

# Fair Haven Union High School Student-Athlete Handbook



*Fair Haven Union High School*

*Fair Haven Union High School, in partnership with the community, will promote in all students the knowledge and skills necessary to become independent thinkers, lifelong learners, and responsible productive citizens.*

**INTRODUCTION**

Athletics play an important part of life at Fair Haven Union High School. A tradition of excellence going back many years and the continuing support of the student body, faculty and community offer much support to FHUHS athletes, and continues to produce competitive, growing teams.

This handbook is designed to give student athletes and parents a grasp of the philosophy on athletics as it fits into the overall Fair Haven Union High School philosophy. It should also serve as a reference manual for rules and regulations and as an outline of student - athlete and parent expectations and procedures.

**DISTRICT SHARED UNDERSTANDING**

We Believe:

- In providing for the social, emotional and academic needs of every child so that they feel connected, safe, and respected in order to ensure student achievement.
- In providing a challenging and engaging atmosphere in which all members of the school community can learn and grow.
- In providing opportunities for inquiry, research, global collaboration, and communication.
- In providing varied, rich and personalized opportunities for learning.
- In providing experiences to develop critical thinking skills that allow students to become engaged participants in their school communities and beyond.

**OBJECTIVES & PHILOSOPHY**

Athletics are an integral part of life at FHUHS. We are first and foremost a teaching institution. Within that framework, the goals of the athletic department will include, but are not limited to, teaching and modeling the value of integrity, the teaching and learning of sportsmanship and fair play, teaching and learning the rules of the game, the benefits accruing from team play, the methods of getting in shape and staying in shape, and the importance of winning and losing with grace. Participation in this program is a

privilege that must be earned that carries with it responsibilities to the school, to the team, and to the students themselves.

## **SPORTSMANSHIP**

Sportsmanship suggestions for the coach:

1. Make it fun. Build self esteem in your players.
2. Always exemplify professional, positive behavior.
3. Be aware of your responsibility to the school, community, and the coaching profession you represent.
4. Unsportsmanlike tactics employed to influence the odds of winning are never worth the loss of self-respect.
5. Respect officials' integrity and judgement.
6. Anger is a poor substitute for reason.
7. Remember that your athletes will mirror you.
8. Your players will rise to your expectations.
9. Treat your athletes the way you want them to treat you.
10. Be a good host/hostess to your opponents. Treat them the way you want to be treated.
11. Provide social opportunities for players and coaches whenever possible.
12. Be careful of remarks made to the media. Never criticize anyone (players, parents, coaches, spectators, or officials) in the media.
13. Be modest in victory, gracious in defeat.
14. Always keep in mind, would you be proud of your actions if you were being videotaped?
15. MAKE IT MORE FUN.

## **HARASSMENT, HAZING & BULLYING**

The Slate Valley Unified Union School District 1 (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of

1972.

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

The Model Procedures are expressly incorporated by reference as though fully included within this Model Policy. The Model Procedures are separated from the policy for ease of use as may be required.

For additional information on how to prevent and report hazing, harassment, and bullying on your team, please visit the School Board policies which are located on the SVUD website (policy C 10)

### **DISCIPLINE**

Team and individual player discipline is the responsibility of the head coach. A meeting on the first day of practice or early in the season with players should cover team rules and school rules as they apply to extracurricular activities. Clear and well understood expectations should be detailed, ie., penalties for missing practices or games without prior approval from the coach, including absences because of detention or academic ineligibility.

The head coach should also discuss the responsibilities of the athlete as a representative of FHUHS before, during and after a game and on their way to and from a game or practice. The athlete's conduct should reflect in a positive manner on the team and the school. Team members must understand that they may be benched for conduct unbecoming of an athlete such as use of inappropriate language, arguing with or otherwise disagreeing with an official, infraction of team rules, inability to control one's temper, or behaving in an unsportsmanlike manner. Removal of a player from the game by an official will result in an automatic suspension based on the rules set by the Vermont Principals Association.

Disciplinary action will be determined by administration and/or the coaching staff when deemed necessary.

As a parent or fan, if you are ejected by an official or asked to leave a game by administration due to profanity, inappropriate behavior, taunting, or other unsportsmanlike behavior, you will be banned from attending any further home FHUHS sporting events. In order to regain ability to attend home events, you must set up a meeting with the Superintendent and Principal to come up with a restorative justice and behavioral plan.

### **CHAIN OF COMMAND**

When disciplinary action is taken against a coach or player, there is a chain of command for an appeal process.

A coach will follow the following chain of command if they choose to appeal a decision made by the Activities Director:

- Meeting with Principal
- Meeting with Superintendent
- Meeting with School Board

A player will follow the following chain of command if they choose to appeal a decision made by the coach or Activities Director:

- Meeting with Activities Director
- Meeting with Principal
- Meeting with Superintendent
- Meeting with School Board

### **STUDENT/COACH EJECTION POLICY**

Any student-athlete ejected from a game for unsportsmanlike conduct or flagrant foul shall be suspended in the sport from which the student was ejected based on the rules set forth by the Vermont Principals Association. If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time in the next sports event in which the student participates. The suspended student may not be in uniform. A student who is ejected a second time will be suspended for the remainder of the season in that sport.

A coach ejection for unsportsmanlike conduct shall receive the same suspensions given to student athletes. If suspended, a coach may attend the contests, but must be seated in the spectator area and may not give instructions to the players or to the individual(s) who have been assigned to coach the team at any time prior to or during the contest. A coach who has been ejected for unsportsmanlike conduct for a second time in a season shall be suspended for the remainder of that sport season.

The student or coach shall have the right to appeal under Article VIII. Enforcement and Appeals, Section 3. Appeals To The Board of Appeals.

It is the responsibility of the local school to ensure this regulation is enforced. When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests.

### **SOUTHERN VERMONT LEAGUE (SVL) SPORTSMANSHIP POLICY**

The SVL has adopted a sportsmanship policy to be followed by all member schools. This policy requires schools to report any unsportsmanlike incidents to the Executive Secretary within 24 hours.

Incidents would include, but not be limited to the following:

- Technical Foul
- Yellow or Red Cards
- Unsportsmanlike Behavior Resulting in Ejection
- Fighting (Players or Fans) Pre or Post Game
- Any Disqualifications
- Verbal Taunting of Opponent Prior, During, or After Contest
- Any Fan Who is Removed by Game Administration

**\*THIS POLICY APPLIES TO PLAYERS, COACHES, AND FANS!\***

When an incident does occur, the coach must inform the Activities / Athletic Director within 24 hours with written documentation describing the situation.

### **VERMONT PRINCIPALS' ASSOCIATION RULES**

Fair Haven Union High School will adhere to all rules set forth by The VPA. For more information regarding VPA rules, please visit: <https://www.vpaonline.org/>

## **PLAYER PARTICIPATION**

One of the eternal problems facing coaches is deciding who should be on a team and how much time should be allotted to each player. It is the policy of F.H.U.H.S. to provide the maximum practical number of activities so that each student will have an opportunity to participate on an athletic team. Accordingly, every effort is made to follow a “no cut” policy at the Freshman or JV level. This policy is followed in all Freshman and JV teams with the exception of basketball and cheerleading. When more students try out than can practically be carried as team members the coach must endeavor to:

- Give each candidate ample opportunity to demonstrate their skills and potential before making cuts.
- Explain to all candidates the necessity for cuts and offer suggestions on how they may increase their chances of making the team if they wish to try again.
- Make the candidates aware of other options that might be available such as a manager or scorekeeper or going out for another sport if offered in that season.

Below the varsity level, the focus of instruction should be on basic techniques, rules and the principles of sportsmanship and teamwork. For some students this will be the end of their athletic careers and they should feel the satisfaction of playing on an interscholastic team.

The won-loss record on the Freshman and Junior Varsity level is secondary to the goals mentioned above. The expectation is that each player will receive playing time under game conditions, although it may not be equal. If a student-athlete has missed practice or been disciplined for any reason, a consequence of zero playing time for the infraction may occur. Sub varsity coaches must remember that broad participation of player personnel is an important part of the job.

Varsity sports represent the culmination of mastery of the fundamentals, rules, and skills of the game. Participation at this level will normally be determined by the ability of the personnel, given allowances for game conditions.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

In order to participate in a district athletic program/team, the Vermont Principals' Association standards apply:

1. The student must be enrolled in high school, but not beyond the eighth semester of high school. The consequences of non-compliance will be

immediate suspension from the team.

2. The student must meet the prescribed competitive eligibility standards of the Vermont Principals' Association. (Amateur standing and age limitation.) The consequence for non-compliance could mean immediate removal from the team and loss of eligibility for any other team.

### **Attendance**

In order for students to be eligible to participate daily in interscholastic events, they must be present the entire day. Therefore, students are not eligible to participate if they cut classes, or arrive to school late due to sickness, etc. or leave school early due to sickness. Students will be eligible to participate if they miss part of the school day due to a medical appointment.

### **Code of Conduct**

If a student chooses to participate in interscholastic athletics, they agree to meet the following Standards of the Code of Conduct. This will begin with the team's first practice and end with its last practice or contest. Failing to engage in good school conduct will result in co-curricular consequences. Which may include, but not be limited to, immediate suspension or expulsion from the team.

### **Academic Standard**

The Activities Director and administration will address significant academic concerns with the support of the student's teachers, parents/guardians, and coaches. Learning is the priority for all of our students, and is the focal point in all school related activities, including athletics. When a student does not meet the academic standard, they may be suspended from participating in interscholastic events, particularly any potential missed class time due to early dismissal. Led by the Activities Director, the student athlete's support team will determine when a student may be reinstated based on improved academic progress, taking into account the reasonable time needed for a teacher to assess the student athlete's progress. More specifically:

- With Proficiency-Based Learning we have moved away from quarters to reflect better the continual learning that occurs in our classrooms. We will, however, take quarterly "snapshots" of students' grades to process eligibility. These dates and times will be set and posted each academic calendar year.
- A student must be fully enrolled have an average academic proficiency score above a 2.5 in all but 1 course and an overall Transferable Skill score of 2.5 in

Proficiency 2 “Self-Direction: Students demonstrate initiative and responsibility for learning.” to be eligible for co-curriculars at Fair Haven Union High School. Ineligible students may remain eligible for practice only, if they attend the Academic Success Program. It is required that a student attend the Academic Success Program for 45 minutes per day for a minimum of 10 school days to remain eligible for practice. Ineligible students will be able to fully participate in extracurricular activities once they have a minimum average proficiency score of 2.5 in each class. Ineligible students may not travel, dress (wear any part of a uniform), sit with or assist the team/club during any game or performance.

- If an ineligible student elects not to participate in the Academic Success Program they may request a review of their eligibility status at the quarter-point of the semester. These dates will be determined by the administration. Students who have a minimum average proficiency score of 2.5 in each subject at that time will be eligible for full participation in activities once eligibility has been verified.
- Please note that eligibility for fall sports and activities is based on final grades of the previous school year.

### **IMPORTANCE OF DAILY ATTENDANCE**

When a student is absent:

Parents/Guardians are expected to contact the school by 8:15 am with a verbal reason for the absence. If the school does not receive a call or receives a call but no reason for the absence it is considered unexcused or truant until we receive an acceptable excuse for that absence. The building principal determines whether an absence is excused or unexcused.

Based upon State law (§ 1121), a parent / guardian is responsible for their child attending school, unless the child: (1) is mentally or physically unable to attend; or (2) has completed the tenth grade; or (3) is excused by the superintendent or a majority of the school directors. (The superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but for not more than ten consecutive school days and only for emergencies or for absence from town).

Parents/Guardians must obtain prior approval from the Superintendent for any extended leave due to emergencies or absence from town.

If a child has not arrived at school, and we have not received a phone call, a designated school employee will call the home every day a student is out. If there is no answer we

will contact the emergency number you have provided. This procedure is designed to ensure that a child is safe if they do not arrive at school.

If a student has an unexcused absence from school, they will not be allowed to participate in any school sponsored after-school functions, such as a game, concert, club, etc.

Written excuses: Parents/guardians must send a signed and dated note for every absence, with child's full name and reason for the child's absence when the child returns to school or a doctor's written excuse. The note from a parent must arrive two weeks (14 days) from the date of absence.

Doctor's written excuse is required after three consecutive days of absences due to illness in order for those absences to be considered excused absences.

After a total of 10 days of absences due to illness, a doctor's written excuse is required for each additional absence due to illness. If a doctor's written excuse is not provided the absences will be deemed unexcused.

**Tardiness:** Punctuality at school is extremely important. All students arriving after (the building start time) will be considered tardy. Any student arriving late to school must check into the office, to obtain a pass to class.

\*Students arriving after the start of the school day without a valid excuse approved by the Principal, will not be able to participate in after school or evening activities.

Chronic tardiness may impact academic proficiency. Students with chronic tardiness will be referred to the truancy coordinator and administration to initiate a meeting with the intervention team as needed.

### **Skipping:**

Skip: A significant portion of class is missed without a pass or legitimate excuse

*1st Offense:* Student meets with Mrs. Leathe and is assigned one after school detention to make up missing work.

*2nd Offense:* Student is sent to ISR for the remainder of the day and must work with school counselor and other appropriate team members to develop success plan to address student needs.

Student is assigned two days of after school detention.

*3rd Offense:* Student is sent to ISR and may not return to class until a re-entry meeting can occur with parent or guardian. The team must review and/or revise any success plans currently in place to address student needs.

Unexcused absences notification: Parents will be notified by letter when 5 unexcused absences have occurred. At 7 unexcused absences the parent will be requested to attend an attendance meeting in order to proactively develop an attendance plan. At 10 days of unexcused absences the parent will be notified. If the parent and student are not actively working with the attendance team and following the plan developed, an affidavit will be filed with the district attorney's office and copied to the Department of Children and Families Services.

Early Dismissal/ Signing out of school: If students need to leave school, parent/guardian must come into the building to sign their child out. If the parent is sending a designated adult to pick up their child the person must be identified on the emergency contact card or the parent/guardian must call the school with the name and relationship of the person picking up their child. This person will be required to provide valid identification.

At the high school level seniors who are academically eligible and meet the guidelines for senior privileges can sign out in the main office.

Excessive absenteeism: Students with 7 or more unexcused absences will be referred to the truancy coordinator and school administration to set up an attendance intervention team meeting.

Homebound and hospitalized students: Any student who is expected to be out of school because of a serious illness (homebound/hospitalized instruction) for more than 10 days may be entitled to a tutor in order to maintain their skill level. Please obtain a doctor's written order and contact the school if this situation occurs.

Missed assignments/ Making up work: Planned student absence(s): Prior to any approved planned absences, students or parent/guardian are required to make arrangements for completing any missed class work or assignments. Unexpected student absence(s): Students or parent/guardian are required to make arrangements for completing any missed class work or assignments. Students will have an equal number of days they were absent to complete the work.

Coaches are responsible for taking daily attendance of their athletes. If an athlete is not in attendance and has not given you a note excusing them from practice / game, you should contact the student's parents and/or guardians immediately.

### **PRACTICE & PRACTICE SCHEDULES**

Practice time and place is set by the Coach and Activities Director. For the Fall and Spring seasons, practices start at 3:15 and continue to 5:30. At 5:15 warning bell will ring to alert coaches and players so students can ride the late bus, which leaves at 5:35 pm. During the winter season, the same applies with the exception being basketball. We generally run between two to four different basketball practices per day, and the practices will vary from day to day. We will make every effort to have the practices for younger aged teams in the early slots, so that those students can utilize the late bus when possible, thus forcing the varsity practices into the last two slots. Some years, there may be 6am practices for the JV-B or Freshman level teams. Coaches are asked to make every effort to keep practice within this timeframe so transportation does not become an issue with students and families, but especially during the winter basketball season, late bus departure and one practice slot will overlap, and alternative means of transportation may need to be arranged.

The School Board has adopted the following policy regarding Sunday practices:

1. All extracurricular teams and activities are to meet informally or formally no more than 6 days a week.
2. Sub-Varsity sports and activities are not to meet on Sundays.
3. Sunday Varsity practices can only occur in the event of a game or contest on the following Monday. Note: Item #1 must still be followed, but Sunday practice can be scheduled during the postseason.
4. Sunday practices can not begin until 1:00 pm.
5. Students are excused from days in which religion commitments conflict with practice or game schedules without penalty.
6. No practice will be called on major holidays as indicated on the FHUHS calendar.
7. Deviation from the above noted procedure must be approved by the Activities Director and building administration.

### **ILLEGAL USE INCLUDING ALCOHOL**

Use of alcohol or unauthorized use of controlled substances is inconsistent with participation in athletics. When the student is found to be using, possessing, selling, or furnishing drugs or alcohol or drug paraphernalia (as referred to in policy C 2) outside of school or its function the following will apply:

Student violations: Student who violate this policy will be disciplined under the school's disciplinary procedure, and parent(s)/guardian(s) will be notified

Students suspected\* of being under the influence of alcohol or drugs will be searched adhering to Policy C21 Search and Seizure of Students by School Personnel and referred to the school nurse for screening.

Students found to be under the influence of alcohol and/or drugs will be treated primarily as an ill student. As part of the clinical evaluation, a search of a person, bags/purses, locker and/or vehicle may be performed to determine what substance may have been ingested, and the student's parent(s)/guardian(s) will be notified and the student sent home. In crisis situations the matter will be handled as a medical emergency and accordingly the school officials will involve ambulance and police assistance as appropriate.

1) **1<sup>st</sup> Violation:** Six (6) day school suspension. This **may be reduced if** a drug and alcohol assessment is performed by a physician or his/her designees within 24 hours of being sent home and an appropriate release of medical information is signed authoring the physician to communicate with the school nurse ***for the purpose of verifying the visit occurred*** and any schedule of follow up.

The School Resource Officer/Police will be notified.

The student shall be referred to the school nurse, SAP (Student Assistant Program) counselor and additional qualified counselors and educators to address the violation's causes & effects in a restorative and personal way. A behavioral support plan complete with follow up and restorative consequences will be required.[JR3]

2) **2<sup>nd</sup> Violation:** Ten (10) day school suspension.

The School Resource Officer/Police will be notified.

The student shall be referred to the school nurse, SAP (Student Assistant Program) counselor and additional qualified counselors and educators to review and/or revise the previous behavioral support plan.

Referral to the School Board for expulsion hearing.

Those students involved in extracurricular activities\* will also have the following consequences (End-of-year violations carry over to the next year):

- 1) **1<sup>st</sup> Violation:** Forty-five (45) days – excluding summer break – of ineligible participation in all extra-curricular activities, competitions, and games, but will be expected to attend any practices competitions, games, and rehearsals during the suspension period. End of year violations will carry over to the next year. The student will be required to address current teammates/group members with the coach and activities coordinator present.
- 2) **2<sup>nd</sup> Violation:** Ineligible participation in all extracurricular privileges for the next calendar year (excluding summer break). End of year violations carry over to the next year.

Those students involved in extracurricular activities\* found to be using, possessing, selling or furnishing drugs or alcohol or drug paraphernalia outside of school or school functions will have the following consequences (End-of-year violations carry over to the next year)

### **CIGARETTES/ TOBACCO/ VAPING**

As referred to in Policy B 7: The Slate Valley Unified Union School District is committed to a zero tolerance of tobacco products on school grounds or in school buildings or possession or use thereof by students at school-sponsored activities. Use of tobacco is a significant public health risk. Tobacco products are extremely addictive and can cause health effects that interfere with school performance.

It is the policy of the Slate Valley Unified Union School District that no student at any time shall possess, use, sell, give or otherwise transmit any tobacco product on school owned or leased property or at any school-sponsored activities off school grounds.

Any tobacco product in the possession of a student in violation of this policy shall be confiscated immediately by an employee and reported to the principal or his or her designee who shall, if appropriate, make a referral to law enforcement.

Upon confirmation of tobacco or nicotine product possession, the administrator or his/her designee shall impose the following consequences:

#### **First Offense:**

One (1) day of in-school suspension and a meeting with the nurse and/or SAP counselor to review the health impacts of tobacco and/or nicotine use. Student will be ineligible for participation in sports, extracurricular and school

events such as field trips, dances, etc. for ten (10) calendar days to begin on the day of tobacco/nicotine possession. Student may also be referred to the School Resource Officer who may impose a civil fine for possession of nicotine or tobacco products on school property.

**Second Offense:**

Three (3) days of in-school suspension and a meeting with the nurse and/or SAP counselor to review the health impacts of tobacco and/or nicotine use. Student may also be referred for more regular substance counseling with the SAP at the SAPs discretion. Student will be ineligible for participation in sports, extracurricular and school events such as field trips, dances, etc. for thirty (30) calendar days to begin on the day of tobacco/nicotine possession. In the event that the second offense occurs within ten (10) calendar days of the first offense, the thirty (30) day suspension will commence following the end of the initial ten (10) day suspension. Student may also be referred to the School Resource Officer who may impose a civil fine for possession of nicotine or tobacco products on school property.

**Third Offense:**

Student will be externally suspended for one (1) day, or until a re-entry meeting with a parent/guardian can be scheduled. Following the re-entry meeting, the student will be internally suspended for three (3) school days. The student may be referred to the nurse and/or SAP to develop a plan for smoking/tobacco/nicotine cessation. Student will be ineligible for participation in sports, extracurricular and school events such as field trips, dances, etc. for thirty (30) calendar days to begin on the day of tobacco/nicotine possession. In the event that the third offense occurs within thirty (30) calendar days of the first offense, the thirty (30) day suspension will commence following the end of the initial thirty (30) day suspension. Student may also be referred to the School Resource Officer who may impose a civil fine for possession of nicotine or tobacco products on school property.

**Fourth Offense and Beyond:**

Student will be externally suspended for no less than three (3) days, and re-entry to school will not occur until a re-entry meeting with the parent/guardian occurs. Further consequences will be assigned at the discretion of the Principal and/or Assistant Principal, including but not limited to: internal suspension, external suspension, school board hearing, daily searches of possessions, suspension of bus privileges, suspension from sports and extracurricular

participation, etc. Student may also be referred to the School Resource Officer who may impose a civil fine for possession of nicotine or tobacco products on school property.

## **BUSSES AND TRANSPORTATION**

Coaches are expected to have their team members behave in a manner which will not be distracting to the driver. Regular bus rules apply to the athletic trips which include having all bus passengers seated. Bus etiquette includes having the passengers clean and pick up trash, bottles, etc. before leaving the bus. This is the responsibility of the team - not the bus driver.

The Slate Valley Modified Unified Union School District believes (referred to in policy C 40) that students should travel to and from co-curricular/extra-curricular and athletic events using school transportation. The primary concern for the student's transportation is ensuring the safety of the students and minimizing the school's exposure for a possible negligence claim. No student will be permitted to ride with any other adult, student, or to drive themselves to and from away activities. All bus regulations will be followed. Exceptions to this policy are as follows:

Students may be allowed to leave an event with their Parent/Guardian/Designated Adults. (The parent/guardian needs to spell out, prior to the athletic season or co-curricular/extra-curricular event, what designated adult would be allowed to pick up their child/children). There will be two options as to how this process will occur. The School District will choose the option method at the start of each school year.

### Option #1:

Any parent wishing to take their child/children home from an away event must submit written permission with verbal (phone) confirmation to the school by 12:00 (noon) the day of the event. This written permission must indicate who will be taking the child/children home (the parent/guardian or a previously designated adult).

### Option #2:

Each coach will have a list of players/participants and each player's/participant's parent/legal guardian/designated adult. (See Attachment A)  
Because the coach is responsible for witnessing the parent signing the player/participant list, parents/guardians/designated adult will meet the coach after the event is completed.

A parent/guardian/designated adult will sign for his/her child ONLY and then be able to take the student home. No student will be permitted to ride with any other adult, student, or to drive themselves home from an away event. The only other alternative to this policy would be for parents to waive their rights to utilize the transportation offered by the school district to and from events for the season. In other words their child would not be allowed to ride on the bus to get to or from any away events for the entire season of that activity.

Certain events may be exempt from this policy with prior approval from the Superintendent.

Coaches may allow students to be dropped off in Benson/Orwell on return trips from the north with prior notification from parents to coaches and bus driver.

### **SPECIAL ATHLETIC TRANSPORTATION**

Championship Game Buses, other than school buses, may be used in situations where the team making it to the Barre Auditorium or a championship game. The Booster Club can help towards paying for special transportation. The school will continue to pay a reasonable difference of the actual cost.

Special Buses, other than school buses, must be approved by the Activities Director. The past practice of asking student athletes or their parents to contribute towards the cost of a special bus ended July, 2002.

### **EQUIPMENT/INVENTORY**

Each head coach is responsible for the care, condition and cataloging of the equipment and uniforms at the beginning of each season and must develop a sign out sheet for all uniforms and/or equipment assigned to them and will be held accountable for its return.

All student - athletes must hand in their complete uniforms and equipment to FHUHS prior to finishing their season. Failure to do so will result in an invoice being sent home in the amount of the missing inventory. Our goal is not to charge families for missing uniforms. All we really want is the uniforms back!

### **PHYSICALS**

Candidates for FHUHS teams must have a physical completed every (13) months instead of usual (12) to accommodate to those with strict insurance policies. Parents are responsible for knowing the due date and making the appointments in a timely manner so as to not disrupt the child's practice and playing time. Some provider offices book up

to 4-6 weeks out for physicals. Forms for physicals (Well Exam - Sports Participation Clearance Form) are available from the Activities Director and should be taken home for completion by the parents or guardian before the student goes to the doctor for his/her physical. Physicals must be completed and the forms returned to the nurse, AD or coach before the athlete will be permitted to participate in a practice or game.

### **EXTRA-CURRICULAR PERMISSION FORMS**

Extra-curricular forms must be completed by the parent or guardian before a student commences practice and must be kept in a place easily accessible at all times during the season. The med kit has been a convenient place to keep these forms. These forms contain a waiver that permits immediate treatment of the athlete by a physician or medical facility if warranted even if the parents or guardian is unavailable. These forms are available from the online registration platform, FormReleaf.

### **FORMRELEASE**

All student - athletes must complete the registration process for each season through FormReleaf. Failure to do such prior to the cut off date determined by the Activities Director may forfeit the students right to participate in sports that season. Information on how to register is located below.

Website:

<http://formreleaf.com/>

Instructions:

<https://docs.google.com/document/d/0B2Lvc4hDgl9uaVBqUkM5THhOY3FJSmVwWDE5YkxSVzJ4MjU4/edit>

### **AWARDS BANQUET**

The head varsity coach of each program will be responsible for coordinating an awards banquet for their team at the end of the season. The coach may choose to work with a group of athletes parents to plan this event. All banquets must be planned 2 weeks prior to the end of the season, the head coach is responsible to inform the Activities Director of where, when, and time of the banquet. The coach is also responsible to inform their coaching staff and athletes. Every athlete who participates on an FHUHS team and who is a member in good standing at the conclusion of the season is entitled to an award. These awards are given to the athletes at the Fall, Winter, and Spring sports Banquets.

### **INJURIES**

Despite the best precautions, the possibility of an injury occurring during a game or practice is very real.

FHUHS employs a Certified Athletic Trainer (ATC) on a part time basis. Although the ATC makes every effort to be at home sporting contests, most practices are not covered by the ATC.

In the event of an injury, the ATC will determine the proper course of action to manage the injury.

If an athlete is injured when the ATC is not present, the coach should proceed slowly and cautiously in the assessment. Common sense and caution are of paramount importance. Coaches should limit their treatment to those injuries which they feel capable of treating: abrasions, mat burns, contusions, and minor sprains. If there is any suspicion of any type of neck or spinal injury, or if a limb is broken or dislocated, or if the athlete is unconscious or complaining of severe pain, the EMS system should be activated. Activation of the EMS system is as simple as calling 911 from any working telephone.

The 911 operator will need to know: (1) The name of the caller and where the call is coming from, (2) The nature of the injury, (3) The athlete's name, sex, and age. This procedure is designed for team practices at Fair Haven.

An ATC must be present during all collision sporting events per Vermont State Law. Collision sports include: Football, Ice Hockey, Wrestling and Lacrosse. Contact sports include: Soccer, Basketball, Baseball, Softball and Field Hockey. Non-contact sports include: Cross Country, Track & Field, Bowling, Tennis and Golf. Unfortunately, many Vermont High Schools do not have an ATC present during contact, or non-contact sport contests. While it is customary for the host school ATC to communicate with the visiting team coach prior to the start of a contest, this may not occur even though an ATC is present. When significant injuries occur at away games, the host coach or athletic director will assist the Fair Haven coach in activating EMS.

With non-life threatening injuries that occur at practices or at away contests, the coach should contact the ATC at the end of an away contest or practice for further examination, and to initiate treatments to facilitate prompt return to participation. An accident report should be filed with the Athletic Director within 24 hours. Per Vermont State Law; any athlete that is suspected of having a concussion must be promptly removed from the sporting contest, and may not return that same day. Students suffering a concussion must complete the return to play protocol, and be cleared by the ATC or a physician prior to returning to play. In the absence of a physician, the ATC has the final say in regards to return to play after any injury.

First aid kits will be provided to all teams. It is the responsibility of each team coach to contact the ATC to keep their kits equipped and stocked as the season progresses.

Mike Finnegan, ATC, PT (W) 468-5555 (C) 345-8793

Castleton Family Health Center 468-5641

### **BLOODBORNE PATHOGENS AND UNIVERSAL PRECAUTIONS**

Bloodborne Pathogens include Hepatitis B (HBV) and Human Immunodeficiency virus (HIV).

Universal Precautions guidelines: Body fluids of all persons should be considered potentially infectious. Body fluids include: blood drainage from wounds, vomit, urine, feces, semen, and vaginal secretions.

When treating an injured player, the following steps must be taken:

1. Always use disposable gloves or other barrier when treating any bloody injury, i.e. cuts, abrasions, bloody noses. Cuts and abrasions must be covered with bandages before returning to play.
2. Disposable gloves should be in every first aid kit at games and practices.
3. If one comes into contact with blood, a thorough hand washing is essential.
4. Athletes should not wear blood stained uniforms during practices or games. Extra clothing should be available to change into.
5. Any blood soaked dressings, gloves, first aid materials must be bagged in plastic bags and disposed in containers.

6. Sports equipment such as helmets, face masks, gloves, sticks, etc., which may have blood on them should be cleaned by using a solution of one part bleach to ten parts water.

### **LOCKER ROOMS AND BUILDING SECURITY**

Coaching a team includes supervision of the locker room. A coach should be the first one in a locker room and the last one to leave. After practice or a game, the head coach must make sure that all equipment is put away. If mats were used in the gymnasium for a pregame meeting, they must be folded and returned to their storage area following the game.

All lights should be turned off. The shower room should be inspected to make sure faucets are turned off.

UPON LEAVING THE BUILDING AFTER A GAME OR PRACTICE, MAKE SURE THAT ALL DOORS - LOCKER ROOM, TRAINING ROOM, GYMNASIUM, PE OFFICES, AND OUTSIDE DOORS ARE LOCKED AND SECURED.

IF A TEAM RETURNS TO SCHOOL AFTER A WEEKEND GAME OR AFTER 10PM ON A WEEKDAY OR IF THERE IS A WEEKEND PRACTICE THERE WILL BE NO CUSTODIANS TO SECURE OR CHECK ON SECURITY IN THE BUILDING. BUILDING SECURITY DEPENDS ON THE COACHING STAFF.

Students are prohibited from leaving the building through unauthorized exits. Emergency exits should only be used in cases of emergency. Doors may never be propped open or left ajar for security reasons.