

**Archbishop Williams**  
**High School**  
**Athletic Department**  
**Student-Athlete/Parent**  
**Handbook**  
**2010-2011**



**Athletic Office Telephone: 781-843-1237**

Visit [www.awhs.org](http://www.awhs.org) for schedules, results, and directions.

*Member of the Catholic Central League*



*Member of the Massachusetts Interscholastic Athletic Association*

## 2010-2011 Archbishop Williams Student-Athlete / Parent Handbook

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## **A. Introduction**

### **1) To the Parent:**

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family's interest in this important component of Archbishop Williams High School is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal adjustments.

We are concerned with the educational development of students through athletics and feel that a properly controlled, well-organized sports program can meet student needs for self-expression, social, mental and physical growth. It is our intent to conduct a program that is educationally sound in purpose that will enhance each student's personal growth.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct might mean a decrease in playing time or dismissal from the team. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to be complacent with mediocrity.

When your son/daughter enlisted in one of our sports programs, he/she committed our staff to certain responsibilities and obligations, which are:

- a) to provide adequate equipment and facilities
- b) to provide well-trained coaches
- c) to provide equalized contests with skilled officials

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

We believe that every parent who becomes a part of our interscholastic athletic program deserves the right to be made fully aware the expectations being placed on his or her child. This begins with a clearly defined and established method of communication between the coach, athlete, and parent.

We hope our athletes experience some their greatest and most rewarding moments while participating in our athletic program. However, there will also be moments that are less than pleasing for parents and athletes. We encourage our athletes to speak directly with the members of our coaching staff when concerns arise. Likewise, we respectfully request that concerned parents always make contact with the coach first to address their issues. It is understandable that a parent may wish to talk with the athletic director, principal, or president before speaking with the coach. However, such a break in the chain of command

is counterproductive. In most cases these administrators are not fully aware of the facts pertaining to a situation and can not render a sound and informed judgment without hearing both sides of a misunderstanding.

It is the role of the department of athletics at Archbishop Williams High School to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this athletic publication for students and parents.

**2) To the Student-Athlete:**

Being a member of an athletic team at Archbishop Williams is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic team of Archbishop Williams High School, you have inherited a wonderful tradition, which you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and state championships. Many individuals have set records and achieved All-American, All-Scholastic and All-Star honors.

It will not be easy to contribute to such a great athletic tradition. When you wear the navy blue and gold colors of our school, we assume that you not only understand our traditions, but also that you are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family

a) Responsibilities to Yourself: The most important of these responsibilities is to broaden and develop your strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences. Your academic studies, your participation in other extracurricular activities as well as in sports, prepare you for your life as an adult.

b) Responsibilities to Your School: Another responsibility you assume as a team member is to your school. Archbishop Williams cannot maintain its position as having an outstanding school unless you do your best in the activity in which you engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

c) Responsibilities to Others: As a team member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day and that you have played the game "all out," you can keep your self-respect and your family can be justly proud of you.

To our junior and senior athletes in particular, the younger students at Archbishop Williams High School are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

## **B. Athletic Philosophy**

### **1) Statement of Philosophy**

The Archbishop Williams Athletic Program should provide a variety of experiences to enhance the development of favorable habits and attitudes that will prepare students for adult life in a democratic society.

This interscholastic athletic program of Archbishop Williams shall be conducted in accordance with existing school policies, rules and regulations. Ultimately, the athletic department and its teams are an extension of the school itself. The rules and regulations of the department evolve directly from the mission statement of Archbishop Williams High School that it is an independent Catholic co-educational high school, which educates young men and women spiritually, academically, morally, and physically.

While Archbishop Williams High School takes great pride in winning, it does not condone "winning at any cost." The school discourages any and all pressures, which might lead to neglecting good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way that it is an educational activity.

### **2) Athletic Department Goals and Objectives**

Our Goal - The student-athlete shall become a more effective citizen in a democratic society.

Our Specific Objectives - The student-athlete shall learn:

- a) To work with others - In a democratic society a person must develop self discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
- b) To be successful - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- c) To develop sportsmanship - To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- d) To improve - Continual improvement is an essential component of good citizenship. As an athlete, you must establish a goal and you must constantly try to achieve that goal. Try to improve in the skills and knowledge required and those personal traits that enhance the success of a team.
- e) To enjoy athletics - It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to persevere and improve the program.
- f) To develop desirable personal health habits - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health

habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

### **C. Governance**

#### **1) The Archbishop Williams High School Student-Parent Handbook**

Co-curricular activities are sponsored by the school, not as an addition to its class offerings, but as an integral part of its program. They are intended to enrich and complement the school's academic subjects. In order that the standards and ideal of school athletics be upheld and uniformly enforced, the school administration has established rules and regulations, which each athlete should understand to protect his/her eligibility.

#### **2) The Massachusetts Interscholastic Athletic Association (MIAA)**

Archbishop Williams High School is a voluntary member of the Massachusetts Interscholastic Athletic Association (MIAA). As a member school of this association, we agree to abide by and enforce all rules and regulations promulgated by this association.

The mission of the MIAA is to serve member schools and the maximum number of their students by providing leadership and support for the conduct of interscholastic activities, which will enrich the educational experiences of all participants. The MIAA will promote interschool athletics that provide *lifelong* and *life-quality* learning experiences to students while enhancing their achievement of educational goals.

The primary role of the state association is to maintain rules and regulations that ensure equity in competition for the student-athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations.

The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

#### **3) The National Federation of State High School Associations (NFHS)**

The NFHS consists of the fifty individual state high school athletic and/or activities associations. The purposes of the NFHS are to serve, protect and enhance the interstate activity interests of the high schools belonging to state associations; to assist in those activities of the state associations which can best be operated on a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations; and to coordinate the work to minimize duplication.

The NFHS is both a service and regulatory agency. The growth and influence of state associations and the NFHS ensures some degree of team work on the part of more than 20,000 schools and enables them to formulate policies for the improvement of interscholastic activities.

#### **4) The Catholic Central League (CCL)**

Archbishop Williams High School is a voluntary member of the Catholic Central League (CCL). The CCL was established for the primary purpose of promoting selected interscholastic activities among member schools and for the assurance of such advantages as may be gained by a union of effort.

The league was established to encourage member schools to improve their co-curricular program in athletics. The league membership facilitates the arrangement of schedules, conducts league meets, and determines league championships. The league provides Archbishop Williams the opportunity for competition with schools of similar size and athletic philosophy. Membership implies abiding by all league schedules, rules and regulations.

CCL Member High Schools are:

- |                        |                              |                      |
|------------------------|------------------------------|----------------------|
| 1. Archbishop Williams | 6. Cathedral                 | 11. Pope John XXIII  |
| 2. Arlington Catholic  | 7. Lowell Catholic           | 12. St. Clement's    |
| 3. Austin Preparatory  | 8. Marian                    | 13. St. Mary's       |
| 4. Bishop Fenwick      | 9. Matignon                  | 14. Trinity Catholic |
| 5. Cardinal Spellman   | 10. North Cambridge Catholic |                      |

#### **5) Massachusetts Interscholastic Athletic Association (MIAA) Rules**

Archbishop Williams High School, as a member of the Massachusetts Interscholastic Athletic Association (MIAA), must abide by all of its rules and regulations. The following six rules must be brought to the attention of all students. These rules may also be found in the Archbishop Williams Student-Parent Handbook on page 29:

**i. Transfer Rule:** A student who transfers from any school to an MIAA member high school is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level or its equivalent during the one year period immediately preceding the transfer. For the purpose of this rule, no transfer will be deemed to have taken place if a student returns to his/her former school on or before the eleventh school day from the date of last attendance there. A student who transfers after the start of the practice season is ineligible in all sports during that sport season.

**Varsity participation** is defined as any appearance, as a competitor, in a varsity interschool game, match or meet other than a scrimmage.

Before a transfer student can be certified as eligible in a specific sport within the year of his/her transfer, the sending school principal and athletic director must certify on MIAA Form 100 or Form 200 by signature that the student did not participate at the varsity level or on a non-school team during the year prior to the actual transfer.

The receiving high school principal may utilize Form 200 to declare a transfer student eligible, providing it is prior to the start of the season and the student did not participate on a non-school team, if the sending school principal certifies the following:

- a. Recruitment was not involved in any way.
- b. At the time of transfer, the student was in good standing.
- c. The student would be academically eligible at the sending school.
- d. The transfer was in no way motivated by athletics.
- e. The student would have been eligible by MIAA and local rules at the sending school.

**ii. Alcohol and Drugs:** 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; 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 described for the student’s own use by his/her doctor.

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. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, 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 contests totaling 25% of all interscholastic contests in that sport. 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 contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events

*provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program* must certify that a student is attending or issue a certificate of completion. If a student does not complete a program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 40% of the season.

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

**iii. Time Allowed for Participation after First Completing Grade Eight:** A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. This limitation shall apply without regard to actual participation or attempt to participate.

In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons. In special cases where a student has been absent from school because of an accident or illness, the executive director, or his/her designee, shall have the authority to extend the student's eligibility upon presentation of a doctor's certificate on the student's behalf and a letter from the principal attesting to the inability of the student to attend school during a specific period because of an accident or illness. In instances where an extended eligibility is granted, the student may be declared eligible only for the season(s) that the student's accident/illness prevented participation.

**iv. Age Limits:** A student shall be under 19 years of age but may compete during the remainder of the school year, provided that his/her 19<sup>th</sup> birthday occurs on or after September 1 of that year. For freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the Town Clerk of the pupil's place of birth.

**v. Loyalty to The High School Team: Bona Fide Team Members:** A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.

***First Offense: Student athlete is suspended for 25% of the season.***

***Second Offense: Student athlete is suspended for an additional 25% of the season and is ineligible for tournament play immediately upon confirmation of the violation.*** See Rule 96 for additional tournament restriction and Rule 86 for waiver guidelines in the MIAA

Handbook located at [www.miaa.org](http://www.miaa.org).

**vi. Only One School Sport Per Season is Permitted:** A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (fall, winter, or spring), including tournaments and/or championships in that season. For the purposes of this rule only, a student-athlete officially becomes a member of his/her team for the sport season on the date of that school's first regular season contest in that sport.

**Exception 1:** If a licensed physician recommends that an athlete terminate participation in a sport for medical reasons after the first contest, the athlete will be permitted to join another team if he/she receives the written approval of a licensed physician.

**Exception 2:** A school may approve a varsity and sub-varsity request to join a second varsity or sub-varsity team after terminating his/her membership with the first varsity or sub-varsity team, providing written approval is received from the principal, athletic director, and both coaches involved with the change, and it happens within the first ½ of the season.

**Penalties:** If a student-athlete violates this rule, he/she will be ineligible for that season, and all contests in which he/she participated in both sports must be forfeited.

Additional rules and regulations of the MIAA can be found at [www.miaa.net](http://www.miaa.net).

## **D. Requirements for Participation**

### **1) Physical Examination**

Prior to participation all students must pass a physical examination within thirteen months of the start of each season. Students who meet these criteria at the start of the season will remain eligible for the duration of that season. Physical examinations must be performed by a duly registered Physician, Physician's Assistant, or Nurse Practitioner.

### **2) Parental Permission/Emergency Medical Authorization**

Prior to participation each athlete's parents/guardians shall complete a permission form giving authorization for treatment by a physician or hospital when the parent(s)/guardian(s) are not available. Copies of the information will be kept both with the coach and in the athletic office for availability at all practices and contests.

### **3) Parental Acknowledgment of Athletic Policies**

Upon entering high school or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics.

Each parent or guardian and athlete shall read all of the enclosed material and certify that they understand the athletic eligibility rules and policies. This signed document will be filed in the athletic administrator's office.

#### **4) Insurance**

All students participating in football are covered by a prepaid insurance plan carried by the school.

#### **5) Scholastic Eligibility**

In order to participate on a team at Archbishop Williams, each athlete must have satisfied all of the scholastic eligibility requirements prior to participation.

#### **6) Risk of Participation**

All athletes and parents must realize the risk of serious injury, which may be a result of athletic participation. The athletic department of Archbishop Williams High School will use the following safeguards to make every effort to eliminate injury:

- a) Conduct a parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise, caution and warn parents/athletes of the potential for injury.
- b) Offer coaches the opportunity to participate in continuing education programs to learn the most up-to-date techniques and skills to be taught in their sport.
- c) Instruct all athletes about the dangers of participation in their particular sport.

#### **7) Financial Obligations and Equipment**

- a) Uniforms - In several sports, athletes will be required to purchase a portion of the game uniform, which will become their property.
- b) Equipment - All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and practice. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.
- c) All students are required to return or pay for lost equipment and uniforms for each completed season before being allowed to participate in the next season.

### **E. Athletic Codes of Conduct**

**1) Conduct of Student-Athletes:** A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic program and will not be tolerated.

Participation in interscholastic athletics is a privilege available to the student body of Archbishop Williams High School. Physical skill and willingness to participate are primary factors. They should be enhanced by good citizenship, satisfactory scholarship

and training, conditioning and a willingness to abide by prescribed rules and standards. This privilege carries with it a great responsibility to the school, faculty, student body, and the city or town, which the student represents. **The Athletic Director with the approval of the Principal reserves the right to suspend a student from play when deemed necessary.**

**2) Taunting:** Taunting includes any actions by athletes, which are intended to bait. Anger, embarrass, ridicule, or demean others, whether or not 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 characteristics.

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 skills, efforts, sexual orientation, or lack of success, which is likely to provoke altercation of physical response; and physical intimidation outside the spirit of the game, including “in the face” confrontation by one player to another, standing over/straddling a tackled or fallen player, etc.

**3) Hazing:** Pursuant to Chapter 269 of the Massachusetts General Laws, it is now a crime to participate in or organize hazing, or for a person at the scene of such crime to fail to report the incident. A copy of the law is filed in the Dean of Students Office. The athletic department of Archbishop Williams High School will comply with the law and will punish according to the sanctions laid down by the law.

Sanctions for hazing: The Principal, after careful review of any hazing issue, will determine the penalty for any student. Punishment may include suspension or exclusion from a team. In addition, suspension or even expulsion from Archbishop Williams High School is possible. The level of involvement and severity of each situation will be the determining factor. A copy of the complete law may be found in the appendix of this handbook.

## **F. Scholastic Eligibility**

**1) General Rule:** Each participant must observe all procedures, requirements and regulations of Archbishop Williams High School. Coaches are to report serious infractions of discipline to the Principal and Athletic Director immediately.

**2) Eligibility:** A student who fails more than one subject in a particular marking period will be ineligible to participate in the athletic program. A student who fails one subject may participate, but must meet with the Academic Dean and the Athletic Director to discuss his/her academic progress.

The scholastic eligibility of all students shall be considered as official and determined only on the date when report cards for that marking period are scheduled to be mailed to the

parents of all students. **A student who is academically ineligible at the start of a sports season shall remain ineligible for the duration of that sports season.**

### **G. Basic Athletic Department Policies**

**1) Participation on One Team:** No student may participate on more than one interscholastic team during a sports season. Participation on non-scholastic teams is at the discretion of the individual coach and the students' parents provided no bona fide team member rule violation.

**2) Dropping or Transferring Sports:** Quitting is an unacceptable habit. A quitter may lose the privilege of participating in athletics. On occasion, however, an athlete may find it necessary to drop a sport in season for a valid reason. If this is the case, the athlete must follow the following procedure:

- a) Consult with the head coach.
- b) Report situation to the athletic director.
- c) Check in all equipment.

**3) Equipment:** Student-athletes must return all issued equipment and uniforms at the conclusion of the season to the athletic department. Student-athletes must reimburse the athletic department for the replacement cost of any equipment or uniforms not returned. Student-athletes who do not return issued equipment or uniforms or do not reimburse the athletic department will not be allowed to participate in any other sport. At the conclusion of the school year, student-athletes still owing equipment or uniforms will have report cards, transcripts, and diplomas withheld until all items are paid for or returned.

**4) Missing Practice:** An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely and may result in loss of playing time or termination from the team.

**5) School Cancellation Policy:** Weather conditions change and can improve throughout the course of the day, and athletes and parents are advised to call the athletic office at 781-843-1237 by 12:00pm on days when school is cancelled to check the status of their game or practice.

**6) Transportation:** All athletic participants must ride in school provided transportation. In no case will they be given permission to ride otherwise without the prior consent of the coach, the Principal, or Athletic Director.

- a) Athletes will remain with their team and under the supervision of the coach when attending away contests.
- b) Athletes that miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
- c) All regular school bus rules will be followed.
- d) Dress should be at the discretion of the coach and should be appropriate and in good taste.

**7) College Recruitment Policy:** In the event a college recruiter should contact an athlete personally, he/she has an obligation to work through his/her coach and the athletic department. Coaches should be contacted as soon as possible. College recruitment information is available in the athletic office. National Collegiate Athletic Association (NCAA) eligibility standards are available to students and families in the athletic office.

**8) Conflicts in Extracurricular Activities:** An individual student who attempts to participate in several extracurricular activities will create a conflict of obligations and interests.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything possible to avoid continuing conflicts. Positive efforts might include being cautious about joining too many activities where conflicts are unavoidable. It also means notifying the faculty sponsors/coaches involved immediately when a conflict arises.

When a conflict arises the sponsors/coaches will work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the Principal will make the decision based on the following:

- a) The relative importance of each event to the student.
- b) The importance of each event to the school.
- c) The relative contribution the student can make.
- d) How long each event has been scheduled.
- e) Talk with parents.

Once a decision has been made and the student has committed to that decision, he/she will not be penalized in any way by either faculty sponsor/coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

**9) School Attendance:** Students must attend school the day a practice or game is scheduled in order to participate in that game or practice. Students must be in school a minimum of three and one half (3 ½) hours for the purpose of this rule unless excused for a good reason by the Principal or Athletic Director upon receiving written notice.

Students suspended for a full school day are barred from participating in the athletic program that day and may not participate up to an including the last school day to which the suspension applies. If the suspension is in effect on a Friday, students are barred from participating in the athletic program over the weekend.

**10) Early Dismissal from Class:** It is the responsibility of the student-athlete to see their teacher to make up any assignments or work missed due to an early dismissal for an athletic contest. All work shall be made up at the convenience of the teacher.

**11) Grooming and Dress Policy:** A member of an athletic team at Archbishop Williams High School is expected to be well-groomed. Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Members of a squad have made a choice to uphold certain standards expected of athletes in this community.

Team members will adhere to the following grooming and dress rules:

- a) An athlete shall dress presentably at all times, on trips, or at assemblies or banquets.
- b) No clothing or equipment, which advertises alcohol or tobacco, may be worn at any time while practicing or competing.
- c) Only uniforms issued by the athletic department will be worn for contests.
- d) Uniforms jerseys are to be tucked in at all times.
- d) Athletes will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

**12) Vacation Policy:** Vacations by athletic team members during a sport season are strongly discouraged. Parents/athletes wishing to take a vacation during a sports season may wish to reassess their commitment to being an athlete. In the event of an unavoidable absence due to a vacation, an athlete shall:

- a) Be accompanied by his/her parents while on vacation.
- b) Contact the head coach prior to the vacation.
- c) Be willing to assume the consequences related to their status on that squad as a starter, (reserve status, etc.)

**13) Squad Selection:** In accordance with our philosophy of athletics and our desire to see as many students participate in the athletic program as possible while at Archbishop Williams, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

**14) Team Reduction Policies:** Athletic team member selection is the sole responsibility of the coaches.

Prior to trying out, the coach shall provide the following information to all candidates for the team:

- a) Extent of try-out period
- b) Criteria used to select the team
- c) Number to be selected
- d) Practice commitment if they make the team
- e) Game commitments

When team reduction becomes a necessity, the process will include three important elements. Each candidate shall have:

- a) Competed in a minimum of three practice sessions.
- b) Performed in at least one intrasquad game.
- c) Been personally informed of the cut by the coach, including the reason for the action.

**15) Reporting of Injury:** The athlete should report all injuries, which occur while participating in athletics, to the trainer/coach immediately. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed. **Once a physician treats an athlete, the athlete must obtain the doctor's permission to return to the activity.**

**16) Locker Room Regulations:**

a) Rough-housing and throwing towels or other objects is not allowed in the locker room.

**Hazing of other players is not allowed.**

b) All showers must be turned off. The last person to leave the shower room is expected to check all showers.

c) No one except coaches and assigned players are allowed in the locker room.

d) No **glass** containers are permitted in locker rooms.

e) All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.

**17) Weight Room Regulations:**

a) Any student who uses the weight room must have a signed parental permission on file in the athletic office.

b) Shirts and shoes are required at all times - tank tops are NOT acceptable.

c) **No one** is to be in the weight room alone.

d) All students **must** be under the supervision of a member of the athletic department staff.

e) Lifters **must** work with a partner.

f) Replace all weights on racks immediately following use.

g) Know your limits! Work with the instructor to determine your limits.

h) Do the lifts **correctly**. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.

i) Warm-up with proper stretching exercises.

j) Because of our limited space, no more than 15 lifters may be in the weight room at one time.

k) No chewing gum or eating candy while lifting.

l) No food or drinks inside weight room.

m) No horseplay or profanity.

n) No abuse of equipment. Any equipment that is broken must be reported immediately.

o) Strength training is not only a supplement to other athletic programs, but also a highly skilled activity itself.

**18) Captain's Practices:** The term "Captain's Practice" usually means a team's captain(s) organizing and conducting, without adult supervision, out-of-season practice for that sport. Archbishop Williams does not in any way sanction, encourage, or condone "Captain's Practice" in any sport.

**19) Medical Coverage:** Whenever a medical person is on duty at an athletic event, he/she shall be responsible for both teams (unless the other team has its own medical person present). His/her judgment will be final with regard to the condition of a player after an

injury. Physical disqualification by the medical person renders the student ineligible. The penalty for playing an ineligible student is forfeiture.

**20) Student Spectators:** Inappropriate behavior, poor language, and taunting of athletes, coaches, officials, or other spectators will not be tolerated and will result in ejection from the building and possible disciplinary action by the Dean's Office.

The athletic department demands good sportsmanship from its student-athletes and expects the same of the students in attendance at games. The behavior of student spectators should reflect the values that are identified with the student-athletes participating in the contest.

## **H. Athletic Awards Policy**

**1) Varsity Letter Requirements:** All Freshmen and Junior Varsity athletes and athletes who do not meet the criteria for earning a varsity letter or jacket shall receive athletic achievement certificates provided they are in good standing.

### Baseball

Criteria for earning a varsity letter:

1. Participate in one half of the total games

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Be a starter in 50% or more of the total games
3. Any team member having earned a second varsity letter in baseball

### Basketball

Criteria for earning a varsity letter:

1. Participate in one half of the total games

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Be a starter in 50% or more of the total games
3. Any team member having earned a second varsity letter in basketball

### Cross Country

Criteria for earning a varsity letter:

1. Score in the top 10 finishes in at least 50% of the meets

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Score in the top 10 finishes in at least 50% of the meets, and must either qualify for sectionals or be named a league all-star
3. Any team member having earned a second varsity letter in cross country

### Football

Criteria for earning a varsity letter:

1. Participate in one half of the total games

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter

2. Be a starter in 50% or more of the total games
3. Any team member having earned a second varsity letter in football

#### Golf

Criteria for earning a varsity letter:

1. Participate in one half of the total matches

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Participate in one half of the total matches and be named a league all-star
3. Any team member having earned a second varsity letter in golf

#### Hockey

Criteria for earning a varsity letter:

1. Participate in one half of the total games

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Be the starting goalie, one of the top 9 forwards, or one of the top 6 defensemen in 50% or more games.
3. Any team member having earned a second varsity letter in hockey

#### Indoor Track

Criteria for earning a varsity letter:

1. Average 1 point per meet

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Average 2 points per meet and must either qualify for sectionals or be named a league all-star
3. Any team member having earned a second varsity letter in indoor track

#### Lacrosse

Criteria for earning a varsity letter:

1. Participate in one half of the total games

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Be a starter in 50% or more of the total games
3. Any team member having earned a second varsity letter in lacrosse

#### Swimming

Criteria for earning a varsity letter:

1. Average 1 point per meet

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Average 2 points per meet and must either qualify for sectionals or be named a league all-star
3. Any team member having earned a second varsity letter in swimming

#### Outdoor Track

Criteria for earning a varsity letter:

1. Average 1 point per meet

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Average 2 points per meet and must either qualify for sectionals or be named a league all-star
3. Any team member having earned a second varsity letter in outdoor track

Soccer

Criteria for earning a varsity letter:

1. Participate in one half of the total games

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Be a starter in 50% or more of the total games
3. Any team member having earned a second varsity letter in soccer

Softball

Criteria for earning a varsity letter:

1. Participate in one half of the total games

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Be a starter in 50% or more of the total games
3. Any team member having earned a second varsity letter in softball

Tennis

Criteria for earning a varsity letter:

1. Participate in one half of the total matches

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Participate in one half of the total matches and be named a league all-star
3. Any team member having earned a second varsity letter in tennis

Volleyball

Criteria for earning a varsity letter:

1. Participate in one half of the total games

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Be a starter in 50% or more of the total games
3. Any team member having earned a second varsity letter in volleyball

Basketball Cheerleading

Criteria for earning a varsity letter:

1. All members of the varsity squad in basketball cheerleading

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Any team member having earned a second varsity letter in basketball cheerleading

### Football Cheerleading

Criteria for earning a varsity letter:

1. All members of the varsity squad in football cheerleading

Criteria for earning a varsity jacket (any of the following):

1. All seniors on the varsity who meet the criteria for earning a varsity letter
2. Any team member having earned a second varsity letter in football cheerleading

### **2) Award Criteria That Pertain to All Sports**

- a) An athlete who moves from one level of competition to another will letter at the level of the highest competition provided the athlete has met combined requirements.
- b) A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- c) Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment, he would have met the lettering requirements.
- d) In a sport where state tournament play is sponsored, athletes may letter if they have become a starter and play 75% of the quarters, innings, matches, or score team points in individual competition in tournament play regard less of other lettering criteria.
- e) Complete the season in good standing with the school and coach.

**I. Appendix**  
**1) State Hazing Law**

## **Hazing - Penalties**

### **Chapter 665**

An act increasing the penalties of hazing.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive and inserting in place thereof the following three sections:

***Section 17.***

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

***Section 18.***

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

***Section 19.***

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided however that an institution's compliance with this section's requirements that an institution issue copies of this section

and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Approved January 5, 1988