who transfers from one high school to another high school is subject to certain MIAA regulations for eligibility. CCHS abides by these regulations as a member school in the MIAA. All transfer students to CCHS, regardless of the school from which they are transferring, should consult with the Athletic Director as soon as possible to determine what must be done to be declared eligible. In the case of students who transfer to CCHS but whose families have not changed residence from another town or state to Concord or Carlisle, the eligibility rule is very clear. Such students are ineligible for a period of one year to participate in all sports in which they had participated at the varsity level unless an extenuating circumstance merits a waiver. Transfer students should see the Athletic Director regarding eligibility immediately upon enrollment.

All students are held accountable for all school issued equipment and must return this equipment promptly at the coach's request. Students who do not meet this responsibility will be ineligible for awards and further participation in the athletic program until restitution is made. Parents and/or students seeking information about the purchase of equipment should speak with the Athletic Director.

INSURANCE

It is recommended that all interscholastic squad members take out the school accident insurance policy. The Interscholastic Athletic Program carries supplemental insurance for injuries not covered by family health plans. Contact the athletic office for further information.

AWARDS
To be eligible for a team award presented by the coach, a student must do the following:

- Display upright conduct and a spirit of fair play at all times.
- Exhibit respect for school personnel, coaches, game officials and opponents.
- Return all equipment at the completion of the season.
- Meet criteria established by the coach (If in doubt as to what the coach's criteria are, students should ask the coach).
- Finish the season as a member in good standing on their team.

Other honors such as all-star selection are conferred upon CCHS students from time to time by organizations outside of the school. It must be understood that while coaches may nominate students for some of these awards, they have no control over the final selection.

TRANSPORTATION
All athletes must ride the team bus to away athletic events in which Concord-Carlisle High School participates. This includes team practices with the exception of the Edge Sports Center, Marx Fencing Academy and Planet Gymnastics. All athletes are to return to CCHS on the team bus, unless they have emailed the Athletic Director and coach 24 hours in advance to request parental pickup and received approval. The school system recognizes that there are rare and unusual circumstances, including family emergencies that may require a student to be transported to or from athletic events by their parents. In that event, the parent/guardian must request permission from the Athletic Director 24 hours in advance.

The advance notice will allow the school to verify the request and forward proper notification to the coach involved. No student will be released to anyone other than their parent unless both parents have requested permission in advance in the same email correspondence.

USER FEE
There is a $300 user fee payable at the beginning of each season of athletic participation with a $900 family maximum. Athletic user fees are deposited in an account to help pay for supplies, equipment, uniforms, officials, rentals and reconditioning of athletic equipment. The payment of a user fee does not offer any guarantees or promises of playing time during interscholastic athletic events. Each family should pay the user fee upon registration or give this user fee to their coach or the Athletic Director during the first week of practice each season. **Fee reductions and waivers are available**. If a student is unable to pay the user fee, they or their parent should speak to the Athletic Director about a fee reduction or a fee waiver. If a student is cut during tryouts, the user fee will be refunded.

BOOSTER CLUBS/FUNDRAISING GUIDELINES
CCHS is fortunate to have generous, well organized booster clubs supporting our athletic programs. Please be familiar with the guidelines for communication and operation that are listed here: Booster Guidelines. If you are a new parent to a program and would like to connect with an existing booster club to offer assistance, please contact the Athletic Director for more information.