

**Maine Central Institute Athletic Handbook  
2023-2024**



## Table of Contents

Purpose of the MCI Athletics Program	3
Letter from the Director of Athletics & Activities	3
Eligibility to Participate in the MCI Athletics Program	
Athletic Agreement Form	4
Physical Exam	4
Medical Emergency Information and Health Insurance	4
Academic Eligibility	5
Attendance Eligibility	6
Other Eligibility Requirements	6
Home-schooled Athletes	6
Standards of Conduct	
Citizenship	7
Dress Code	7
Team Travel	7
MCI Drug and Alcohol Policy	7-8
Participation Policies	
Dual Sport Participation	8
Vacation Practice Policy	9
MPA Bona Fide Team Rule	9
Injuries and Treatment	
Certified Athletic Trainer	9
Injury and Prevention	10
Lines of Communication	10
Equipment Policies and Procedures	10-11
Awards	11
MCI Athletic Offerings	11
MCI Athletics Student-Athlete Checklist	12

## **Purpose of the MCI Athletics program**

The athletics program at Maine Central Institute is intended to be an extension of the classroom. MCI Athletics supplement the school's academic programming and provide student-athletes with important life skills and memorable experiences, as well as fostering health and well-being. Within this framework, it is important to keep in mind that participation in athletics is a privilege and should be treated as such. Below are some of the skills the MCI athletics program strives to foster in our student-athletes:

1. Time Management and Responsibility
2. Teamwork and Work Ethic
3. Sportsmanship and Character
4. Health and Physical Fitness
5. Pride, Loyalty, and Self-confidence

## **Letter from the Director of Athletics & Activities**

Thank you for participating in the MCI Athletics program. It is my hope that you will have a great experience, gain the life skills mentioned above, and make some lasting memories with your teammates and coaches.

As the Director of Athletics & Activities at MCI I look forward to working with the entire MCI community to give all of our students the best experience possible.

By reading this document, you and your child should have a clear understanding of the expectations and requirements to participate in athletics at Maine Central Institute, remembering that participation in athletics is a privilege. By working together, understanding our responsibilities and expectations, and openly communicating we can all show our Husky Pride and #ringthebell.

Should you have questions about this document or other athletic and activity related questions, please contact me via email ([jallen@mci-school.org](mailto:jallen@mci-school.org)) or phone (207) 487-3355 ext. 167. Go Huskies!



Jason Allen, Director of Athletics & Activities

## **Eligibility to Participate in the MCI Athletics program**

### **Athletic Agreement Form**

It is the responsibility of MCI student-athletes to know, understand, and follow the rules and policies set forth in this handbook and those set by their respective coaches.

Please take time to thoroughly read the Maine Central Institute Athletic Handbook to ensure each of you clearly understand the requirements for participation in the athletic program at MCI.

We ask MCI student-athletes and their parents/guardians to read this handbook and complete the Athletic Agreement Form in Magnus Health before the start of the athletic season.

Note: this form only needs to be turned in once per school year not before each athletic season.

### **Physical Exam**

Student-athletes are required to get a complete physical examination every two (2) years, typically at the start of 9th and 11th grade, in order to participate in the athletic program. Additionally, a new student or a student having had a recent serious injury or illness will need a physical examination. Student-athletes must upload a copy of a physical exam in Magnus Health clearing them for athletic participation before the start of the season.

### **Medical Emergency Information and Health Insurance**

Student-athletes are required to have health insurance in order to participate in the athletic program at MCI. If a student-athlete does not have health insurance please contact the Director of Athletics & Activities for information on a student accident insurance plan that can be purchased. Insurance policy information will be submitted in Magnus Health under the Vital Health Records section.

Additionally, parents/guardians must also complete the Vital Health Records on Magnus Health which will provide important medical information about the student-athlete and be used by Maine Central Institute and its officials in case of an emergency. This form must be completed before the start of the athletic season.

Note: this form only needs to be turned in once per school year not before each athletic season.

## **Academic Eligibility**

MCI recognizes and abides by all Maine Principals' Association (MPA) eligibility rules and adds the following academic requirements. This policy applies to all interscholastic athletic offerings, instrumental jazz, vocal jazz, jazz combo, and drama groups.

To be eligible to participate in extracurricular activities, a student enrolled at MCI must meet the following standard: be taking a minimum of six (6) academic courses and have achieved a minimum passing grade of sixty (60) in all courses at each grade check.

Note: grade checks occur at the mid- and end of each quarter.

If a student is declared academically ineligible for failing to meet the above standard the following procedure will be followed:

1. An ineligible student will meet with the Director of Athletics & Activities to discuss the situation and create a plan of action to get back on track academically.
2. A student must remain ineligible for a period of not less than two (2) weeks from the date of the issuance of grades. An ineligible student will be allowed to practice (on campus) but not compete or travel with the group/team during the two (2) week period.
3. After the two (2) week period, a grade check will be conducted to determine eligibility status.
4. A student who is ineligible because of an incomplete grade(s) will remain ineligible until the work has been made up and a passing grade has been officially recorded with the registrar and Director of Athletics & Activities.
5. A student who is declared ineligible a second time during the same extracurricular season will be ineligible for the remainder of that activity period.
6. A student who loses eligibility because of failures in the final quarter of a school year may still participate in extracurricular activities during the following fall season under probationary status until the mid-quarter grade check. If, at that time, the student meets the standard the probationary status is removed. If the student has not met the standard at the mid-quarter grade check, they will become ineligible for the remainder of the first quarter. Note: an approved summer school course(s) may be used to restore eligibility lost during the final quarter.

Student-athletes must realize that you are a student first and plan your time accordingly. This is your responsibility. Do not expect special privileges because you are on an athletic team, establish academic goals for yourself and try to attain them.

### **Attendance Eligibility**

Attendance at school is mandatory for any student wishing to participate in extracurricular activities at MCI.

Any student absent (excused or unexcused) for any portion of a school day shall not attend or participate in any extracurricular event, rehearsal, or practice taking place that same school day. Excused absences, upon consideration of the nature of the absence, will be handled on a case by case basis to determine participation. A student wishing to receive consideration should see the Director of Athletics & Activities and/or the Director of Student Affairs on the day of the absence.

A student must also be in school all day the day following an extracurricular activity; if not the student must meet with the Director of Athletics & Activities to determine eligibility for the next extracurricular event.

### **Other Eligibility Requirements**

All MCI student-athletes must return team issued equipment (including uniforms) at the conclusion of each season. These returns should be made to the coaches. Failure to do so will result in the student-athlete being ineligible to participate in the athletics program at MCI until the equipment is returned and/or paid for.

All MCI school issued items (i.e. iPad, charger, books) must be returned at the conclusion of the school year. All account balances with the school must also be settled at the conclusion of the school year. Failure to do so will result in the student-athlete being ineligible to participate in the athletics program at MCI until the issue is resolved.

Any questions or needs regarding these issues should be directed to the Director of Athletics & Activities.

### **Home-schooled Athletes**

Home-schooled students who wish to participate in extracurricular activities at MCI must complete the following steps before being granted permission to participate:

1. Submit a request in writing to the Head of School at least thirty (30) days prior to the beginning of the school year. Note: the deadline for the 2023-2024 school year is August 6th.
2. The Head of School must approve the student's Homeschool Educational Plan.
3. Submit proof of residency in one of the towns served by Maine Central Institute.
4. Agree to abide by all other policies and regulations governing extracurricular participation at MCI. The policies and regulations include (but are not limited to) academic eligibility, required paperwork, and standards of conduct.

## **Standards of Conduct**

### **Citizenship**

All participants in the MCI Athletics program should understand that as a member of any athletic or extracurricular group, the student-athlete is representing the school, their parents, friends, relatives and coaches, the community, and themselves. The actions of the student-athlete should reflect this at all times, on and off the field/court. The following are guiding principles for citizenship:

1. Attitude is infectious. Be positive.
2. Sportsmanship and the attitude of winning within the spirit of the rules are expected of all student-athletes.
3. Appropriate behavior is expected of all student-athletes.
4. The use of inappropriate language and gestures will not be tolerated. Think twice before you speak and act out. You are responsible for your actions.

Offenses will be dealt with on a case by case basis by the Director of Athletics & Activities and coaches.

### **Dress Code**

All participants in the extracurricular program are expected to follow the dress code as designated by their coach. We want to have a reputation of being ladies and gentlemen, remember that you are representing more than just yourself. Athletes are expected to dress neatly while representing the school. On days of competition, please show your pride and respect for your team by dressing appropriately at school.

### **Team Travel**

All participants must travel to and from all events with the coach and team in transportation provided by MCI. Any requests for alternate travel must be made and approved by the Director of Athletics & Activities in writing prior to leaving MCI. Students will never be allowed to leave a competition of any kind with anyone other than their immediate parents/guardians. This policy is intended for liability purposes.

Students should report at the scheduled times for dismissal and departure. These are set to maximize both the needs of the academic and athletic programs.

### **MCI Drug and Alcohol Policy**

MCI is a drug and alcohol free campus. MCI reserves the right to search a student, their possessions, locker and vehicle at any time based on reasonable suspicion. Any student who, while school is in session or at any school-sponsored event/function, is under the influence of ingested, used, or in possession of drugs, alcohol, unauthorized prescription drugs, or drug paraphernalia will face harsh and immediate consequences. A student in residence at MCI is prohibited from using drugs or alcohol at any time.

All MCI students participating in athletics are covered twenty-four (24) hours a day while in season. MCI reserves the right to test a student for illegal substances. Tobacco and any electronic delivery system (i.e. vaping) are considered a drug under this policy.

Violations of the MCI Drug and Alcohol Policy will result in the following (these are the athletic consequences for violation of the policy and do not include any consequences incurred as a result of an MCI Disciplinary Hearing for the same offense):

1. First Violation: a ten (10) day suspension from the activity (no practice, no competitions)
2. Second Violation: A second violation during the same school year will result in suspension of athletic privileges for the remainder of the school year.
3. Subsequent Violations: Consequences for MCI student-athletes with two (2) or more drug and alcohol policy violations during their time at MCI will be handled through the Disciplinary Hearing Process.

Involvement with the Law: When an MCI student-athlete is involved with the police due to illegal use or illegal involvement with alcohol or illicit drugs, the MCI Drug and Alcohol Policy will apply. When an athlete is involved with the police in any other way, MCI will determine athletic eligibility. The athletic department policy and the school policy are the same regarding involvement with the Law.

## **Participation Policies**

### **Dual Sport Participation**

Student-athletes who desire to participate in two (2) sports within a single athletic season (fall, winter, or spring) are eligible to do so if the following requirements are met:

1. The student-athlete has an overall grade point average of ninety (90) or better.
2. The student-athlete is a 10th, 11th or 12th grader at MCI. Note: 9th grade student-athletes are prohibited from participation in two sports during a single athletic season.
3. One of the athletic programs desired to play must have an individual component (cross country, golf, indoor or outdoor track and field, wrestling, tennis, swimming) or the student-athlete must be a specialist in the other sport (i.e. kicker in football).
4. The coaches of both athletic programs agree to allow the student-athlete to participate in both sports.

If allowed, the dual sport participant must maintain their overall GPA of 90 or better throughout the impacted athletic season. Failure to do so will result in the student-athlete being required to select and continue in a single athletic program during that season.



### **Vacation Practice Policy**

All athletic activities practice and play through school vacations and holidays. If student-athletes are going to be absent during that time, there may be a playing time penalty upon return. Commitment to the team and fairness to the remaining team members are the basic reasons for this policy. The coach involved will outline the individual team policy prior to the start of the season. Communication by the student-athlete with the coach as early as possible is also an important step in this policy.

### **Maine Principals' Association Bona Fide Team Rule**

The MPA has put this rule in place to ensure fair competition.

A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are prevented from missing high school practices or competitions to compete or practice elsewhere.

A single waiver per student athlete per sport season may be granted by the principal on a case-by-case basis for extraordinary circumstances. (e.g. if a student/athlete were invited to participate in a prestigious weekend event then a waiver may be granted. If a student athlete were invited to participate in a nationally recognized tournament over a school vacation then that waiver may be granted for that activity. If a student requests to miss practice every Friday because s/he is receiving specialized coaching from an outside team/coach, then a waiver should not be granted because it violates the spirit and intent of the rule.)

This policy is not intended to restrict dual sport participation in schools that allow dual participation.

Penalty for violation of this policy:

1st Offense: Suspension from play for one game/contest

2nd Offense: Removal from team for remainder of season

### **Injuries and Treatment**

#### **Certified Athletic Trainer**

MCI employs a certified Athletic Trainer who will be available at nearly all home athletic contests. The Athletic Trainer will have office hours around game coverage and those hours will be posted in Wright Gymnasium as well as communicated with coaches.

Student-athletes who require additional treatments from the Athletic Trainer should use those office hours to schedule and receive treatment. Our AT Patrick Hapworth can be reached at [phapworth@mci-school.org](mailto:phapworth@mci-school.org) or (207) 487-3355 ext. 185

## **Injury and Prevention**

Student-athletes must report any illness or injury to the coach as well as take any injuries to the Athletic Trainer during set treatment times. Student-athletes are expected to be at practices and competitions even if injured unless having a doctor's appointment or notification otherwise.

In order to help prevent injury and illness, get plenty of rest and eat meals at regular hours, breakfast is important. Water is not a sign of weakness, drink plenty. Gatorade, chocolate milk and other drinks high in electrolytes are also important to help you rehydrate after practices and competitions.

## **Lines of Communication**

Through open communication, we can avoid unresolved issues and ensure a better experience for all of our student-athletes here at MCI. If a problem arises during an athletic season, we ask you to take the following steps in finding a solution:

1. Please have your student-athlete discuss the situation with their coach(s).  
Self-advocacy is an important and beneficial life skill. Note: discussions on playing time and strategy are limited to the coach(s) and student-athlete and end at this step. MCI coaches run their programs and apportion playing time as they see fit.
2. If the issue, outside of playing time or strategy, remains unresolved, parents may speak to their child's coach.
3. Speak to the Director of Athletics & Activities if you feel the issue has still not been resolved.
4. Request a meeting of the Director of Athletics & Activities and coach if the issue is still not addressed.
5. If the issue remains unresolved after Step 4, the Director of Athletics & Activities will set up a meeting with the Head of School.

## **Equipment Policies and Procedures**

There is a need for all student-athletes to be aware of and follow the policies and procedures for equipment and uniforms used for our athletic programs in the areas of issuance, use, care and cleaning, repair, and return.

The coach may issue equipment/uniforms directly to team members, who will then be responsible for the use, care and cleaning of the equipment/uniform. All issued equipment/uniforms will be recorded by the coach. If repair of equipment or uniform is needed, the student-athlete must report the issue to the coach.

All equipment/uniforms must be returned to the coach promptly after the season is completed. As student-athletes return equipment/uniforms it should be checked against

the recording when issued. If the same equipment/uniforms are not returned, then the procedure for lost equipment is to be followed.

#### Lost Equipment Procedure:

1. All awards, grades, and eligibility to participate will be withheld until all equipment has been returned or paid for.
2. No further equipment, in any sport, will be issued until all equipment has been returned or paid for.
3. Notices of lost equipment will be mailed directly to the parents/guardians upon learning the equipment has been lost or not returned.
4. Graduating student-athletes will not march at commencement until all equipment has been returned or paid for.

#### Awards

Varsity letters will be awarded to student-athletes who meet the requirements set forth by the coach. The first season that a student-athlete is awarded their varsity letter they will be awarded a felt MCI letter and a varsity letter certificate. For every varsity letter the student-athlete earns in their remaining seasons, in any sport, they will receive a varsity letter certificate and pin. Thus, only one physical varsity letter will be awarded to a student-athlete. A student-athlete who does not meet the requirements for a varsity letter or participates on a sub-varsity team will receive a certificate of participation.

#### MCI Athletic Offerings

We offer a comprehensive athletic program for student-athletes of varying levels of ability. Maine Central Institute is a member of the Maine Principals' Association (MPA), Kennebec Valley Athletic Conference (KVAC), and Big 11 Football Conference. Sports are coed unless otherwise noted, Varsity (V) and Junior Varsity (JV) teams include:

##### Fall Season

Boys Soccer (V/JV)  
eSports  
Girls Soccer (V/JV)

Cheering  
Field Hockey (V/JV)  
Golf

Cross Country  
Football (V/JV)

##### Winter Season

Boys Basketball (V/JV)  
Girls Basketball (V/JV)  
Wrestling

Cheering  
Indoor Track & Field

eSports  
Swimming (Co-op)

##### Spring Season

Baseball (V/JV)  
Girls Lacrosse (Co-op)  
Softball (V/JV)

Boys Lacrosse (Co-op)  
Girls Tennis

Boys Tennis  
Outdoor Track & Field

## **Maine Central Institute Athletics Student-Athlete Checklist**

The following items are required of all student-athletes who wish to participate in the athletic program at Maine Central Institute. Below is a checklist for your convenience. Please ensure that all items are completed BEFORE participating in athletic practices or competitions.

\_\_\_\_\_ Student is officially enrolled at MCI or has met the home-school requirements

\_\_\_\_\_ If transferring from another high school, the student must have MPA Transfer Waiver Paperwork completed from previous high school and MCI prior to participation.

\_\_\_\_\_ Student has shown proof of a physical exam and is cleared to play by a physician within the last two (2) years. Note: All incoming 9th grade students must have proof of a physical exam/cleared to play in the summer prior to coming to MCI.

\_\_\_\_\_ Student and parent/guardian has read, understood and signed all applicable paperwork in the MCI Athletic Handbook. Necessary forms are Athletic Agreement Form and Vital Health Record in Magnus Health.

\_\_\_\_\_ Student is covered under an insurance policy (if not, student cannot practice until such coverage is obtained- low cost sport season insurance policy information is available in the athletic office).

Any questions should be directed to Jason Allen, Director of Athletics & Activities ([jallen@mci-school.org](mailto:jallen@mci-school.org) or (207) 487-3355 ext. 167)