

WATERVILLE HIGH SCHOOL



ATHLETIC HANDBOOK

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MPA CODE OF ETHICS FOR SECONDARY SCHOOL ACTIVITIES

It is the duty of all concerned with secondary school activities programs to...

1. Cultivate an awareness that participation in high school activities is part of the total educational experience and, as such, no one should either seek or expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and spectators.
3. Develop an awareness and understanding of all rules and guidelines governing competition, both in letter and intent, and to comply with them in all activities.
4. Recognize that the purpose of activities in school programs is to develop and promote the physical, mental, moral, social, and emotional wellbeing of individual participants.
5. Avoid any practice or technique that would endanger the present or future welfare or safety of a participant.
6. Avoid practices that force or encourage students to specialize or which restrict them from participation in a variety of activities.
7. Refrain from making disparaging remarks to opponents, officials, coaches, or spectators in any aspect of school activities.
8. Vigorously encourage the development of proper health habits and discourage the use of chemicals, including alcohol and tobacco.
9. Exemplify proper self-control at all times and accept adverse decisions without public display of emotion or dissatisfaction.
10. Encourage everyone to judge the true success of the activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

TRADITION

The Waterville Public School System has had an outstanding athletic history. Listed below are the New England, state and K.V.A.C. high school championship teams from Waterville Senior High School.

NEW ENGLAND CHAMPIONS

<i>BOYS ICE HOCKEY</i>				<i>BOYS CROSS COUNTRY</i>		<i>BOYS BASKETBALL</i>	
1968	1970	1971	1972	1957	1976	1944	

MAINE STATE CHAMPIONS

<i>BOYS ICE HOCKEY</i>					<i>BOYS CROSS COUNTRY</i>	<i>BOYS BASKETBALL</i>	<i>BOYS INDOOR TRACK</i>	
1927	1939	1969	1973	1996				
1928	1940	1970	1979	2001	1955	1944	2014	
1931	1941	1971	1980	2009	1956	1945		
1938	1972	1981	1991	2016	1957	1949		
						1985		

<i>BOYS SKIING</i>		<i>GOLF TEAM</i>		<i>FOOTBALL</i>			<i>BASEBALL</i>		
1975		1952	1976	2007	1929	1944	1974	2010	2011
		1969	1996		1937	1962			

<i>BOYS SOCCER</i>		<i>BOYS TENNIS</i>		<i>BOYS TRACK & FIELD</i>				
1979	2000	1986	1998	2006	2007	2008	2011	2014

<i>GIRLS INDOOR TRACK</i>				<i>GIRLS TRACK & FIELD</i>				<i>GIRLS BASKETBALL</i>		
1980	2002	2011	2014	1976	2008	2011	2014	2007	2008	2009
2000	2007	2012	2015	2002	2009	2012	2015			
2001	2009	2013	2007	2010	2013					

<i>GIRLS SOCCER</i>			<i>FIELD HOCKEY</i>			<i>GYMNASTICS</i>			
1981	1983	2008	1980	1983	2007	1969	1972	1983	1986
1982	1984	2014				1970	1973	1984	1987
						1971	1978	1985	

MAINE PRINCIPAL'S ASSOCIATION SPORTSMANSHIP AWARDS

<i>ICE HOCKEY</i>		<i>GIRLS SOCCER</i>	<i>GIRLS BASKETBALL</i>	<i>GIRLS SWIMMING</i>			<i>BOYS SWIMMING</i>		<i>SOFTBALL</i>
1991	2013	1995	1999	2014	2015	2016	2015	2016	2015
2000									

KENNEBEC VALLEY ATHLETIC CONFERENCE CHAMPIONS

BOYS CROSS COUNTRY

1976 1984 2015
1977 1985

BOYS BASKETBALL

1985 1986
1992

BASEBALL

1976 1985 2010 2013
1977 1986 2011 2014
1980 1987 2012

BOYS GOLF & TEAM GOLF

1969 1976 2006
1970 1996 2009
1975 1999

FOOTBALL

1993
1994

BOYS SOCCER

1978 1987 2000
1979 1993
1980 1995

BOYS TENNIS

1977 1986 1997 2001 2005 2009 2013
1979 1989 1998 2002 2006 2010 2014
1982 1997 1999 2003 2007 2011
1983 2011 2000 2004 2008 2012

BOYS INDOOR TRACK

BOYS TRACK & FIELD

1997 2002 2008 2012
1998 2003 2009 2013
2000 2006 2010 2014
2001 2007 2011

BOYS ICE HOCKEY

1987 1990
1989

GIRLS BASKETBALL

1985 2007 2009
1986 2008

GIRLS SOCCER

1996 2000 2008
1998 2007 2009
2013 2014

FIELD HOCKEY

1976 1979
1978

GIRLS TENNIS

1990 2011 2013 2016
2006 2012 2014

GIRLS GOLF

1981

GYMNASTICS

1973 1978 1986
1975 1983 1990
1976 1984
1977 1985

CHEERING

2009
2010

GIRLS INDOOR TRACK

1979 1999 2003 2011 2015
1980 2000 2007 2012
1981 2001 2008 2013
1982 2002 2010 2014

GIRLS TRACK & FIELD

1972 2000 2009 2013
1976 2006 2010 2014
1982 2007 2011 2015
1999 2008 2012

SOFTBALL

1975
1976

GIRLS CROSS COUNTRY

1980 2015
1983

family, WPS may arrange for the testing at the schools expense.

Provided that steps A-C have been followed, the penalty will be reduced to 95 school days for all activities.

Third Offense: (alcohol, marijuana, tobacco products or any look alike substance including but not limited to e-cigarettes, vape pens, and other drugs)

The student will be suspended from all activities athletic/non-athletic or both, whichever the case may be, for the remainder of their career at the school the student attended at the time of the offense. After two calendar years, an appeal may be made to the Building Administration for reinstatement.

REFERRAL PROCEDURES

The following procedures are intended to assist any student who may be affected directly or indirectly with alcohol, tobacco and other drugs. The students should feel safe coming forward with his/her concerns. All referrals will be processed through the School Nurse/Substance Abuse Counselor or designated staff member who will maintain confidentiality while providing assistance, help with community referrals to appropriate treatment/intervention programs, and be responsible for general education of students on the dangers associated with drug use.

Student Assistance is the goal. District staff needs to inform students that disclosing information about a peer is actually helpful. The important message is that it is not okay to use; but if someone needs help, it is safe to seek that help.

Self-referral:

- a. A student who believes that he or she has a substance abuse problem may contact the substance abuse counselor, school nurse, or other designated person to get help.
- b. A student may be referred by another student, parent, teacher, or administrator.
- c. A self-referral will not prevent disciplinary action based on a report from a source other than the student, which leads to the discovery of a violation.
- d. Self-referrals provide student assistance for a substance abuse problem.

Community Referral:

- a. Any reported violation of this policy from the community will be reported to the Principal for investigation.
- b. Any reported violation of this policy from the community will be reported to the substance abuse counselor, school nurse or other designated staff person for appropriate education, assessment and intervention; such referral will be made independent from any disciplinary investigation.

DISTRIBUTION OR SALE OF ALCOHOL OR OTHER DRUGS

Distribution or sale of alcohol, drugs or other controlled or illegal substance (s) will result in a referral to the Superintendent of School for appropriate action.

First Offense: (alcohol, marijuana, tobacco products or any look alike substance including but not limited to e-cigarettes, vape pens, and other drugs)

The student will be suspended from all activities athletic/non-athletic or both, for which they are under contract, for one calendar year from date of offense, unless the student agrees to:

- Attend an administrator-approved program. Participation in the appropriate program will reduce their penalty to a 20% suspension for athletics and twenty hours of community service for non-athletic activities, half of which must be completed before participation of any public performance or activity.
- For athletes, the 20% suspension will be defined as 20% of Maine Principals' Association (M.P.A.) countable games. The season ending banquet will be considered an M.P.A. countable game for purpose of serving a penalty but not for computation of the 20% penalty. Athletes may not return to any competition until the 20% M.P.A. game suspensions have been met. Students must agree, in writing, to attend the next scheduled administrator approved program. The 20% suspension must be served immediately. If the date of the next available administrator approved program is known and this date conflicts with scheduled games, adjustments may be made to the order of suspended games, so that the athlete is not penalized more than 20%. Athletes will be required to practice and travel with the team during this suspension but shall be out of uniform.
- For non-athletics, the student must complete twenty hours of approved community service, half of which (ten hours) must be completed before any public performance.

EXAMPLE for athletic activities:

Varsity basketball has 18 countable games $\times .20 = 3.6$, or 4 games suspension (Round up or down to the nearest whole number.) A violation occurs before and two games of suspension are served then. During all subsequent Christmas tournament games the suspension is still active, thus, the athlete is still ineligible to participate. After Christmas break, the last two countable games are served and the game suspension is over.

Second Offense: (alcohol, marijuana, tobacco products or any look alike substance including but not limited to e-cigarettes, vape pens, and other drugs)

The student will be suspended from all activities athletic/non-athletic or both, whichever the case may be, for one calendar year from date of offense, unless the student agrees to:

- A. An evaluation from a health care provider, which will be paid for by the student-athlete or his/her parent or legal guardian. In cases of serious financial hardship to the student or the student's family, WPS may arrange for the evaluation at the schools expense. The student must follow the recommendation of the counselor.
- B. A Community service obligation of 45 hours. (This must be completed prior to regaining eligibility).
- C. Drug testing for the remainder of his/her career at WSHS. All tests will be paid for by the student-athlete or his/her parent or legal guardian. In cases of serious financial hardship to the student or the student's

OBJECTIVES OF THE WATERVILLE HIGH SCHOOL ATHLETIC PROGRAM

Athletic activities at Waterville High School are designed to provide a number of very important experiences for the participant. These activities act as a supplement to the school's academic programs and provide not only a means of diversion but also an extremely important vehicle of education.

In the quest to educate the whole individual through participation in athletics, emphasis is placed in the following areas.

Work Ethic: An important outcome of any activity is to teach young men and women that there is no substitute for hard work.

Commitment: Another objective of education through athletics is commitment. The student-athlete must be made to realize that if he/she decides to be part of a team, then this needs to be an important priority in his/her life.

Health and Physical Activity: The teachings of the basics of a healthy lifestyle are important objectives of an athletic program. The student-athlete will learn first-hand about the demands of physical activity and how he/she must meet these demands.

Sportsmanship: The many pressures of practices, games and life in the community need to be met with complete emotional control in a measured and disciplined way. The student athlete will learn to make proper responses to these pressure situations in the well-directed athletic program at Waterville High School.

Teamwork: The placing of team before self and the ability to work side by side with someone toward a common goal are other areas of benefits for the Waterville High School athlete. The objective of teaching individuals how to function with their peers is extremely important. In today's society, more people fail at jobs because they can't get along with their peers rather than for reasons of qualifications.

The major objectives listed above certainly are the focal points of worth for our athletic programs at Waterville High School. There are other benefits that come from the programs that are perhaps more subtle than the ones listed above: loyalty, pride, self-confidence, physical and mental maturity, a sense of accomplishment, and the feeling of belonging. Regardless of the objectives and expectations of the program for the student athlete, it is important for the participants to realize that participation in athletics is a privilege, not a right, and should be treated in that manner.

PRE-SEASON TIMELINE

Two weeks before try-outs there will be an informational meeting where the Athletic Handbook will be reviewed and all necessary forms will be distributed (Athletic Handbook, Emergency/Health card, Athletic Participation Agreement).

One week before try-outs all necessary paperwork (emergency card, Athletic Participation Agreement) must be returned to the coach and a current physical must be on file in the Athletic Office.

After teams have been selected, coaches will hold team and parent meetings to outline their philosophy and policies. (This typically takes place during the Meet the Teams event).

THE PURPOSE OF THE WATERVILLE HIGH SCHOOL ATHLETIC HANDBOOK

The purpose of the Waterville High School Athletic Handbook is to provide coaches, athletes, and parents with the policies, procedures, and information that govern athletics. Waterville High School is an active member in the Maine Interscholastic Athletic Administrators Association (MIAAA). Waterville High School is also an active member of the Kennebec Valley Athletic Conference and adheres to the constitution and by-laws of the league governing interscholastic athletic competition between member schools. All interscholastic high school athletics in Maine are governed by Maine Principals' Association policies and regulations.

ATHLETES are expected to know the policies and rules governing participation and to abide by them at all levels of competition.

COACHES should use this information in making decisions that are consistent and fair as they work with their athletes.

PARENTS AND GUARDIANS are asked to work very closely with their sons and/or daughters, coaches, teachers, and administrators in making this experience for their children rewarding, positive, and memorable.

ALCOHOL, TOBACCO AND OTHER DRUGS POLICY

CO/EXTRA-CURRICULAR ACTIVITY

Any student participating in any extra-curricular activities (athletic or non-athletic) shall not use, possess, buy, sell, or give away alcohol, tobacco products, marijuana, or any other substance defined by law as a drug or look-alike drug (regardless of the quantity) including but not limited to e-cigarettes, vape pens, and other drugs. It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the student's own use by any person legally authorized to prescribe drugs.

Participants in all athletic or extra-curricular activities will follow the Waterville Public School procedures regarding signing contracts. The contracts takes effect on the date it is signed by the student and parent/legal guardian and will remain in effect throughout the student's high school career as follows:

- The contract is valid and binding through the last day of school scheduled for all students.
- The contract is not valid or binding during the summer. For purposes of this policy summer is defined as the time between the last day of school scheduled for all students and either the first day of summer preseason for students whose team/club meets during that time or the first day of school for all others who previously signed a contract but whose team/club does not meet during the summer preseason.
- The contract becomes valid and binding once again beginning on either the first day of summer preseason for students whose team/club meets during that time or on the first day of school for all others who previously signed a contract but whose team/club does not meet during the summer preseason.

If the student is not currently participating in an athletic activity at the time of the offense, any penalty will be served during the next athletic activity that the student participates in.

If any substantive change is made to contracts, they will be reissued to all students participating in athletic and extra-curricular activities.

*Violations will be accumulated within one school such that when a student changes schools (s) he starts with a clean slate, except that sanctions from other schools currently being served will be enforced. Exceptions may be made for junior high students transitioning into Waterville Senior High School at the discretion of both junior high and Waterville Senior High School Administrators.

*Law enforcement will be notified of all illegal activity.

*The sanction applies to all activities in which the student is involved.

*Any athlete who is a team captain, found to be in violation of this policy, will lose their captain's position.

ATHLETIC COUNCIL

- The Athletic Council is responsible for advising the School Board on athletic issues and for providing guidance on policy and procedure to the Athletic Director.
- The Athletic Council shall be consulted concerning problems of policy that pertain to the general athletic welfare of students and concerning all matters affecting the athletic relationship of the school.
- Athletic Council Constitution & By-Laws are available for review in the athletic office.

BANQUETS

- Banquets should be held on weeknights only.
- Invitations should be sent to athletes, parents, volunteers, trainer, administration, and any other person deserving recognition or thanks for their efforts.
- All banquet dates must be coordinated with the Athletic Director before selecting the date. This is done to help avoid any conflicts.
- Banquets should not be cost prohibitive, preventing family members to attend.

INSURANCE

All athletes should realize that participating in interscholastic athletics creates the risk of injury. If a student-athlete sustains an injury while participating, it is important that medical insurance is in place to pay the medical providers. The primary coverage is always from the parent's medical plan. The school does purchase a supplemental coverage plan with limited coverage and limited benefits. The supplemental plan is excess over any other collectable insurance and may not cover all of your expenses. Absent primary insurance, the supplemental insurance would become primary.

If an injury requiring medical attention does occur, the incident must be reported to the coach and trainer within 24 hours.

All requests for supplemental insurance must be made, in writing, within 90 days of the accident. Treatment must start within 30 days of the accident and medical expenses must be incurred within 52 weeks of the accident.

EVALUATION/RE-HIRING OF COACHES

At the end of each athletic season, the Athletic Director shall evaluate the performance of each coach to determine whether to recommend a contract for the next season. As part of the evaluation process, the Athletic Director shall review and consider the following:

- Practice & game session observations.
- Parental Assessment Forms.
- Student Assessment Forms.
- Coach's Evaluation.
- End of Season Report.
- Such other performance standards or criteria as may be applicable.

ATHLETIC STANDARDS FOR WATERVILLE SENIOR HIGH SCHOOL

1. **ATHLETE:** Any student, player or non-player, who participates on an athletic team is considered to be an athlete from the first day of pre-season in the fall until the last day of school.
2. **SEASON:** An athletic season is defined as that period of time from the first team meeting/practice at the beginning of the sport season to the last team meeting or banquet when awards are presented.
3. **DUE PROCESS:** Every Waterville Senior High School student has the right to Due Process regarding disciplinary procedures.
 - students have a right to know what they are accused of.
 - students have a right to explain their side of the issue.
 - students have a right to know why a decision regarding their disciplinary status is made.
 - students have the right to appeal disciplinary decisions to the principal, superintendent, and school board, in that order.
4. **CITIZENSHIP / CONDUCT:** All participants in the athletic program should understand that as members of athletic teams, they represent their community, their school, their coaches, their family, and themselves. Their behavior, both on and off the field, should at all times be positive and a credit to their team. Athletes who do not conduct themselves properly, including areas not covered by this handbook, will have their actions reviewed by the head coach of that particular sport, the athletic director, and the principal. Disciplinary action and/or removal from the team is to be determined by the coach and athletic director.
5. **SOCIAL PROBATION:** The administration can, if necessary, minimize or eliminate participation or attendance in any extracurricular activity or function due to excessive discipline issues by students. Any student earning 20 or more demerits is immediately ineligible to participate in extracurricular activities until the student has worked his/her demerits down to zero. One hour of documented community service removes one demerit.
6. **VANDALISM AND THIEVERY:** When an athlete is determined to have been involved in an act of thievery or vandalism within the school, community, or while on away trips, a first offense will result in automatic expulsion from the team. A second offense will result in expulsion from all teams for one calendar year.
7. **LOCKERS AND LOCKS:** Student athletes are responsible for all issued equipment. Lockers and locks are available to all athletes. Please contact your coach to receive a lock and locker. Leaving equipment/valuables unsecured is not a good practice and is not recommended at any time.

BOOSTER CLUB POLICY

Athletic Booster Clubs at Waterville High School are entirely voluntary and exist for the single purpose of enhancing and enriching the competitive sports programs for students. The primary function of Booster Clubs is to provide assistance and funds to augment the various programs, which are to remain under the complete control and direction of the school department and its administration.

1. Booster organizations that elect officers are to submit to the Athletic Director a list of all officers. This list should include addresses, phone numbers (home and work) and email addresses.
2. Minutes of all regular meetings are to be kept and forwarded to the athletic office as soon as possible to ensure an open line of communication. (see sample form on the following page)
3. Any concerns about the athletic program should be addressed through the School Department's chain of command starting with the Coach, Athletic Director, and Principal.
4. The role of the Head Coach relative to the Booster Club should be a major one. The Head Coach should attend all meetings, and should be involved with all decisions that directly involve his/her team.
5. All fundraising activities have to be approved by the Athletic Director. This is very important to avoid duplication of effort since student government and other clubs are also involved with fundraising. It should be noted that in school fundraising activities (i.e. candy and bake sales) are limited to non-athletic clubs only.
6. All major fundraising activities, such as exhibition and tournament games, must be cleared through the Athletic Director well in advance of the activity. This is necessary to avoid conflicts with other school activities and to obtain a sanction from the MPA if necessary. As a guideline, sanction forms need to be in the MPA office at least two months prior to the contest date. Conflicts that arise for a particular date will be settled by the Athletic Director on a rotation basis.
7. A copy of the Booster Clubs year-end financial report should be sent to the Athletic Director. The spending of booster funds is at their discretion, but the Athletic Director will be kept informed of major expenditures in order to assist in ordering and to obtain the best value for the money. For the most part, Booster Clubs are encouraged to spend their funds on projects and items that will have a long lasting impact on their program and the total athletic program. All decisions made in regard to a team must have the endorsement and support of the Head Coach and the Athletic Director.

13. **OFF-SEASON TRAINING RULES:** The student athlete who wishes to reach his or her athletic potential and assist the team in reaching its maximum potential abides by sound training rules at all times, as well as Maine Principals' Association guidelines.
14. **TRANSFERRING TO ANOTHER SPORT:** After an athlete-coach conference, an athlete may transfer to a second athletic team during a season upon approval of both coaches and the Athletic Director. *At no time shall a student-athlete be a member of two Waterville High School athletic teams during the same season.*
15. **PRACTICE GEAR:** All athletes will be issued practice gear specific to the sport for which they are participating. This practice gear must be worn at all practices. Athletes will be permitted to keep their practice t-shirts for the duration of their Athletic Career should they complete one athletic season in good standing. Should athletes lose their practice gear, they are required to purchase the missing practice gear from the Athletic Office.
16. **EQUIPMENT TURN-IN:** Athletes failing to return school property at the end of a season will be charged the replacement cost of any item not returned. Students failing to comply with this procedure will be barred from future participation. This decision will rest with the Athletic Director.
17. **SCHOOL ATTENDANCE:** Unless there are extenuating circumstances, it is expected that students will be in attendance at school in order to be eligible for practice or games. If a student comes to school late due to sickness, they must arrive at school before the third block of the day to be eligible to participate that day. If a student is absent from school on Friday because of illness, he/she is still eligible to participate in a Saturday contest/meet upon the evaluation of his/her health status by the Head Coach and or parent. Athletes are also expected to be in attendance at their first class the morning after away contests.
18. **MPA ASSAULT PROVISION:** A coach who intentionally strikes, shoves, kicks, or makes other physical contact with an official before, during, or after an interscholastic contest, as determined by the school, shall be disqualified immediately and his/her eligibility will be suspended for one full year. At the end of the suspension, the coach may request the reinstatement of his/her eligibility. At this time, the Interscholastic Executive Committee will place the request on its next meeting agenda. The coach and principal must attend this meeting. The Interscholastic Executive Committee will

make the determination whether or not to reinstate the coach.

Any member of the team* who intentionally strikes, shoves, kicks, or makes other physical contact with an official before, during, or after an interscholastic contest, as determined by the school, shall be disqualified immediately and shall be ineligible to participate in all sports for one full year. In addition, this type of behavior by spectators at our athletic events or practices will not be tolerated. Waterville Senior High School reserves the right to ban individuals from school sponsored events for this type of behavior towards players, coaches, game officials, and other spectators.

* NOTE: member of the team includes players, managers, scorekeepers, timers, and statisticians.

19. **HAZING:** Waterville Senior High School prohibits injurious hazing by any student, faculty member, group or organization affiliated with the school, on or off campus.

EXPECTATIONS FOR CAPTAINS

While athletics demand physical skills and mental toughness, leadership and character are also critical components of a successful athletic program. Captains of sports teams play an important role in leadership and character development. The expectations for captains are similar for all sports. These expectations include but are not limited to:

1. A clear and consistent history of **excellent** school citizenship.
2. The ability to communicate effectively with all team members and the coaching staff.
3. A history of commitment to good sportsmanship, integrity and good decision-making.
4. A willingness to model appropriate attitudes and behaviors for younger student athletes, specifically in area youth sports programs.
5. A consistent commitment to unselfishness and teamwork.
6. The courage, ability, and willingness to tackle tough issues and to solve problems as they arise.
7. Exceeding the basic standards of academic eligibility.
 - *The quality of leadership from captains and coaches will, in large measure, determine the quality of the experiences that students will take from athletics. Every effort will be made to help student-athletes who hold leadership positions to learn and to grow in those positions.*
 - *Captains should recognize hazing and substance abuse among team members and deter all such activities.*
 - *Any athlete who is a team captain, found to knowingly be in the presence of alcohol, marijuana, or any other substance defined by law as an illegal drug, without justification, will lose their captain's position.*

PROBLEM RESOLUTION PROCEDURES

I. INTRODUCTION

The problem resolution process described below is intended to afford fundamental fairness to all participants within a flexible framework guided by common sense. The process does not provide, and is not intended to provide, the full range of substantive or procedural rights available in an adversarial legal system. Student athletes and coaches are expected to conform to defined standards of conduct. It is the goal of this process to address departures from those standards in a manner that will best serve the interests of all concerned.

Issues that involve recognized areas of professional judgment (for example, playing time or positional assignments) are not appropriate subjects for review above the level of Head Coach. There is a difference between bad judgment, which is evidence of poor coaching, and the exercise of sound professional judgment, about which reasonable people may disagree. The latter should be protected from review; the former should not. The distinction is not always easy to make, but a system which makes no attempt to do so is no system at all. In short, it is the goal of this problem resolution process to ensure fair treatment for all concerned without infringing on the exercise of a coach's professional judgment.

II. PROCEDURE

Problems, criticisms, complaints, or objections to disciplinary actions should be presented to the Coach involved. If that is not practical or possible given the nature of the problem, or if the problem is not resolved at this level then resolution shall be sought through the Athletic Director. If either of the parties is not satisfied with the outcome, then either party may request a review by the Principal. If a satisfactory result is not achieved, then upon request of either party, the Superintendent, or his designate, shall review the matter and render a decision which shall be final.

The following principles shall govern every stage of the process:

1. Every reasonable effort shall be made to identify and fairly resolve all problems as expeditiously as possible.
2. Since it is impossible to anticipate and provide specific guidelines for every problem that may arise, common sense and basic fairness shall prevail over technical or other procedural requirements.
3. The ultimate goal is to provide athletic programs of the highest quality consistent with the primary mandate of a public school system, which is to educate its students.

CHAIN OF COMMUNICATION

Parents and student athletes on occasion will have questions or concerns about various aspects of a team sport. It is important that concerned individuals follow a ***chain of communication*** (as identified below with arrows) which ensures that those responsible for supervising student-athletes are made aware of those concerns. The head coach of a team should be the first person contacted when a concern or issue arises. If a satisfactory discussion or understanding is not reached, the Athletic Director should be contacted. Lack of resolution with the Athletic Director should be followed with a meeting with the School Principal. If, at that point, a satisfactory discussion or understanding hasn't been established, the concerned individual should contact the Superintendent of Schools. Final discussion about a local concern rests with the Superintendent of Schools.

- A. School Board: The School Board sets policy, presents the budget, and hires personnel based on recommendations of administrators.
- B. Superintendent of Schools: The Superintendent oversees day-to-day operation of the school system.
- C. Principal: The Principal oversees the day-to-day operation of the school, including the Athletic Department
- D. Athletic Director: The Athletic Director oversees the day-to-day operation of the Athletic Department.
- E. Head Coach: All Head Coaches are responsible to the Athletic Director for the total operation of their respective programs. Head Coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Head Coaches will be responsible for the normal duties required of interscholastic competition, the duties described in the coaches handbook, and/or any duties assigned by the Athletic Director.

It is our hope that through open communication, we can avoid unresolved issues.

ATHLETIC ELIGIBILITY AND PARTICIPATION

1. Students enrolled at Waterville Senior High School may participate on athletic teams according to the following criteria:
 - a. They must meet eligibility criteria established by the Maine Principals' Association (see <http://www.mpa.cc>) and by the Waterville Board of Education.
 - b. Boys and girls may play on the same team provided alternative teams do not exist for the sport in question or unless prohibited by the MPA
 - c. Practice good citizenship at all times.
2. Coaches will discourage students from participating on an outside team during the season. Students need time to study, to participate in family activities, and, in some cases, to work. Student-athletes also require a reasonable amount of time for rest, to bounce back physically and mentally for the next day's activities. If an athlete does participate on an outside team during the season, priority must be given to the school-sponsored team regarding practice, games, and other team functions. The coach will reserve the right to assess penalties to the athlete if participation in a concurrent outside team becomes a detriment to the athlete or the team.
3. To be academically eligible to participate in all athletic activities, all:
 - a. Freshman, Sophomores, and Juniors must be enrolled in at least (6) 80 minute blocks of instruction or the equivalent thereof, and passing all classes (including vocational classes) at the time of eligibility checks (below).
 - b. Seniors must be enrolled in at least (5) 80 minute blocks of instruction or the equivalent thereof, and passing all classes (including vocational classes) at the time of eligibility checks (below) in the preceding grade quarter. Vocational students must be passing their vocational class plus all other academic classes (minimum 2). This is contingent upon having 10 credits as the student enters grade 11 and 15 credits (or 13 credits with a plan to graduate) as the student enters grade 12.
 - c. At the end of the school year, eligibility will be determined by reviewing quarter grades and or end of year grades. In addition, failed courses made up during the summer can be used to regain eligibility for the next quarter.
 - d. An incomplete is not a passing grade and will result in a student being ineligible.

- e. A student ruled ineligible under (a. or b. or d.) above may regain academic good standing after three weeks by obtaining written confirmation from teachers that the student is now passing all of his/her respective classes. The student will remain on academic probation for the remainder of the season and he/she is required to obtain weekly eligibility checks. If he/she becomes ineligible while on probation, the student/athlete will be ineligible for the remainder of the season.
- f. Incoming freshmen will be immediately eligible. However, freshmen students who do not meet the minimum high school eligibility will be put on an academic probation list. During probation, students will be allowed to participate in activities while being provided with additional support from coaches and advisors. Freshman students will have until first quarter progress report to become compliant.
 - While on probation, students will be allowed to practice with their team, but they will not be permitted to suit up for games.
 - Transfer students must meet these criteria based on their academic work from the sending school.
 - All transfer students must be in good disciplinary standing with their sending school before being eligible to participate at Waterville High School.
- g. Eligibility checks will take place at the following times:
 - First Quarter progress report (failing grades only)
 - End of 1st Quarter (report card)
 - End of 2nd Quarter (report card)
 - End of 3rd Quarter (report card)
 - Fourth Quarter progress report (failing grades only)
 - End of 4th Quarter (report card)
4. If a student withdraws from a course while he/she is failing, it counts as a failing grade for the next eligibility check.
5. Coaches should encourage students to participate in athletics, but under no circumstances is a coach to recruit from another team that competes during the same season.
6. It is extremely important that athletes try out or join a team at the beginning of the season. Students joining a team late miss a great deal of skill development and conditioning that is important to their successful participation. The decision to allow students to join a team late will be made by the coach with the approval of the Athletic Director. Coaches allowing students to join a team will ensure that a reasonable period of conditioning be required prior to competition.

“Parents have a special responsibility”

by John Cook – Supt. DeWitt Public Schools

Be there: Your son or daughter knows when you are there; and even when they don't say so, it matters. They need you most when they lose the “big one”. As quickly as you can when the game ends, find your kid and give them a big hug. That's your most important job as a parent. If you can't do that, and the final score is more important than the emptiness inside your child at that point in time, then disregard the advice above. Stay home.

Let the coach “coach”: Offer to help, show interest, talk about the game – but be very careful about offering suggestions about how your child could “do better”. On the way home, at the breakfast table, it's tough not to do a little personal one-on-one coaching, especially when you truly believe you know more about what is happening with your youngster than the coach does. But remember two things.

- First, you're seeing all this with parent's eyes. The coach has a more objective point of view, shaped by a lot of information from daily practice sessions.
- Second, when you're constantly analyzing and correcting, you're sending your kid a message that says you're disappointed or dissatisfied. What your child needs from you are messages of support and encouragement.

Stay off the floor. (Or field, or track or whatever.): There are exceptions, but generally, when your child is lying on the floor, apparently injured, we have learned that having Mom and Dad run out to see what's wrong is just not done. Just the thought causes teen-agers to roll their eyes and groan.

Bring lots of gum: Or do whatever else it takes to stay calm and prevent you from making a complete fool of yourself in front of hundreds of people. Winning is fun, but it is not what is most important.

The really important lessons of high school sports are not connected to the score at the end of the game. They're lessons such as learning the value of preparation, realizing that hard work pays off, understanding what it takes to be a team member, and enjoying a drug-free lifestyle.

High school sports are not the only place a youngster can learn these lessons, and I'm not saying that an athletic team can take the place of a caring, supportive family. But it all helps. So as a parent, you have a special responsibility here. At a time when your child really doesn't want to hear it, and probably won't even appear to be listening, you need to tell him/her what's really important.

GUIDELINES FOR PARENTS & SPECTATORS

- Remember that school athletics are learning experiences for students and that mistakes will be made. Praise student athletes in their attempt to improve themselves as students, athletes, and as people.
- Viewing an athletic event at Waterville High School is a privilege and not a right. The Athletic Director reserves the right to restrict any spectator from viewing an athletic contest. This decision will be made in the best interest of Waterville Athletics.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Don't try to live your life vicariously through your athlete. *High school athletics is for high school students only.*
- Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your home.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from using any controlled substances (alcohol, drugs, etc.) before, during, or after the game on or near the site of the event (i.e. tailgating).
- Use only those cheers that support the individuals involved.
- Be a booster – Get involved with your son's or daughter's boosters program. They need your help!

Be a fan...not a fanatic!

UNACCEPTABLE BEHAVIOR

- Yelling or waving arms during opponent's free throw attempt, serve, etc.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.

7. Participation during one season does not guarantee selection the following year.

APPROVED: 8/20/12; First Reading: 9/2/15; Second Reading: 10/7/15

COLLEGE BOUND ATHLETES

If you are interested in furthering your athletic career in college, please visit the National Collegiate Athletic Association website:

www.ncaa.org

PROCEDURES FOR REQUIRED DOCUMENTS (ATHLETE)

1. The Athletic Handbook shall be distributed and reviewed with all potential squad members at a meeting of the entire squad. Students are asked to take the handbook home for their parents to read.
2. Student athletes are required to have a current physical, athletic participation contract and emergency/health card (signed by both the student and parent/guardian), before the first practice of the season.
3. The physical examination forms shall be placed on file in the office of the Athletic Director.

Two physical examinations are required to participate at Waterville Senior High School, one before the beginning of freshman participation and another before participation in the junior year. All athletes are encouraged to have yearly physical exams.

PROCEDURES FOR REQUIRED DOCUMENTS (COACHES)

Squad lists shall be compiled by all coaches and submitted to the Athletic Director and the registrar's office for regular eligibility checks.

COACHES' RESPONSIBILITIES

1. The coach's primary responsibility is the welfare of the athlete. Should an athlete be injured in a game or practice session, the game or practice is to be suspended until the injured player is properly attended to, even if this requires termination of the game or practice.
2. Each coach shall maintain a list of all injuries and complete all appropriate forms immediately.
3. Coaches shall leave practice and games only after all players have left and after ensuring that the playing and surrounding areas are in proper order. This includes collecting all game equipment and, as appropriate, seeing that fields or rooms are in order, all lights are turned off, and all doors are locked.
4. Within one month after the final game of the season, each Head Coach shall submit, in standard form to the Athletic Director, an end of season report, final inventory, and recommendation for the following year's budget.
5. Coaches should review student athletes' grades and warning notice list to help any athletes that may be struggling academically.
6. The Athletic Handbook shall be distributed and reviewed with all potential squad members at a meeting of the entire squad. Students are asked to take the handbook home for their parents to read.
7. All coaches are to review periodically the contents of the Athletic Handbook with their teams. This is especially important in regard to the substance abuse policy and what is expected of the student athlete as a good school and community citizen.
8. Coaches should select student manager(s) and train them as to their duties on trips, practice sessions, and games. It is a good idea to supply the manager(s) with a checklist.

INJURY PROCEDURE (ATHLETE)

The Waterville School system has a grave responsibility in the proper care of any student who may become injured while at school or under the direct responsibility of the school. In line with this philosophy, our coaches are certified in first aid and CPR. **All injuries, no matter how slight, must be reported to the Athletic Trainer within 24 hours of the injury.**

WRITTEN REPORTS - Injuries will be recorded on the appropriate injury form by the Athletic Trainer. **All injuries, no matter how slight, must be reported to the Athletic Trainer within 24 hours of the injury.**

MISCELLANEOUS

- A. Any time it is necessary to refer an injured student to a doctor, the option to be attended by his/her family doctor should always be the first choice if at all possible.
- B. All staff should be as familiar as possible with the health records of the students under their care. Special note should be taken of unique health problems, i.e. diabetic, allergy to bee stings, a bleeder, etc.
- C. If any athlete misses time from his/her sport because of an injury and has seen a physician, that athlete must have a written note from a physician in order to return to the activity. This note must be given to the Athletic Trainer before returning to the activity.

INJURY PROCEDURE (EMPLOYEE/COACH)

If an employee needs to seek medical care for an injury sustained while performing duties at work, he/she must go to Inland Hospital (Waterville School System's Workers' Comp. Provider) within 48 hours of the accident.

Any employee who is injured while performing duties at work must fill out an accident report (found at each building) and return this form to the Superintendent's Office within 48 hours.

QUALIFICATIONS FOR SPECIAL AWARDS

SENIOR ATHLETIC RECOGNITION PLAQUES

Those seniors who earned six or more varsity letters during their four years at Waterville Senior High School will be eligible for a Senior Recognition Plaque provided they are in good standing with school rules and policies.

HATCH AWARD

One senior boy and girl will be selected for this award. This award is given in memory of David Hatch and is given to a boy and girl who have displayed good sportsmanship and citizenship throughout his or her years at Waterville Senior High School.

Selection committee: Athletic Director and coaching staff.

WALLY DONOVAN SCHOLARSHIP

An award given in memory of Wally Donovan, athlete, gentleman, and long time Athletic Director at Waterville Senior High School. This \$500 scholarship shall be given to an outstanding multi-sport athlete.

Selection committee: Athletic Director and coaching staff

PAUL POOLER AWARD

An award given in honor of Paul Pooler. Paul Pooler is a long-time teacher, coach, athletic director and assistant principal at Waterville Junior & Senior High Schools. This award will be given to a male athlete that has displayed impeccable character and integrity throughout his high school career.

Selection committee: Athletic Director and Paul Pooler

LOLITA DAY AWARD

An award given in honor of Lolita Day. Lolita Day was the long-time assistant to the athletic director at Waterville Senior High School. This award will be given to a female athlete that has displayed impeccable character and integrity throughout her high school career.

Selection committee: Athletic Director and Lolita Day

JO & DAVE COMEAU SCHOLAR-ATHLETE AWARD

An award given in honor of Jo & Dave Comeau. Jo & Dave Comeau are long-time supporters of Waterville Athletics and Jo was a guidance counselor at Waterville High School for 9 years. This award and \$1000 scholarship will be given to an outstanding student and multi-sport athlete.

Selection committee: Athletic Director, Jo & Dave Comeau

MEMERE BEGIN TENNIS SCHOLARSHIP

An award given in memory of Memere Begin, mother of long-time tennis coach Jim Begin. This award and scholarship will be given to a senior boy that exemplifies athleticism, good sportsmanship, and leadership in the tennis program.

Selection committee: Athletic Director and Jim Begin

EQUIPMENT ISSUANCE AND RECALL

1. Permission to issue equipment by the coach or the equipment manager shall be given by the Athletic Director.
2. Issue sheets shall be completed for each athlete before any equipment is issued. The number, size, condition, and replacement cost of each item of equipment shall be recorded.
3. All lost or stolen athletic equipment shall be reported at once. Payment for the lost or stolen equipment is within two weeks after the end of each sports season. Fees will be refunded should the lost equipment be returned.
4. Coaches shall collect all equipment from ineligible players and from those whom have left the team.
5. At the end of the season, players shall return all equipment. Returned equipment shall be tallied on the master sheet and checked against the equipment list book. Any missing equipment shall be paid by the athlete within two weeks after the end of the season.
6. An athlete may not start another season until all equipment has been returned, or has been paid for.
7. No awards shall be given to any athlete that has not returned or paid for all equipment.

ACQUISITION OF EQUIPMENT

1. The Athletic Director is solely authorized to purchase equipment. No student or coach shall acquire any item for any athletic team without specific authorization from the Athletic Director.
2. The Athletic Director is responsible for disposing of equipment no longer needed. Such equipment shall be removed from the inventory list.
3. All new equipment shall be marked in a manner designated by the Athletic Director.
4. Each Head Coach shall examine all equipment at the end of the season and within two weeks make recommendations to the Athletic Director for replacement of new equipment for the following year.

UNIFORM COLORS

To honor the tradition of the "Purple Panthers", all athletic uniforms worn by student-athletes must have purple as the predominant color. Additional colors may be incorporated based on issues of personal modesty and aesthetically appealing color combinations. All uniforms must be approved by the Athletic Director.

TRAVEL AND ACCOMMODATIONS

1. Students participating on Waterville Public School athletic teams shall travel to and from athletic contests in transportation provided by the school, unless exception is approved as follows:
 - a. Under *special circumstances** a student may be granted permission by the coach to return from an athletic trip with his/her parent or guardian. Such a request shall be submitted in writing prior to the trip by the parent or guardian of the student concerned. The travel waiver request card should be used. The parent must see the coach at the contest before leaving.
 - b. On rare occasions, in the interest of energy conservation only, a parent may transport members of an athletic team in place of a bus. The Director of Athletics shall make such arrangements.

**Special circumstances* will be defined by the coach, Athletic Director and Principal. These circumstances will be limited to school related events, medical appointments, family emergencies, or drivers' education classes.

RULES OF THE ROAD

Student athletes must be familiar with the rules governing expected behavior whenever they are transported by bus.
Individual bus drivers have discretion to modify #4.

1. No excessively loud singing or noise making.
2. Only radios with headphones are acceptable.
3. Remain seated.
4. No eating on the bus.
5. The bus is to be left clean and litter free.
6. No changing of clothes on the bus.
7. No cleats to be worn on the bus.

Failure to adhere to these rules or to follow directions given by the coach or the bus driver will result in appropriate disciplinary action.

2. When it is necessary for an athletic team to remain overnight, the Athletic Director, coach and/or booster president shall arrange board and room for all the team members. All team members shall use accommodations so made unless exception is granted as follows:
 - a. Under special circumstances, a student may be granted permission by the coach to share sleeping accommodations with a parent or guardian. Such a request must be submitted in writing prior to the trip by the parent or guardian of the student concerned.
 - b. Under special circumstances, a student may be granted permission by the Principal or Athletic Director to spend the night with a relative. Such a request must be submitted in writing prior to the trip by the parent or guardian of the student concerned.

HIGH SCHOOL ATHLETIC AWARDS CRITERIA

The criteria for awarding varsity letters shall be as follows:

Baseball, Softball - participation in one-half of innings played by the team, except pitchers who must pitch in one-third of innings played.

Basketball - participation in one-half of the periods played by the team.

Cheerleading - participation in all assigned games.

Cross-Country - earn at least seventh place team points in one-half of the regular season meets.

Field Hockey - participation in one-half of periods played by the team, except goaltenders who qualify at the discretion of the coach.

Football - participation in one-half the periods played by the team.

Golf - participation in one-half of the matches.

Ice Hockey - participation in one-half of the periods played by the team, except goaltenders, who qualify at the discretion of the coach.

Indoor Track - earn ten points, or compete in the KVAC Conference meet or in the Maine Principals' Association regional or state meet.

Soccer - participation in one-half of the periods played by the team, except goaltenders who qualify at the discretion of the coach.

Swimming - earn ten points, place in the KVAC, or compete in an individual or relay event at the State meet.

Track & Field - earn ten points, or compete in the KVAC Conference meet or in the Maine Principals' Association state meet.

Tennis - participation in one-half of the matches.

- Any athlete involved in Drug/Alcohol Policy Violations, or majorschool policy violations, will not be considered for season end or year end awards. (i.e. MVP, Hatch Award)
- No letter shall be awarded to an athlete who fails to complete the season in good standing. The end of the season is defined under athletic standards.
- A senior who has been a member of a freshman, junior varsity, and/or varsity sport for four years and who has never qualified for a varsity letter will be awarded a letter for service to that sport.
- Criteria for awarding freshman numerals shall be left to the discretion of the coach.
- Managers and statisticians may be awarded varsity letters at the discretion of the coach.
- A student who remains a member of an athletic team for a full season, but who does not qualify for a letter or numeral award in accordance with criteria outlined in preceding sections, will receive a certificate of participation. (Exceptions to this policy may be approved by the Athletic Director upon recommendation of the coach.)
- Seniors who have earned six or more varsity letters will be awarded a Senior Recognition Plaque.