

# NOTRE DAME ACADEMY

## ATHLETICS HANDBOOK



**2019-2020**

*This Athletics Handbook is published and distributed to members of the Notre Dame Academy community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the Academy. Students, parents, faculty, administration and staff should all read and be familiar with the contents of the Athletics Handbook, so that each member of the community knows and understands our community expectations. While policies in this Athletics Handbook will generally apply, the Academy reserves the right to take actions that it determines to be in the best interests of the Academy, its faculty and its students. This Athletics Handbook does not limit the authority of the Academy to alter, interpret and implement its rules, policies and procedures, before, during and after the Academy year. This Athletics Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the Academy and any parent, guardian or student affiliated with or attending the Academy. Notre Dame Academy reserves the right, in its sole discretion, to add, revise and/or delete Academy policies before, during and after the school year.*

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**STUDENT-ATHLETE AND PARENT ACKNOWLEDGEMENT**

This Form acknowledges that we understand that as Notre Dame Academy students and parents, we are asked to support the Academy and its mission and to acquaint ourselves with and abide by the Academy’s policies and procedures related to athletics.

We understand that this Athletics Handbook is for informational purposes only and is only meant to be used by those affiliated with the NDA community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the Academy and any parent, guardian or student affiliated with or attending the Academy. We understand that the terms and conditions of the Enrollment Contract signed by us determines our relationship with the Academy. We further understand that the Academy reserves the right, in its sole discretion, to add, revise and/or delete Academy policies before, during and after the school year and such updates need not be in writing or incorporated into this Athletics Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2019-2020 Athletics Handbook and agree to abide by the Academy’s policies and procedures, as outlined in the Handbook.

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Parent/Guardian Signature Date

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Parent/Guardian Signature Date

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Student(s) Signature – **All students must sign** Date

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Date

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Date

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Print Full Name of Student(s)

**This acknowledgement is considered electronically signed as part of the online sport registration process for the student and part of the submission process of the RPPC for the parent.**

## **ATHLETICS DEPARTMENT DIRECTORY**

Athletics Department	1073 Main Street, Hingham, Massachusetts 02043 Fax: 339-200-3612
Director of Athletics	Kristen McGill 781-749-5930 (ext. 2115) athletics@ndahingham.com kmcgill@ndahingham.com
Assistant Athletics Director	Tess Weafer 781-749-5930 (ext. 2113) tweafer@ndahingham.com
Athletics Trainer	Carolyn Rein 781-749-5930 (ext. 2119) crein@ndahingham.com

## ATHLETICS OFFERINGS

The Academy offers an array of athletics opportunities, including 18 interscholastic sports and a total of 42 different level teams including Middle School, Freshman, Junior Varsity and Varsity competition.

### **Fall**

Cheerleading (V)  
Cross Country (JV, V, MS)  
Dance (JV, V)  
Field Hockey (F, JV, V)  
Soccer (F, JV, V)  
Swimming & Diving (V)  
Volleyball (F, JV, V)

### **Winter**

Alpine Ski (JV, V)  
Basketball (F, JV, V)  
Dance (JV, V)  
Gymnastics (V)  
Ice Hockey (JV, V)  
Indoor Track (F, JV, V)

### **Spring**

Golf (JV, V)  
Lacrosse (JV, V)  
Sailing (V)  
Softball (JV, V)  
Tennis (JV, V)  
Track & Field (F, JV, V)  
Volleyball (MS)

## ATHLETICS FACILITIES

### Off-Campus Athletics Facilities

In addition to the Academy's on-campus facilities, off-campus facilities used for athletics may include:

Alpine Skiing	Blue Hills Ski Area 4001 Washington Street, Canton, MA 02021 Ragged Mountain 620 Ragged Mountain Road, Danbury, NH 03230
Cheerleading	ECE, Hingham 3 Pond Park Road, Hingham, MA 02043
Cross Country	Bare Cove Park Bare Cove Park Dr. and Fort Hill St., Hingham, MA 02043
Dance	Bridget's Dance Studio 104 Longwater Dr., Norwell, MA 02061
Golf	Rockland Golf Course 276 Plain Street, Rockland, MA 02370
Gymnastics	Massachusetts Gymnastics Center 4 Keith Way, Hingham, MA 02043
Ice Hockey	Mark Bavis Ice Arena (inside the Mass Sports Club) 180 VFW Drive, Rockland, MA 02370  Rockland Ice Rink 599 Summer Street, Rockland, MA 02370
Sailing	Hull Yacht Club 5 Fitzpatrick Way, Hull, MA 02045
Swimming & Diving	Randolph HS Pool 70 Memorial Pkwy, Randolph, MA 02368
Track (Indoor)	Reggie Lewis Center 1350 Tremont Street, Boston, MA 02120



## **WELCOME TO NOTRE DAME ACADEMY ATHLETICS!**

Notre Dame Academy provides a comprehensive athletics program for students in grades 7 through 12. Student participation in athletics is voluntary and the Academy strongly encourages all students to be involved—whether as an athlete, a team manager, or a fan. Our vision is to place emphasis on a Christ-like attitude above winning at any cost, while continually evaluating the athletics program in terms of the educational purpose of our institution.

This Athletics Handbook is a guide to the values and beliefs that are at the foundation of our athletics program, and the corresponding expectations that we place on our student-athletes, families, coaches and other members of the school community. Athletics presents many opportunities for meaningful and rewarding experiences. However, participation is both a privilege and a responsibility. Members of the NDA community should all read and be familiar with the contents of this handbook so that everyone knows and understands the expectations for successful participation in the Academy's athletics program.

## VALUES AND SPORTSMANSHIP

### Mission

Notre Dame Academy is a vibrant, Catholic, college-preparatory learning community, sponsored by the Sisters of Notre Dame de Namur. The Academy guides young women in their personal faith formation, challenges students to pursue academic excellence, and encourages social responsibility on behalf of global justice.

### Athletics Program Mission

Notre Dame Academy places emphasis on a Christ-like attitude above winning at any cost, while continually evaluating the athletics program in terms of the educational purpose of our institution.

### Athletics Program Values

Our athletics program is an integral part of the Academy's educational program. As such, it complements our fundamental goals as an educational institution. The athletics program is designed to promote a sense of unity, cooperation and social cohesion among the athletes and the Academy. Experiences in athletics are intended to foster leadership, discipline, commitment and a deep sense of responsibility to the Academy, its students and its community.

While the Academy takes great pride in winning, it does not condone winning at any cost. It discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times the athletics program should be conducted in such a way as to justify it as an educational activity. We expect student-athletes to compete on an advanced level and dedicate their effort towards the attainment of success, whether they win or lose. Winning is a natural goal, but not at the expense of healthy attitudes, a positive set of values, or a level headed perspective. Athletes should win with dignity and lose with grace.

Wider participation is cherished and balanced against the desire to win. The number of participants on any team is intended to promote effective learning and reasonable participation for all members of the team.

### Athletics Program Goal

At Notre Dame Academy, the goal of our athletics program is to make the student-athlete a more effective citizen in a democratic society. As such, our athletics program is designed to teach our student-athletes the following principals:

- 1. To work well with others.** In a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team, and its objectives, must be placed higher than personal desires.
- 2. To be successful.** Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. Learning to develop a desire to excel, striving to win with earnest dedication and accepting defeat are key lessons.

3. **To develop sportsmanship.** To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others, as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
4. **To improve.** Continual improvement is essential to good citizenship. As an athlete, one must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. **To enjoy athletics.** It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics and to give sufficiently of themselves in order to preserve and improve the program.
6. **To develop desirable personal health habits.** To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

### **Athletes' Code of Conduct**

Each Notre Dame Academy student-athlete must:

- Abide by the Notre Dame Academy Student/Parent Handbook, team rules set by the coach and the MIAA rules governing sports participation.
- Conduct herself in an exemplary manner at all times, both on and off the field of play.
- Refrain from making any display of unsportsmanlike conduct.
- Understand that physical or verbal confrontations with teammates, members of the opposing team, spectators or officials are unacceptable.
- Refrain from making any display of unsportsmanlike conduct.
- Understand that a violation of the Notre Dame Academy Code of Conduct is grounds for a game or team suspension or permanent expulsion from the program. Determination of such shall be made by the coach involved, the Director of Athletics, Dean of Student, or designee in accordance with the nature and degree of the infraction.

### **Sportsmanship**

Athletics enhances the overall educational experience and help to build well-rounded students and leaders. While the Academy recognizes the importance of competition in athletics, the Academy also places great emphasis on good sportsmanship. Integrity, fairness and respect—these are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results. Whether participating in or attending athletics events, all students are expected to represent the Academy in a manner that is respectful of others, both on and off the field of play.

Sportsmanship goals should include the following:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the game, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students and acknowledging them for striving to do their best while students seek to do their best at the same time;
- Looking at athletics participation as a potentially beneficial learning experience, whether a win or loss;

- Educating other students and fans to understand the rules of the game, and the value of sportsmanship; and
- Accepting the personal responsibility that comes with your actions in the athletics arena.

The Academy also encourages parents to act in a sportsman-like manner. As such, the Academy expects that parents will:

- Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game;
- Encourage students to perform their best, just as we would urge them on with their class-work, knowing that others will always turn in better or lesser performances;
- Participate in positive cheers and encourage our athletes, and discourage any cheer that would redirect that focus;
- Learn, understand and respect the rules of the game, the officials who administer them and their decisions;
- Respect the task our coaches face as teachers, and support them as they strive to educate our youth;
- Respect our opponents as students, and acknowledge them for striving to do their best; and
- Remember that we would all like to be victorious in every situation we face in life, but just like in athletics competition, sometimes we fall short.

Students, parents, teachers and coaches are all expected to refrain from:

- Use of profanity or displays of anger that draw attention away from the game.
- Booing or heckling an official's decisions, criticizing officials in any way or displaying temper with an official's call.
- Trash talking or yelling that antagonizes opponents.
- Using verbal abuse or intimidation tactics.
- Disrespectful or derogatory yells, chants, songs, gestures, signs, posters or banners.
- Any distracting activity such as yelling, waving arms or feet-stomping during an opponent's free-throw attempts or other solo efforts.
- Use of artificial noisemakers of any kind.

### **Parent-Coach Communications**

Athletics promotes the establishment of good communication between parents and coaches. It is assumed that parents and coaches will understand their respective roles in order to best support our student-athletes. In an effort to promote effective communication, the following guidelines should be followed:

*Parents may expect to learn from coaches information about:*

- The coach's and program's philosophy. □
- Individual and team expectations.
- Location and times of all practices and games.
- Team requirements (*i.e.*, practices, equipment, off-season conditioning).
- Procedures regarding injuries during practices/games.
- Discipline that may result in the denial of participation.

*Parents are expected to:*

- Express concerns directly to the coach.
- Notify coaches well in advance of any schedule conflicts.
- Support the program.
- Encourage students to strive for excellence.

***Appropriate concerns for parents to discuss with coaches include, but are not limited to:***

- Students' psychological or physical treatment.
- Ways to help students develop and improve.
- Concerns regarding students' behavior during athletics.

***Inappropriate concerns for parents to discuss with coaches include, but are not limited to:***

- The amount of playing time for students.
- Team strategies or play calls.
- Other student-athletes.

*A note on playtime:* Perhaps one of the most emotional parts of being a student-athlete centers around playing time. It is the coaches' responsibility to decide which athletes should start a contest, which should play what position, and how long an athlete should play. These decisions are often difficult to make, and parents and students are expected to respect the coaching staff's decisions.

***If a parent has a concern to discuss with a coach, the parent should:***

- Encourage the Student to exercise her voice and consult her coach directly.
- Call to set up an appointment with the coach. If the coach cannot be reached, call the Director of Athletics who will help to set up a meeting with the coach.
- Not confront a coach before, after, or during a practice or game.
- Not contact a coach at home.

***If, after meeting with a coach, a parent still has concerns, the parent should:***

- Call and set up an appointment with the Director of Athletics to discuss the situation.

While the administration wishes to remain receptive to parents' concerns and questions, the administration is not involved in the day-to-day workings of the Athletics Department. Accordingly, a referral to the Dean of Students, if necessary, will only be considered once all these avenues have been exhausted.

## **Athletics Awards**

The Academy awards eligible athletes the following honors:

- Participation Certificate – A certificate given to memorializing an athlete's participation in a specific sport.

- Varsity Letter – A chenille “NDA” patch, along with the designated sport pin, is given to an athlete upon recommendation of a varsity coach.
- Varsity Bar – A varsity bar is awarded upon an athlete’s accumulation of the second varsity and future letters in a specific sport.
- Senior Career Plaque – A Senior Career plaque is awarded to any senior athlete who has completed a minimum of 3 seasons, including the season during senior year, in the same sport.

*Eligibility for Athletics Award*

All awards are contingent upon a minimum attendance of 80% for the entire season, including practices and competitions, and the fulfillment of all team responsibilities including returning, in good condition, issued equipment and uniforms. Awards are subject to exceptions, at the discretion of the Athletics Department, for reasons including, but not limited to:

- Attitude, sportsmanship;
- Misconduct or discipline; or
- Excused absence (due to serious injury, etc.).

In addition, the Academy may revoke any awards or honors based on the individual’s conduct.

**Team Captains**

Captains are role models for the NDA community and are expected to exhibit leadership, sportsmanship, initiative, and conformity to athletics rules and league regulations. Captains also serve as a liaison between the team and the coaching staff and Director of Athletics.

Failure to fulfill these expectations may result in the athlete’s dismissal from the position. A captain may also lose her position if suspended or subject to disciplinary action.

## GENERAL ATHLETICS POLICIES

### Eligibility

#### *Physical and Medical Form*

Students are required to have on file a current medical form completed and signed by a medical doctor stating that the Student is physically fit to participate in athletics. The physical examination must have been completed within thirteen months prior to participation. If, during a season of participation, the date of the physical on file goes beyond the thirteen month date a Student immediately becomes ineligible and may not continue to participate in sports until the new physical has been completed and a current form is on file with the School Nurse. We recommend that annual physicals be scheduled during June and July.

#### *Authorization and Acknowledgment Forms*

Students are required to have on file a signed Risk, Policies, Permission ,and Concussion Disclosure and (“RPPC”) form for each season and the signed Student-Athlete and Parent Authorization.

These forms are available online through the parent portal on the Academy’s website. No student will be allowed to participate until these forms are on file.

#### *Concussion Education*

The Academy requires students and their parents (as well as coaches, the Director of Athletics and the School Nurse) to complete a concussion education program yearly prior to participation/involvement in any sports. The goal is to educate our community about head injury symptoms and the consequences of head injuries and concussions.

The National Federation of High School Coaches sponsors a free online course for this required annual review, which can be accessed online at <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>. This approximately 20-minute course is free, following login, and provides a certificate upon completion. Please contact the Athletics Department or School Nurse with questions.

In addition, student-athletes and their parents/guardians must inform the Academy about prior head injuries at the beginning of the season, which must be disclosed on the RPPC form, as well as any head injuries that occur during that season. More information about the Academy’s concussion policy is available in the Medical Emergency section of this Athletics Handbook.

#### *Attendance*

If a student misses more than two periods on days one through six, or one period on days seven and eight, she may not participate in athletics.

A parent may request in writing to the Dean of Students an exception to this attendance policy for the student prior to the practice or game, which may be granted in extenuating circumstances. An athlete excused from physical education class due to injury/illness or lack of preparation may likewise be considered ineligible to participate in a practice or a game on the same day.

## *Academic Eligibility*

Notre Dame Academy values the spiritual, academic and personal development of all students. It is expected that all student-athletes prioritize academic performance. Therefore, grades will be reviewed prior to the start of each athletic season. If a student has two or more cumulative course grades at 65% or below at the start of the athletic season, the student will not be eligible to participate in that athletic season.

## **Athletics Seasons**

The Academy's athletics program covers three seasons of sports—fall, winter and spring. Students have the opportunity to participate in athletics during all three seasons, but may only participate in one sport each of the three seasons. The athletics seasons are as follows, with each season ending upon the completion of the particular sport's schedule or tournament play:

- The first day of practice for the *fall season* typically begins, at the latest, on the Monday before Labor Day.
- The first day of practice for the *winter season* typically begins on the Monday after Thanksgiving.
- The first day of practice for the *spring season* typically begins on the third Monday in March.

## **Competition Levels**

Several sports are conducted at four levels of competition: Varsity, Junior Varsity, Freshman and Middle School. During the season, a student-athlete may be moved to a higher or lower level, at the Academy's discretion.

## **Team Selections**

Students are generally required to “try-out” for the particular sport. The process can be competitive and, unfortunately, not everyone who tries out will necessarily be selected to join the team.

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletics program, we encourage coaches to keep as many students as they can while maintaining the integrity of the sport. Time, space, facilities, equipment, personal preference and other factors place limitations on the most effective squad size for any particular sport. Team selections are generally complete within one full week of tryouts. During the tryout period, the coach provides an explanation of qualifications and expectations for team participants. It is the student's responsibility to demonstrate to the coach that she can meet these standards.

During team selections, a student may leave one team's tryout for another, but must first obtain permission from the coaches of both teams. Once rosters are chosen, if a student wishes to discuss her evaluation with her coach, that student should make an appointment with the head coach directly immediately following team selections or as soon as possible thereafter. If the head coach is not available at the time, the student may contact the Director of Athletics to assist in setting up an appointment between the head coach and the student.

## **Participation Fees**

The cost for particular sports changes over time, and NDA's participation fees are reflective of that and are posted year to year. Payment of all fees is *due upon team selection, prior to uniform distributions*. This obligation must be fulfilled for continued eligibility. Credit card or checks (payable to Notre Dame Academy with the student's



name and sport in the lower left hand corner) are the preferred form of payment. Any questions, concerns or accommodations regarding payment may be directed to the NDA business office, 781-749-5930, ext. 2236.

### **Attendance Commitment and Expectations**

Just as students are expected to prepare and appear on time for all academic appointments, so are they expected to be present for their commitments beyond the classroom. The Academy expects that, unless absent for a medical reason or other valid excuse, students will attend and actively participate in all athletic activities to the best of their ability. An athlete should always consult her coach before missing a practice, game or team-related activity. A coach may suspend a team member from a contest for an unexcused absence.

#### *Daily/Weekend Commitments*

Normally, practices will consist of an average of two hours of team activity per day, Monday through Friday. The preparation times before and after practices or games will often bring the usual time commitment to three hours. By joining the team, student-athletes are expected to make this five-day, two to three hour commitment to the team each week. Students may expect most practices and games to occur during the week. Sunday events are rarely entertained and practices restricted in deference to the Sabbath and family activities. At the sub-varsity level, most teams do not play or practice on weekends; however, some games may occur on weekends, and students are expected to attend those games. At the varsity level, weekend and/or evening games are more commonplace, and participants should expect regular involvement during these times.

Because many of our teams share facilities, practices and game hours may vary considerably. Contact the coach or the athletics office for more specific information concerning practice and game times.

#### *Vacations and Extended Absences*

Scheduling may require that many of our teams practice and play during school scheduled vacations. Vacations or extended absences that result in a student-athlete missing athletics commitments during a sport season are discouraged. Athletes wishing to do so may wish to reassess their decision to participate on a team. In the event an absence due to a vacation (or school trip) is unavoidable, an athlete is expected to:

- Contact the head coach prior to the vacation, with a note from her parent(s).
- Practice one day for each practice or contest day missed prior to resuming competition. (Contest day will count as a practice.)
- Be willing to assume the consequences related to her status on that squad (*e.g.*, starter, 2nd string, 3rd string, etc.).

### **Conflicts in Co-Curricular Activities**

The Athletics Department recognizes that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid frequent conflicts. This may mean students have to be cautious about participating in too many activities when such commitments are bound to cause conflicts.

### **Early Release from Class for Athletics**

In some situations, students may need to leave class early for an athletic-related activity. Early release from class is a privilege and is *not* to be taken for granted. Students must notify and request permission from their teacher at least a day in advance to be excused from a class for an early release. A teacher may deny a student's request for an early release. If granted, students are expected to make up all missed work and coordinate this with the respective teacher. Assignments must be passed into the teacher prior to the student being dismissed. Students should leave school grounds via the gym locker room entrance, and not through the cafeteria.

### **Dropping or Transferring Sports**

Quitting is an intolerable habit to acquire and the Academy strongly discourages students from doing so midseason. Students who quit may lose the privilege of participation in athletic activities and the Academy may revoke a previously acquired captain's status in another sport season. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. In these special situations, the student must:

- Consult with her immediate coach and then the head coach.
- Report her situation to the Director of Athletics.
- Check in all equipment issued to her.

A student may not request to change from one sport to another once the first game of either sport has been played. If a student has been suspended or dismissed from a team, she may not transfer to another team during that same season.

### **Equipment/Uniforms**

All athletes must take good care of school equipment and facilities and must report any damage and/or abuse of such to their coach or to the Director of Athletics. Athletes are financially responsible for the care and return of issued equipment and uniforms, including any lost, stolen, or damaged equipment or uniforms.

Parents will be notified of any specific sports equipment (skates, helmet, etc.) students will need for the various sports..

If requested by a Varsity coach or captain, a Varsity team may opt to wear their team uniform, in lieu of the school uniform to class, to highlight and promote attendance at an upcoming game. Requests are to be made to the Director of Athletics or Dean of Students prior to noon on the day before the date selected to be considered. A team will be granted a maximum of one date per season at the discretion of the administration. In these situations, only game uniform/team warm-up apparel is permitted.

### **Team Purchases**

Please note that all team apparel purchases intended for wear at any athletics event, including practice, games or other activities *must* be approved by the Director of Athletics prior to purchase. Failure to do so may result in a misrepresentation of NDA athletics and be banned from school associated use.

### **Transportation**

Transportation arrangements are scheduled by the Athletics Dept in consultation with our Head Coaches. When provided, our athletes are expected to travel to and from out-of-town athletics contests in transportation provided by the Athletics Department. In extenuating situations, the parents may request permission to make other

arrangements. If the athlete is expected to drive herself, parents must make a written request to the Director of Athletics. Such requests are not routinely authorized as a matter of convenience for parents; extenuating circumstances must be present. If parents wish to take the student directly from an away site to return home, direct, verbal communication from the parents to the coach is expected.

The Academy expects that students will follow all regular bus rules while traveling to and from athletic activities. Athletes who miss the bus may not be allowed to participate in the contest absent extenuating circumstances.

## **Parking**

We ask for the cooperation of students, parents and spectators with the following parking restrictions on campus.

- No parking in the lower lots closest to the track and soccer fields. These lots are for drop off and pick up. Parking in these lots is only permitted for the maintenance staff, school personnel, and cafeteria and athletics staff. Emergency vehicles' access to these areas must be maintained at all times.
- Parking is prohibited along the fire lane/access drive above and alongside the field hockey and softball fields. Athletes, parents and spectators are requested to use either of the adjacent lots.

## **Hazing**

In accordance with Massachusetts law, the Academy prohibits students from engaging in misconduct, including hazing of any kind. Hazing means subjecting another student to a physical or mental health injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletics team, fraternity or sorority, or other similar group. Please refer to the Student/Parent Handbook for a more thorough description of the Academy's policies regarding hazing and Appendix A for a more detailed review of Massachusetts law defining and prohibiting hazing.

### **Hazing, Definition, Penalty – Mass Law Chapter 269 Section 17**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term *hazing* as used in this section and in sections eighteen and nineteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c.536; amended by St. 1987, c.665.

### **Duty to Report Hazing – Chapter 269, Section 18**

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

## **Reporting Behavior/Concerns**

In most circumstances, the most effective way to address an athletics-related issue is to make an appointment to speak directly to the coach. Since it is often inappropriate and counterproductive to do this after a game or during practice, a convenient time should be set to speak with everyone involved. As a reminder that if the issue involves playing time, this is a topic the player and coach resolve. An appointment can be made with the Director of Athletics after speaking with the coach. If any concerns remain unresolved after these steps, please contact the President.

Consistent with the Academy's policies prohibiting harassment, sexual harassment, bullying, intimidation and hazing, the Academy encourages anyone with concerns regarding such behaviors to contact a coach, the Director of Athletics, Assistant Principal or President directly. Please refer to the Student/Parent Handbook for a more thorough description of the Academy's policies regarding these behaviors.

## **Locker Room Policies**

Access to the building for after school athletes is limited to only those specific areas where supervision is provided (*i.e.*, locker room, gymnasium, weight room and field). Restrooms within these areas are accessible.

In addition, students should follow these guidelines at all times:

- Roughhousing and throwing powder or other objects is not allowed in the locker room.
- Hazing is not allowed.
- No glass containers are permitted in the locker room.
- All spiked or cleated shoes must be cleaned or taken off outside the locker room in extreme or muddy weather conditions. *No cleats are ever allowed in any other part of the school building.*
- Exemplary behavior and language is expected from all student-athletes.

All personal belongings should be locked up in a team room or locker while the student is out practicing. The Academy is not responsible for any lost, stolen or damaged personal belongings.

## **Weight Room Policies**

Supervised access to the weight room is a privilege offered to student-athletes. At no time may athletes use the weight room without appropriate supervision. Weight room rules are as follows.

1. Food, backpacks and sport equipment bags are not allowed.
2. Room capacity is limited.
3. Use of the aerobic machines (bikes, step masters) is limited to 20 minutes when busy.
4. Wipe down each machine and piece of equipment after use.

## **Training Room Policies**

Athletes are not to be in the training room unless they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be supervised or authorized by qualified personnel.

## **Valuables During Games And Practices**

Personal possessions are the responsibility of the individual athletes, not the Academy. When something is missing, it should be reported immediately to the Director of Athletics or the coach. The locker room area cannot be monitored at all times, so great care should be taken to protect the valuables left there.

### **Disciplinary Actions**

All athletes should understand that as students of Notre Dame Academy, they represent the Academy both on and off the field of play and on and off campus. Their conduct at athletics events, including events hosted by other schools, is a reflection on the rest of the Notre Dame Academy community. Behavioral infractions occurring in connection with athletics events will be dealt with in the same way as other inappropriate behavior, with disciplinary action taken when appropriate.

A student-athlete with a school disciplinary obligation is required to fulfill that obligation before reporting to an athletics practice or game, and must communicate this conflict to her coach beforehand. Any student suspended from school for any reason, whether it be in-school or out-of-school, will not be allowed to participate in any athletics activity for the duration of the suspension.

## STATE ASSOCIATION POLICIES

### The Massachusetts Interscholastic Athletic Association

The Massachusetts Interscholastic Athletic Association (MIAA) is a private, non-profit educational association organized by member schools to govern, coordinate and promote education based programs for high school students. All schools are voluntary members of the MIAA and compete only with member schools.

Rules and regulations of the Association are published regularly in the MIAA's "Blue Book," available to coaches, students and parents through the Athletics Department and online at [www.miaa.net](http://www.miaa.net). The state association strives to enforce rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner. It is every coach's responsibility to know and communicate the rules of the association to all involved in the athletic process. Rules such as the chemical health and bona fide team member rules are important examples of association guidelines to which each member school must adhere. Parents are expected to support compliance with the state association rules and provide the appropriate guidance to students on potential rule violations. And, when violations occur, parents are encouraged to report them. Life lessons are being taught, modeled and learned. Winning at all costs should not be our motivation, but rather doing the right thing.

### Out of Season Sports Activity (See MIAA Rules 40 and 41)

*A coach may not directly or indirectly require an athlete to participate in a sport or a training program outside of the MIAA defined sport season. A coach is defined as any paid or volunteer member of the athletic staff.*

The spirit of MIAA out-of-season rules 40 and 41 is probably more important than the letter. These standards exist to ensure fairness. It is unfair to student-athletes in competing schools to have the opposition prepare, outside of the rules, prior to the start of each MIAA defined high school season. It also is unfair to influence or require student-athletes to participate in an out-of-season preparation program, because that deprives them and their parents from making choices about the use of their off season time. Student-athletes are free to do whatever they choose to do during their-off-season period. Their activity should not be influenced or supported by a coach or the Academy. School uniforms and school names are not to be associated with out-of-season activity.

### Loyalty to the High School Team: Bona Fide Team Members (MIAA Rule 45)

*A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs. **Saturday and Sunday practices ONLY maybe excluded from this rule and no waiver is required.***

*First Offense: Student-athlete is suspended for 25% of the season (see chart on Rule 62). Second Offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 98 for additional tournament restriction and Rule 88 for waiver guidelines.*

*A student-athlete must be a Team Member for 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition (team member: any student-athlete who attends practices or games of his/her sports teams –e.g. Freshman basketball player moved to JV and then Varsiiy). If ineligible, cannot be in uniform. Attendance at event to be determined by High School Principal.*

### **Only One School Sport Per Season is Permitted (MIAA Rule 46)**

*A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (Fall, Winter, or Spring), including tournaments and/or championships in that season. For the purposes of this rule only, a student-athlete officially becomes a member of her team for the sport season on the date of that school's first regular season contest in that sport.*

### **Amateurism (See MIAA Rule 47)**

The amateur rule precludes a student-athlete from accepting anything of intrinsic value, resulting in any way from her athletics ability or success. Student-athletes cannot receive gift certificates, golf balls, sneakers, skis, warm-up suits, and etc. without violating the amateur rule. Because such violations generally occur off campus and outside the supervision of school people, it is important that athletes and their parents understand the strict limitations of this rule. Violation of this rule renders the athlete ineligible for participation in interscholastic athletics for one full year.

### **Sportsmanship: Taunting (Excerpts from MIAA Rule 48)**

*Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal characteristics.*

*Officials are to consider taunting a flagrant unsportsmanlike offense that disqualifies the offending bench personnel or contestant from that contest/day of competition.*

*At all MIAA contest sites and tournament venues, contest management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators should be ejected.*

Student-athletes may not engage in any type of communications (whether orally or electronically) with other athletes or fans that provoke violence or that could be construed as taunting or harassment.

### **Sportsmanship: Hazing (MIAA Rule 49.2)**

*In addition to violating Massachusetts General Laws, hazing is a flagrant example of a lack of respect for both self and others.*

### **Chemical Health/Alcohol/Drugs/Tobacco (Excerpt from MIAA Rule 62)**

*From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAPE pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a*

*violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her doctor.*

*This MIAA standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard.*

*If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.*

Penalties for violating this are described in the MIAA Handbook.

### **College Athletics – Playing At The Next Level**

While athletics at Notre Dame Academy serve as a great venue to reinforce key values and learn life lessons, some of our athletes will have the ability and desire to pursue participation in athletics at the college level

In conjunction with our College Counseling Office, our Varsity head coaches provide guidance and serve as a resource by being prepared to:

- Have an open and honest dialogue to help determine programs that may fit the student's athletics and academic needs.
- Consult with our College Counseling Office.
- Consult with college coaches as appropriate (after the student has made initial contact).
- Advise the student-athlete with regard to the appropriate manner in which to interact with college coaches.
- Help the student-athlete navigate the specific manner in which her sport operates (*i.e.*, how to be seen).

Please know that first and foremost, the individual player/family should be proactive in the college recruiting process. Those who know they are interested in pursuing college athletics should begin mapping out their process at least before the start of their junior year in high school. Students should not assume that college coaches will contact them. It is the student's responsibility to make initial contact with the school(s). The process can be lengthy and involved and often demands constant diligence. If contacted by a college recruiter, students should inform their coach and the athletics department as soon as possible.

Students who anticipate participating in intercollegiate athletics must register with the NCAA clearinghouse. This can be initiated in the junior year of high school, but must be completed prior to enrollment or consideration for college athletics. College recruitment and NCAA standards are available in the guidance office as well as the school library.

### **DRUG/ALCOHOL POLICY**

Using, possessing, selling or being under the influence of harmful or illegal substances, including controlled substances, alcohol, tobacco products, electronic cigarettes, chemicals (such as glues or paint thinners) used other than for their intended purposes and prescription medications other than in accordance with a valid prescription,



can be devastating for an individual and a community, especially adolescents. Therefore, if it is determined that a student has engaged in such activity, either on or off campus, during the school day, on nights, weekends, vacations or otherwise while the student-athlete is enrolled at the Academy, then the Academy may take disciplinary action, including, but not limited to, suspending a student from participation in athletics, and/or requiring that a student seek appropriate counseling.

Misuse or unauthorized possession of medicine, especially prescription drugs, is considered tantamount to using drugs, alcohol, or tobacco. Students and their parents are reminded to follow proper procedures with regard to medicine and prescription drugs, as outlined in the Student/Parent Handbook.

In addition, athletes should review MIAA's Rule 62, *Chemical Health/Alcohol/Drugs/Tobacco*, which is discussed in the State Association Guidelines section of this Athletics Handbook and available online at [www.miaa.net](http://www.miaa.net).

## MEDICAL EMERGENCIES

In circumstances necessitating immediate medical attention, an ambulance will be called to transport a student to the nearest hospital emergency room. Parents will be notified as promptly as possible should this occur. Parents are required to cover the costs of ambulance transportation and emergency treatment. Therefore, parents may wish to consider securing insurance coverage for the costs of such emergency transportation and treatment.

All injuries should be reported to the appropriate coaches and Athletics Trainer. Sports-related injuries may be assessed by the Academy's training staff. Athletes treated by a physician must obtain the doctor's orders prior to return to the activity, and disclose any treatment concerns to the coach and Athletics Trainer.

### Automated External Defibrillators

Automated External Defibrillators (AEDs) are portable devices used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest.

The Academy has installed **four AEDs** around the campus. Each of these units has a set of pads for adults and a set for children (under 55 lbs., 0-8 years old). The first is located in the front office reception area cabinet. **The second and third are portable units located in the trainer's office and when necessary it is taken to satellite locations. The fourth is located in an area cabinet in the Donna Brickley Wellness Center.** Academy coaches are required to maintain AED and CPR certifications.

The Academy recognizes that anyone involved in the use of an AED in an emergency, even as a bystander, might have important information to communicate to medical professionals, or may otherwise need to debrief about the experience. The Academy therefore encourages anyone with relevant information, or with a need to discuss what they observed, to contact the School Nurse once the emergency is resolved.

### Emergency Epi-Pens

Epinephrine may be administered to students only in accordance with an individualized Medication Administration Plan satisfying applicable requirements and updated every year. Such requirements include the following:

- (a) a diagnosis by a physician that the student is at risk of a life-threatening allergic reaction and a medication order containing proper dosage and indications for administration of epinephrine;
- (b) written authorization by a parent or legal guardian; and
- (c) home and emergency telephone numbers for the parent(s) or legal guardian(s), as well as the names(s) and phone number(s) of any other person(s) to be notified if the parent(s) or legal guardian(s) are unavailable.

### Head Injury/Concussion Policy

A "concussion" is a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. A concussion can occur with or without a loss of consciousness, and proper management is essential to the safety and long-term future of the injured individual. A

“head injury” is a direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury.

When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete is expected to be promptly removed from practice or competition and evaluated by the Athletics Trainer and/or the student’s healthcare provider. It is recommended the student be evaluated by a health care specialist with experience in the evaluation and management of concussion.

### *ImPACT*

The Academy has implemented an innovative program for our student-athletes. This program will assist our team physician and certified Athletics Trainers in evaluating and treating head injuries (*e.g.*, concussion). In order to help manage concussions sustained by our athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam used in many professional, collegiate, and high school sports programs across the country to diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is given to athletes before beginning contact sport practice or competition.

If a concussion is suspected, the athlete will generally be required to re-take the test. Both the preseason and postinjury test data is given to the family or treating physician, to help evaluate the injury. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete.

We wish to stress that the ImPACT testing procedures are non-invasive, and they generally pose no risks to student-athletes. This program provides us with some of the best available information for managing concussions. The Academy’s administration, coaching, and athletics training staff are striving to keep students’ health and safety at the forefront of the student athletics experience.

Please go to [www.impacttest.com](http://www.impacttest.com) for further information or feel free to contact the Athletics Department for more information.

### *Post-Concussion – Return To Play*

The athlete must meet all of the following criteria in order to progress to activity:

- Symptom-free at rest and with exertion (including mental exertion in school).
- Within normal range of baseline on post-concussion ImPACT testing.
- Have written clearance from the appropriate health care provider.
- Once the above criteria are met, the athlete will be progressed back to full activity following a stepwise process that includes:
  - Light aerobic exercise (stationary bike, swimming, etc. at <70% PMHR (predicted maximum heart rate)).
  - Sport-specific training (running, throwing, catching, body weight exercises).
  - Non-contact training drills; weight lifting (full non-contact practice).
  - Full-contact practice (controlled contact drills).
  - Game play (no activity restrictions).

## **Certified Athletics Trainer**

Students are encouraged to prepare properly for participation in the athletics program at all levels.

### *Athletics Trainer*

The Athletics Trainer is responsible for providing services to the best of her ability in order to maintain the athlete's ability to compete at the highest level. Our Athletics Trainer's primary objective is to establish an athletics program in which communication among athletes, parents, coaches and attending physicians is clear and directed towards the best interests of the student. The Athletics Training Room is a facility where athletes may receive treatment, care, preventive assistance and rehabilitation.

### *Hours*

The Athletics Training Room is staffed on school days prior to team departures and events until all home practices/games are initiated or completed. Please contact the athletics training office with any questions or concerns.

## **Notification of Injury Form**

It is the athlete's responsibility to report to the Athletics Trainer and coach all injuries and illnesses as soon as possible. When a student-athlete is injured, she will be evaluated by the Athletics Trainer. A parent or guardian will be notified as soon as possible when:

- The student's injury requires further evaluation and care by her pediatrician or when an emergency room visit would be more appropriate.
- The student's injury requires further evaluation and care by a specialist recommended by the Athletics Trainer.
- The student requires transportation by ambulance to an emergency room.

If the injury is not reported to the Athletics Trainer, and a physician is consulted, a note from the physician is required for return to participation. If the student has the need to see a physician due to an athletics injury, the Academy is able to work with the Student's physician. In some circumstances, the Academy will require the completion of an appropriate release form authorizing the sharing and receiving of student health information with any outside medical provider.

Decisions regarding the availability of an athlete for practice or game competition require the cooperative efforts of the athlete, coach, Athletics Trainer, physician, parents, and Director of Athletics. Decisions will be made based on sound medical judgment with the outcome being good athletics health care for the athlete.

The athletic trainer for Notre Dame Academy will have the final say in reference to an injury and an athlete's ability to return to activity. Any long-term rehabilitation needs to be conducted outside of the Academy. Other athletics therapy services for sports-related injuries will be provided on-site if feasible pending the Athletics Trainer's time constraints. Otherwise, athletes should plan on utilizing outside formal physical therapy services for care.

## **Return To Athletics After Injury**

If a student is out for a medical reason, a return to sports must be approved by the Academy's Athletic Trainer in consultation with the Academy's nurse when appropriate.

### **THUNDER/LIGHTNING POLICY**

Thunder or lightning necessitates that all outdoor practices and competitions be suspended. A plan for shelter shall be in place prior to the start of practices or competitions.

- Depending on the storm's duration, athletics activity will either resume or be cancelled.

A lightning strike is a very serious, life-threatening injury. A person suffering from a lightning strike may need immediate first aid and/or CPR. The victim does NOT carry an electrical charge, and there is generally no danger to someone touching the victim while tending to them.