

Bourne Public Schools

High School Student Athlete, Parent & Guardian Handbook



2023-2024

Scott Ashworth, Athletic Director

TABLE OF CONTENTS

Welcome To Bourne High School Athletics	3
<i>PART 1: GENERAL INFORMATION</i>	
Mission	4
Philosophy	4
Program Objectives	4
Program Offerings	5
Tryout Information	5
Athletic Fees	5
Registration	6
The Athletic Trainer And Training Room	6
Nutritional Needs Of Athletes	6
Communication And Conflict Resolution	7
The South Coast Conference League	8
The Massachusetts Interscholastic Athletic Association	8
Awards For Athletes	9
SECTION 2: RULES AND REGULATIONS FOR ALL ATHLETES	
Parental Permission	10
Physical Examination	10
Athletic Fee	11
Attendance Requirement for Interscholastic Athletics	11
Daily Commitment	11
Student/Family Vacations	11
Athlete's Academic Responsibility	12
Academic Eligibility	12
College/Career Guidance	13
Physical Education	14
School Discipline- Detention	14
School Suspensions	14

Fighting	14
Taunting	14
Sportsmanship	15
Tryouts	16
Playing Time	16
Team Captains	18
Equipment	19
Season Limits	20
Postponed Contests	20
Conflicts in Extracurricular Activities	20
Foreign Exchange Students	20
Transportation	21
Directions to Away Events	21
Fundraising	21
Unsupervised Use of School Facilities	21
Violation of Drug and Alcohol Policy Penalty	22
Tobacco Use	22
Steroid Use	22
MIAA Chemical Health	22
Student Eligibility: Physical Exam/Medical Coverage	25
Bona Fide Team Rule	25
Student Eligibility-Transfer Students	25
Hazing	26

SECTION 3: HEAD INJURIES AND CONCUSSIONS

Head Injury and Concussion Information	29
Mandated Online Trainings	30
Concussion Course	30
Recognition of Concussion	31
Symptoms	31

Management and Referral Guidelines	31
Parent Responsibility	32
Indications for Emergency Transport	32
Medical Clearance	32
Academic Support	32
States of Recovery	33

PART 4: BOURNE HIGH SCHOOL ATHLETICS CODE OF CONDUCT

Welcome To Bourne High School Athletics

Your child is about to become a part of the Bourne High School athletic family, a group rich in tradition. For years, Bourne High School athletes have performed with dedication, skill, intensity and desire. They have competed at the high school, college and even, for a select few, at the professional level. More importantly, the vast majority of them have contributed to their community and have become caring members of their family. High school athletics can be a wonderful and exciting educational opportunity. It is our hope that your son/daughter will seize the opportunity, run with it, and make the most of it.

Use this handbook for reference whenever you have a question regarding your student-athlete's athletic experience. If you feel that your questions are not answered in this overview; please contact your student-athlete's coach for a more specific answer. If your concern has not been addressed, you should then contact the athletic director. Please do not let your questions or concerns go unanswered and please go to the source for correct information. We look forward to your association with the athletic program at Bourne High School. Thank you in advance for your help and cooperation.

This ***Student-Athlete Handbook*** has information for both athletes and parents. We hope you will use this as a resource and a guide to a positive experience with the Bourne High School (BHS) athletic program.

Yours in Sport,

Scott Ashworth, Director of Athletics

Email: sashworth@bourneps.org

Office: 508-759-0674 | Fax: 508-759-0677

PART 1: GENERAL INFORMATION

Mission Statement For Athletics

Athletics at Bourne High School play an integral part in the school program. Students have the opportunity to participate in a wide variety of activities that will enhance their educational experience. The sports program is committed to the physical, emotional, social, and mental development of all who participate.

To be eligible to participate in athletics at Bourne High School, students must meet academic and physical standards described in this guide.

Participation in sports is a privilege; athletes are expected to exhibit the highest level of conduct on and off the field. They must show respect for everyone they come in contact with at Bourne High School: teammates, game officials, opponents, and spectators and coaches.

Athletics Philosophy

The athletic program at Bourne High School is an integral part of the total school program. It offers the students the opportunity to participate in a wide variety of activities that enhance the educational experience. The program is committed to the physical, emotional, social, and mental development of all who participate.

Participation is a privilege that comes with responsibilities for the student athlete, Bourne High School, and the Town of Bourne.

Athletics at Bourne High School are open to all students who meet and maintain the standards of academic eligibility and are good school citizens and meet basic physical health qualifications.

Athletes are expected to exhibit the highest level of conduct both on and off the field and to show respect for everyone they come in contact with at Bourne High School: teammates, game officials, opponents, and spectators and coaches. Facilities and school issued equipment must also be respected.

Athletic Program Objectives

- To provide opportunities for physical, mental, and emotional growth
- To develop confidence and self-esteem
- To develop and improve time management skills
- To develop and understand the concepts of individual and team play
- To develop a sense of commitment, loyalty, cooperation, and fairness
- To learn that good sportsmanship means winning and losing with grace and dignity
- To learn to make decisions under pressure
- To foster town and school pride

Athletic Program Offerings

Fall

Boys

Football (V-JV- FR)
Soccer (V-JV)
Golf (V)
Cross Country (V)

Girls

Field Hockey (V-JV)
Soccer (V-JV)
Cheerleading (V)
Cross Country (V)
Volleyball (V-JV-FR)

Unified Basketball*

Winter

Basketball (V-JV)
Ice Hockey (V-JV)

Basketball (V/JV)
Ice Hockey (V/JV)

Indoor Track (V)

Indoor Track (V)
Cheerleading (V)

Spring

Baseball (V-JV)
Lacrosse (V-JV)
Spring Track (V)
Tennis (V)

Softball (V-JV)
Lacrosse (V-JV)
Spring Track (V-JV)
Tennis (V)

*Unified Track

*Co-Educational/Mixed-Gender Team

Tryout Information

Football tryouts and Golf will begin the third Friday in August and all other fall sports begin the following Monday. Paperwork and athletic fee deadline is August 16th.

Winter tryouts will begin the first Monday after Thanksgiving.

Spring tryouts will begin on the third Monday in March.

We appreciate your submission of this paperwork in a timely fashion!

Athletic Fees

The fee approved by the School Committee for the current school year is \$150.00 per student per sport, \$190.00 for football, \$350.00 for ice hockey, with a family cap of \$500 per year. Checks or money orders should be made payable to 'Bourne High School Athletics' and will be collected along with a completed registration form by the athletic department **PRIOR** to the first practice **on a date specified**. See introductory page for more details. Families may also pay through Unipay through the online registration process.

We will always allow a student the opportunity to play due to financial hardship. In cases of family financial hardship, a fee waiver may be granted by the high school principal/athletic director in accordance with criteria for free or reduced price meals. Other evidence that a hardship is involved should be brought to the principal's/athletic director's attention. This is set by School Committee policy regarding free and reduced price meals. The playing time of each participant is the prerogative of the coach of the sport. There is no assurance that each squad member will receive equal playing time nor is there a guarantee that a student will participate in any event.

Registration

All registration information is online at the [BHS portal](#).

The Athletic Trainer And Training Room

The training room serves to help athletes receive the best possible care. Bourne High School is extremely fortunate to have a highly qualified and skilled trainer as a member of our athletic staff.

On school days, the TRAINING ROOM IS OPEN AT 2:30 until the conclusion of the last practice session or home game. During weekends or on days when school is not in session the trainer will be on duty only for varsity games.

At certain times of the day the trainer is extremely busy and the training room crowded. During these times only athletes who need treatment or taping should be present. Training services will be granted on a first come, first served basis on practice days. On game days, athletes will be treated in an order that will allow bus and/or game commitments to be met.

At an away game the host schools' medical personnel are responsible when the Bourne High School trainer is not present.

After an injury, a student may not return to competition without clearance by the trainer; **this may also include written permission from a doctor.**

Nutritional Needs Of Athletes

It is essential that all athletes are educated regarding their nutritional needs and the consequences that may result from poor nutrition and eating disorders. Eating disorders are serious conditions, which compromise one's health and wellbeing. If you are concerned about your eating behaviors it is essential that you seek professional medical assistance. Talk to your coach, the athletic trainer, guidance counselor, school psychologist, clinical counselor, or nurse. They are here to help you. Take advantage of their expertise.

An athlete who practices or plays in a high school game during the day should spend the evenings eating a nutritional dinner, studying to maintain good grades and going to bed at a reasonable hour. Proper diet and rest are essential for maintaining good academic and athletic performance.

Communication And Conflict Resolution

Athletic involvement can be highly emotional and very time consuming. From time to time conflicts and issues between a student athlete and his/her coach may arise. It is imperative that any conflict and/or issue be addressed immediately and as directly as possible so that it can be resolved promptly.

Every effort should be made to resolve all issues at the lowest possible level:

Appropriate concerns to discuss with coaches

1. The treatment of your son/daughter, mentally and physically.
2. Ways to help your son/daughter improve and develop.
3. Concerns about your student-athlete's behavior.

Issues not appropriate to discuss with coaches

1. Playing time
2. Team Strategy
3. Play calling
4. Other student athletes

Begin your discussions with:

1. **Student-Athlete contacts coach**
2. **Parent of Athlete contacts coach** In order for the discussion between student or parent and coach to be productive, the following times to approach a coach should be **avoided**:
 - a. Either prior to or immediately following a game
 - b. During a practice session
 - c. During a time when teammates are present; and/or
 - d. A time when it is apparent that there will not be sufficient time to allow for a complete discussion
3. **Coach and parent and athlete contact the athletic director.** The athletic director will inform the coach that this meeting will take place. If this discussion does not result in a satisfactory conclusion, then a meeting will be scheduled with all parties in an attempt to reach a satisfactory resolution.
4. **Coach and parent and athlete and athletic director contact principal.** The athletic director and/or parent should be informed that this contact will be made.

Administrative Chain of Command

1. **Bourne School Committee:** The governing body for Bourne High School. It sets all policies within the school district including those policies relative to athletics.
2. **Superintendent of Schools:** Administers school policy established by the school committee and is responsible for the actual establishment of the athletic policy.
3. **High School Principal:** The official representative of the school and is directly responsible for the total conduct of all athletic activities. The principal is the official school representative in matters dealing with the MIAA and South Coast Conference. S/he ensures that all MIAA guidelines and policies are followed. The principal is responsible for any official action taken by the school.
4. **Athletic Director:** The athletic director is directly responsible to the principal. S/he is responsible for the supervision and administration of the entire interscholastic athletic program. The athletic director provides the leadership necessary for the daily operation of the athletic department. The athletic director is responsible for carrying out and enforcing all Bourne High School, South Coast Conference, and MIAA rules and guidelines. S/he is responsible for the direct supervision and evaluation of all coaches.
5. **Head Coach:** The head coach is responsible to the athletic director, and is responsible for the total operation of his/her respective sports program.
6. **Assistant Coach:** The assistant coach is directly responsible to the head coach.

The South Coast Conference League

Bourne High School is proud to be a member of the ten schools South Coast Conference (SCC). The league is governed by the MIAA and its own constitution. The league schedules most games played by Bourne High School, at all levels of competition. Some non-league games against schools from surrounding communities are also scheduled. The South Coast Conference consists of the following schools:

Apponequet	Bourne	Case	Dighton Rehoboth	Somerset-Berkley
Fairhaven	BNBVT	Old Rochester	Seekonk	Wareham

The Massachusetts Interscholastic Athletic Association

The Massachusetts Interscholastic Athletic Association (hereafter referred to as the MIAA) is the governing body of athletics within the State of Massachusetts. Its Board of Directors is made up of Principals from various districts throughout the state. The Board of Directors and its various subcommittees establish policy for all member schools.

Bourne High School is a member of the MIAA and is therefore governed by Association rules and regulations. Additional policies, rules, and regulations are set by the Bourne School Committee. Under MIAA guidelines local communities are allowed to set their own policy, rules, and regulations as long as they are more restrictive than those stipulated by the MIAA. The MIAA organizes and establishes

the guidelines for all post-season tournaments. All schools throughout the Commonwealth are responsible to govern themselves under the rules set forth in the rules identified as the Blue Book.

Awards For Athletes

Varsity Awards

1. First year award: Chenille letter “B” with a brass pin indicating the sport (note: should an athlete letter in another sport s/he will not receive a second letter).
2. Second year: pin and certificate
3. Third year: pin and certificate
4. Fourth year: pin and certificate

Sub Varsity Awards

Athletes who participate in the junior varsity and freshman teams will receive certificates of participation.

Criteria

All team members contribute to a team's overall success by being intrinsically involved in all practices and games as active participants and valued team members.

Good Standing: Team members that complete all team activities (practices and games) including state tournament play will be recognized as a team member in good standing. All athletes must be members in good standing to receive the awards listed above. In the event that an athlete resigns their position as a member of an athletic team at any time and for any reason, the student will not be recognized or identified *as* an athlete in "good standing." Injury, which prevents the participation of a player after the league schedule has started, may not prevent the awarding of a letter if the Coach recommends. Student managers who meet the specific criteria established by the Coach are eligible for varsity letters.

Scholar-Athlete Awards

Athletes who are listed on the honor roll with an 80% average or above, during their season of play will be presented Scholar Athlete certificates. Names will appear in media outlets.

Athletes for all Seasons

Athletes who participate during the school year in each of the three seasons and complete each season "in good standing" shall receive a certificate as an athlete for all seasons.

Four Years/Three Seasons

Upon completion of the spring season in their senior year, athletes who have participated as "Athletes for all Seasons" for four years shall be awarded a plaque for "Four Years/Three Seasons" (at any level).

The Athletic Director's Award

Presented annually to the varsity athlete (one male, one female) who is most outstanding as a leader and person of good character. Recipients' names will be placed on a large plaque and a small plaque to be presented to the recipient during senior awards night.

BHS Spirit Award (selected by the BHS coaches):

The Bourne coaches' recognition award to the male and female athlete at Bourne High School who exemplifies the ideals of spirit, cooperation, attitude and concern for his or her fellow teammates and whose activities both on and off the field of play, who lives up to those ideals and brings credit to the team, school and the community.

Additional Awards

The South Coast Conference may also recognize Bourne High School athletes with All-Star Certificates. The criterion for winning this award is determined by the League during end of season conference meetings.

SECTION 2: RULES AND REGULATIONS FOR ALL ATHLETES

Each coach may implement additional rules governing curfews, dress, etc. These rules approved by the athletic director and the high school principal shall be presented to each participant prior to the beginning of the season. Participating in BHS athletics is a privilege. Conduct of all participants should be exemplary in nature and bring credit to the athlete, school, team, coaches and the Town of Bourne.

Bourne High School athletes are bound by MIAA rules for athletes. Although a coach may have additional rules for his/her athletes playing on his/her team, the following rules are to apply to all athletes participating in the athletic program at Bourne High School:

1. **Parental Permission.** An athlete must submit a completed, signed parent's permission form **prior** to his/her first practice session on the dates specified by the athletic department. Forms may be found on the BHS Athletic home page and in Section Four of this Student Athlete Handbook.
2. **Physical Examination.** **No athlete will be allowed** to practice or be issued equipment or allowed to participate in any scheduled games until s/he has submitted a current physical examination form **from** a physician to the athletic department and the school nurse. *If the player is found in violation of this rule during competition, the team forfeits each competition won, found in violation.*

3. **Athletic Fee.** The Bourne School Committee voted to establish an Athletic Fee for students participating in the high school athletic program during the school year. The athletic fee account will provide the supplementary funds required to maintain the athletic programs currently provided.
4. **Attendance Requirement for Interscholastic Athletics.** In order to participate in a sport, an athlete must attend all scheduled classes, including academic blocks on the day that the practice, scrimmage, or game is to be held. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration the day of the tardiness or dismissal. If an athlete cuts a class or leaves the building unannounced, s/he will be ineligible to play in that day's game or practice. Tardiness to school on the day after an athletic contest is not considered authorized and must be accompanied by a parental note and taken under the advisement of administration.

Please refer to the Bourne High School Handbook for further explanation.

If the practice, scrimmage, or game is held on a weekend or a holiday, the above statements will hold true for the school day preceding the weekend or holiday.

If an athlete must miss school for a portion of, or the entire day due to extenuating circumstances such as a college interview that can not be scheduled on a weekend, or a prolonged orthodontist appointment, clearance must be given by the principal and the athletic director in advance of the day to be missed, in order for the athlete to practice or play in a game. An athlete may be removed from a team for excessive tardiness or truancy. He or she may be reinstated upon sufficient evidence of improvement.

5. **Daily Commitment.** It is important that a coach be notified if an athlete is not going to be present at a practice or game. All coaches expect their athletes to be present at all team related activities. A coach may suspend an athlete from practice or games for repeated unexcused absences. All athletes are excused from team activities for illness, injury, academic assistance, family emergencies or religious holiday observances reasons. Prior notification is expected when possible. Vacation is not an excuse.
6. **Student/Family Vacations.** Student participation in varsity is **compulsory for all athletes.** Bourne High School has no control over varsity athletic events being scheduled during regularly scheduled school vacations. These events are controlled by the dates of MIAA State Tournaments, the SCC League and games per week allowed by MIAA rules.

In an attempt to maintain consistency throughout athletics, the number of games an athlete will be penalized due to "vacation time" will be determined by the number of days missed, rather than games vs. practices. This policy will allow for athletes to go on vacation (while discouraged) and still remain an integral part of Bourne athletics.

# of Days Missed	# of Games/Contest Sit Out
2-4	1
5-8	2
9 or more	3

The athlete must attend all games and practices upon return and they are required to support their teammates. This rule applies to all athletes on any level teams. An athlete playing at the varsity level must make a commitment to the team. Games that are lost because of the absence of players can have severe negative consequences, which include the loss of a League Championship or the failure of the team qualifying for a State Championship. They are part of a team and teammates are depending on them.

7. **Athlete's Academic Responsibility.** Bourne High School athletes are expected and encouraged to maintain the highest level of academic achievement possible. Extra help sessions and make-up work are to be completed as soon as possible. On a practice day, athletes should stay after school to complete work whenever necessary. Students should inform coaches in advance, if possible, when practice time will be missed due to academic obligations. Once the obligations are completed, athletes are expected to report to practice as soon as possible. This time is considered an excused absence from practice. Athletes should ask their teacher for a note explaining the tardiness. Students arriving late to practice due to make-up work or extra help will not suffer an athletic team penalty. On game days, if time allows, students should ask their classroom teacher if make up work or extra help may be rescheduled to a practice day. A classroom teacher may or may not grant a postponement. Teachers are encouraged to contact coaches through the athletic director.

8. **Academic Eligibility.** The violation of any eligibility rule may result in the forfeiture of a game won. The rules apply to all teams, varsity, junior varsity and freshman, both boys and girls and all grades. Exceptions may be made by the principal or his/her designee.

A student must secure eligibility (pass 5 courses) during the last marking period preceding the first day that sport has tryouts. A passing grade in the equivalent of five major subjects must be achieved in the marking period preceding the first day of tryouts for that sport. To be

eligible for the fall marking period, students are required to have passed for the previous academic YEAR five major courses or the equivalent totaling five credits. The academic eligibility of all students shall be considered as official and is determined only on the date when the report cards for the ranking period have been issued to the parents of all students. Incomplete grades may not be counted toward eligibility. Summer school courses taken and passed to make up a failed course (or loss of credit) may be counted for fall eligibility.

During the last marking period preceding the contest, a student must secure a passing grade in at least five classes (meeting on a full time basis) of prepared work. Prepared work is defined as any subject or course in which credit is allowed toward the high school diploma. A student cannot at any time represent a school unless that student is taking at least five classes (meeting on a full time) of prepared work. To be eligible for the fall marking period, students are required to have final passing grades for the previous year in the required number of periods of prepared work.

The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents of all students.

- a. A student who repeats work upon which s/he has once received credit cannot count that subject a second time for eligibility.
- b. A student cannot count for eligibility for any subject taken during the summer vacation, unless that subject has previously been pursued and failed.
- c. Students receiving services under Chapter 766 whose individualized education plan is 502.4 or more restrictive prototype, may be declared academically eligible by their principal provided that all other eligibility requirements are met.

Students who are academically ineligible to participate in athletics are also not allowed to participate in practices.

9. **College/Career Guidance.** One of the most important decisions facing high school athletes is what to do after high school. The Bourne High School coaches can assist their players with this extremely important decision. Coaches can answer questions, contact schools and/or coaches, send videotapes, if available, and write letters of recommendation. If an athlete has the desire to compete at the collegiate level, it is very important to be knowledgeable about the up-to-date National Collegiate Athletic Association (NCAA) regulations. Copies of the latest regulations can be obtained at the Athletic Directors office or from the Guidance Department. **(Athletes are strongly encouraged to schedule visitations in a way that does not conflict with current athletic schedules.)**

10. **Physical Education.** An athlete excused from a physical education class due to illness, may not participate in a practice, scrimmage or game for that day. **If a student does not change into physical education attire and or participate in class that day, they may not participate in a practice, scrimmage or game for that day.**
11. **School Discipline – Detention.** An athlete with a school disciplining obligation or detention is expected to fulfill the disciplining obligation before reporting to practice and/or a game. Students cannot expect, and should not request disciplining action to be postponed or canceled for any athletic reason. An athlete may be removed from a team for excessive disciplinary problems. The athlete may be reinstated upon sufficient evidence of improvement. It is expected that athletes at Bourne High School be model citizens both in and out of school. Always Refer to the Bourne High School Hand book, if a question isn't answered here; you may find the answer there.
12. **School Suspensions.** On a day that a student serves an **In House Suspension or a Saturday Suspension**, s/he must attend practice and/or a game, if scheduled, but will not be allowed to participate; they will sit on the bench. If a student athlete serves an **Out of School Suspension**, they are not allowed to attend practice or a game and are **NOT ALLOWED** to attend any school event for the duration of their out of school suspension time.
13. **Fighting.** Athletes should be aware that MIAA regulations invoke a one game suspension for fighting, with a second offense resulting in a suspension from all athletic activities during that season for a period of one year from the date of his/her second disqualification. Please refer to the MIAA sport specific rule regarding fighting and penalties thereof.

An athlete who physically assaults an official shall be expelled from the activity immediately and banned from further participation in all sports for one year from the date of the offense. An athlete who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall not participate in that sport season for one year from the date of the incident.

14. **Taunting.** A. 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 matters.
 - a. Examples of taunting include but are not limited to: trash talk, defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skill efforts, sexual orientation, or lack of success, which is likely to

- provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including in the face confrontation by one player to another and standing over/straddling a tackled or fallen player.
- b. In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to existing MIAA expulsion rules. Game officials prior to the contest shall give a warning to both teams.
 - c. At MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

15. Sportsmanship. *The Bourne community has a storied history in its value it places on good sportsmanship not only from our athletes and coaches, but also from our spectators. The level of sportsmanship is not determined solely by behavior on the day of the game. It starts long before competition commences at any level. Traits learned in our youth programs, with reinforcement through family attitudes and values, all influence the ongoing development of sportsmanship as our student-athletes progress through the various levels of competition. Some general guidelines for all to follow are:*

- a. *Appreciate good play-no matter who makes it*
- b. *Show compassion for injured players*
- c. *Avoid jeering and taunting opponents*
- d. *Avoid use of profane language*
- e. *Avoid obnoxious cheers*
- f. *Respects the judgment of calls by officials*
- g. *Keep in mind that Bourne High School is judged not just by the teams' performance and behavior but also by that of its student and adult fans.*
- h. *Inappropriate cheering or taunting will not be tolerated at BHS activities.*

INTENT TO INJURE RULE:

The MIAA rule number 58.6 states “any student in any sport” (in the opinion of the game official) who willfully, flagrantly or maliciously attempts to injure an opponent shall be removed from the contest immediately, and shall not participate in any sport season for one year from the date of the incident. "Fighting" does not apply to this section unless warranted in the judgment of the game official.

Bourne High School expects ALL parties at a contest to display the highest possible level of sportsmanship before, during and after athletic competitions. Players, coaches, and spectators are to treat opponents, game officials, and visiting spectators with respect and decorum. The MIAA reserves the right to “warn, censure, place on probation or suspend any player, coach,

game or school official, or member school determined to be acting in a manner contrary to the standards of good sportsmanship". Bourne High School reserves the right to impose the same penalties on spectators, athletes, coaches for displaying poor sportsmanship at any athletic contests, home or away.

All athletic events are conducted in accordance with the rules and regulations of the MIAA, the NCAA or the National Federation. Any form of taunting of officials or players will not be tolerated at any Bourne High School athletic event. Likewise, profanity, objectionable cheers, or gestures have no place at an athletic event, be it at Bourne High School or at another town.

The MIAA reserves the right to warn, censure, place on probation, or suspend up to one calendar year any player, team, coach, game or school official or school determined to be acting in a manner contrary to the standards of good sportsmanship. Bourne High School in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any athletic event, home or away.

16. **Tryouts** Students should understand that participation in athletics is a privilege. Students *try* out voluntarily and for some programs there is a risk of not being selected to a team. The selection and number of participants for teams is at the discretion of the coaches. Before the tryout process begins, coaches will provide an explanation of his or her expectations and tryout criteria to players and parents at our seasonal "Meet the Coach" nights. It is the student's responsibility to demonstrate that s/he can meet those expectations. **Only official tryout sessions will determine an athlete's placement on a team.** Students who do not make a team will be informed as to the reasons by the coach. Students are encouraged to try out for another team if there is space and final cuts have not yet been made.

- a. **Team Rules and Regulations:**

- At the start of each season a coach, with the approval of the athletic director, may issue a set of team standards and covenants. It is recommended that these be in written form and distributed to all team members. These standards, which are not to be in conflict with any regulations of the High School or MIAA, may vary to reflect the program philosophy, the nature of the sport and the practice/competition schedule. Violations of these rules may result in temporary or permanent suspension from the team.

17. **Playing Time** Perhaps the most emotional part of a student athlete's being involved in high school athletics centers around playing time. The student athlete becomes involved in interscholastic athletics for the first time and attendance, attitude, commitment, and, of course, athletic skill enters into the decision of playing time.

There are many decisions made on a regular basis by the Bourne High School coaching staff.

It is his/her responsibility to decide which athletes should start a contest, who should play what position, and how long each athlete should play. These coaching decisions, often difficult to make, are made only by the coaching staff and are approached very seriously after having observed the athlete in practice sessions, game-like situations, scrimmages, and games.

- a. Payment of the user fee does not guarantee playing time.
- b. At the freshman level every effort will be made to provide equitable playing time.
- c. At the JV level all players will have the opportunity to participate but playing time may not be equal. However, playing time will be meaningful.
- d. Student attendance and effort at practices may affect playing time.
- e. Playing time on the varsity level is the decision of the head coach. If there is an issue, one should make an appointment with the coach at an appropriate time. Playing time is not negotiable but it is explainable.

Playing time is determined by attendance at practices and games, attitude, commitment and athletic skill. It is the coach's responsibility to decide which athletes should start a contest, which should play what position, and how long each player should play. These coaching decisions will be made only by the coaching staff and are approached very seriously after having observed the athletes in practice sessions, game like situations, scrimmages and actual games.

a. **Freshman and Junior Varsity Teams**

This is the developmental level where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual playing time. Some of the most important are: attendance at practice, effort, attitude, commitment, and athletic skill. This is the level for athletes to show their potential and demonstrate to the coaching staff that they are ready for varsity level competition. A senior *may or may not play* on junior varsity if this is the player's **first year** commitment to the sport and at the discretion of the coaching staff.

b. **Varsity Teams**

This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. However, teams cannot be successful without committed substitutes or second string players. These athletes have to be ready to step up when needed, and practice hard to help

make the team as competitive as they can be. They should constantly strive to move up to the starting role. There are many decisions made by the coaching staff during the course of a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority. *Seniors playing varsity must play a minimum of one year on junior varsity to establish varsity status, or at the discretion of the head coach.*

18. **Team Captains** Coaches decide how team captains are selected based on identified criteria. This may include character, sportsmanship, leadership, communication skills, athletic ability, etc. They may be elected by the team or appointed by the coach – this process is communicated to the students ahead of time. Captains may also be appointed on a game by game basis. It is expected that team captains be the leaders of their team and should be ready to assume duties as outlined by their coach. Occasionally, captains may be asked to meet with the Athletic Director and/or Principal during the school year to discuss the athletic program. A captain of a team may be relieved of his or her position for violation of team, athletic department or school rules.

Captains of a team may be subject to removal of their position for violating team, athletic department, school, or MIAA rules. Please remember, Captain is a title; Leadership is an action!

To be eligible to be a captain or co-captain, an athlete must be in good academic standing, and a good school citizen. The coach will remove as a captain or co-captain a student who:

- a. fails to meet the responsibilities of his/her elected position
- b. becomes academically ineligible
- c. Violates the Athletic Code of Conduct.

A student removed as captain/co-captain will not be allowed to hold another leadership position for the remainder of the school year. Prior to removing a student as captain/co-captain, the coach will provide the student with the reasons for the proposed removal and an opportunity to respond. The Principal/Assistant Principal will review the coach's decision at the request of the student

Election of Captains:

- a. Captains may be elected by teammates or appointed by the coach, at the discretion of the coach. Captains and co-captains assist the coaches and provide important examples of leadership to team members.

- b. If elections are held, the following procedure will be used.
 1. The timing of election of captains and co-captains will be at the coach's discretion.
 2. Elections will be conducted by secret ballot. A student representative will be present during the ballot count. A coach may decide to use ballots as an input towards his/her final decision. If he/she chooses this procedure, it is not necessary for students to be present for the ballot count. In all cases, the coach must communicate the procedure that he/she intends to use prior to the selection process for choosing captains.

19. **Equipment** Payment of lost equipment is required at the time of the loss, and prior to the next season of athletic involvement or graduation, whichever comes first. No student will be allowed to tryout for another sport until all outstanding equipment has been returned or payment to replace lost equipment has been made to the athletic department. Some equipment, because of hygiene reasons must be purchased from year to year, such as volleyball spandex, socks/knee pads, football socks, baseball/softball socks and hats, soccer socks and lacrosse socks and ice hockey socks. Athletes are not permitted to wear school issued uniforms at any time other than for practices or game competitions (Wearing uniform tops as part of Team Spirit Days is permitted). If a student-athlete leaves the team during the season due to injury, academics, discipline or quitting, it is his/her responsibility to return all school equipment immediately.

All athletes are responsible for the equipment issued to them during the course of the season. Equipment must be returned at the end of the season, and prior to graduation. Athletes failing to turn in all issued equipment, or returning equipment damaged through misuse, are **responsible to meet the current replacement cost**. In the event that the equipment is found and/or returned after the payment, a refund will be made. Some equipment, because of hygiene reasons must be purchased from year to year, such as volleyball spandex, socks/knee pads, football socks, baseball/softball socks and hats, soccer socks and lacrosse socks and ice hockey socks.

- a. Parents will be notified by the coach and/or the high school mail office for payment for equipment not returned.
- b. An athlete will be denied participation on any Bourne High School athletic team until equipment has been returned or paid for.
- c. A senior athlete who has failed to return equipment or failed to pay for lost items may have their high school diploma withheld.

When eligibility paperwork is submitted, all student athletes will be issued a combination lock upon the receipt of \$5.00. This lock is to keep their valuables secured in their assigned

lockers in the team's assigned locker room. At the end of the season, the athlete may return the lock and receive a \$5.00 refund.

20. **Season Limits** The fall season must not begin before the MIAA sets guidelines. The fall season must end with the completion of the regular season except for the teams or individuals completing their participation in MIAA Tournaments.

Winter season will begin on the first Monday after Thanksgiving and conclude on the last scheduled competition unless a team qualifies for post season MIAA Tournaments.

Spring season begins on the third Monday in March and concludes with the last scheduled competition unless teams qualify for post season MIAA Tournaments.

21. **Postponed Contests** Throughout the school year, events, scheduling conflicts and/or transportation issues, may have to be postponed due to factors such as inclement weather. In most situations the home team makes the decision to postpone. By SCC League rule, games are to be made up on the next available open date on both school schedules, including weekends, whenever practical.

Decisions to postpone games are made as late in the day as is practical for proper notification of all interested parties. On school days the usual time is about 1:00 PM for afternoon events. If there are any questions as to the status of an event, please wait until after 1:00PM before calling the Athletic Office. Please check the Arbiter Sports Schedule for any postponements that are listed on the athletic schedule. On non school days and for evening contests, postponements are made approximately two to three hours prior to the event.

22. **Conflicts in Extracurricular Activities** An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in extracurricular activities. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty, advisors and coaches involved immediately when a conflict does arise. When a conflict arises, the advisors/coaches will work out a solution so the student is not caught in the middle. If a solution cannot be found, the Athletic Director and or principal will make a decision.

23. **Foreign Exchange Students.** Foreign exchange students are eligible under the following conditions: A. Only if they are in a C.S.I.E.T. (The Council on Standards for International

Education Travel) approved program and they meet all other eligibility requirements.

1. A list of all C.S.I.E.T. approved programs may be obtained in the Guidance Office.
2. Their parents move to the U.S. and establish residence in Bourne.
3. All parents hosting a foreign exchange student should contact the Athletic Director as soon as they know that the student coming to this country is interested in participating in an athletic program.
4. Under present I.N.S. Regulations, students must now pay tuition.

24. Transportation. Bourne High School provides transportation to away games. All team members are required to travel to and from all away events on transportation provided by the athletic department. Exceptions to this policy must be requested in writing, to the athletic director, by the athlete's parent/guardian prior to the event 24 hours in advance. Under no circumstances will students be allowed to transport themselves or ride with other students to or from away games. Any venue at which a team practices is considered a home venue.

Athletes are expected to conduct themselves in a proper manner on all bus trips. Yelling at passing cars, obscene gesturing, unruly conduct, or other forms of inappropriate behavior will not be tolerated. (Please refer to the Bourne High School Student Handbook for additional information regarding student conduct on buses.)

25. Directions to Away Events. Coaches will provide their players with directions to SCC League schools and fields at the beginning of the season. Please consult these directions, or go to Arbiter Sports and click on the directions to that location.

26. Fundraising. Fundraising by Bourne High School athletes, team parents or booster clubs is an acceptable part of the athletic program. Fundraising activities must be done under the supervision of the Athletic Director and must receive approval of the Athletic Director, principal and superintendent prior to implementation and within the By-Laws set forth by BPAC. The coaching staff is not a part of booster club fundraising endeavors.

In order for approval to be given, each fundraiser must have a justifiable objective. The money raised should be used to supplement the particular sport program. (Purchase t-shirts, jackets, sweatshirts, team dinners, banquets, programs books, uniforms etc.) Requests for purchase forms can be found on our web site and in the athletic office.

If a team wishes to use either Bourne High School or any other Bourne Public School facility for a fundraiser, such as a car wash on a Saturday, prior approval by the athletic director, principal and superintendent is imperative and a facilities form must be completed.

27. **Unsupervised Use of School Facilities.** At no time may an athlete use the weight room or any other school facility without **adult** supervision. No student should be in the building unsupervised. Watch for posted weight room times.
28. **Penalty when violation of Drug and Alcohol Policy occurs on school grounds or at any school event, home or away.** A student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana, steroids; or any controlled substance. Any violation of the above - a student will be suspended for 25% of the athletic season for the first offense and 60% for a second offense. In sports the student may attend practice, but may not compete during the suspension.
29. **Tobacco Use (any form).** The American Medical Association has identified tobacco smoking as detrimental to one's health. The law clearly prohibits anyone under the age of 18 from purchasing cigarettes. Smoking is not allowed for any student participating in athletics at Bourne High School. The 'No Smoking' rule also applies to chewing tobacco or other smokeless tobacco products. The town of Bourne smoking policy also applies as well as the Board of Health imposed fine.
30. **Steroid Use.** Anabolic steroids use at the high school level has a grave concern. Some athletes in sports use steroids and the seriousness of the problem have recently been well documented. The issue goes well beyond protecting the integrity of your sport. The use of steroids in sports is considered to be cheating. The Bourne High School administration, athletic department and coaches are opposed to the use of steroids by athletes and all members of the student body for ethical as well as health concerns.
31. **MIAA Chemical Health... Drug and Alcohol Policy.** *As a member of the MIAA, Bourne High School will strictly enforce the following rule:*
The Chemical Health rule is inclusive of the period from: the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later. A student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol: any tobacco product: marijuana: steroids: or any controlled substance. 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 his/her doctor. Additionally, the local school rule extends the MIAA rule further. It is the opinion of the Bourne High School Administration that a student athlete or member of an extra-curricular organization who is present at a gathering where illegal consumption of alcohol or use of controlled substances occurs has constituted a violation of this rule.

Minimum Penalties of the Chemical Health Abuse

- a. First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purposes of rehabilitation. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.
- b. 2. Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% all interscholastic contests in that sport. All decimal parts of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.
- c. 3. Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g. if the penalty period is not completed during the season of violation, then the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.) If the student is a captain of any sport they will lose that status and not be reinstated at any time.

First Offense	
Number of Events in a Season	Number of Events Penalized
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

Second Offense	
Number of Events in a Season	Number of Events Penalized

1-3	1
4	1
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

Second Offense	
Number of Events in a Season	Number of Events Penalized
1-4	1
5-7	1
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

31. Student Eligibility: Physical Examination/ Medical Coverage

MIAA Rule 56.1

All students must pass a physical examination within thirteen months of the start of each season. Students who meet this criterion at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner. The Sports Medicine Committee recommended physical examination form is in the MIAA White Book.

PENALTY: A student in violation shall be suspended for the number of contests in which s/he participated without a proper physical.

The MIAA considers an exam to be considered current and valid, if it's dated within 13 months of the date of any athletic involvement. It is strongly recommended that an annual examination be scheduled between June 15 and August 20 each school year. Physical forms may be found on the Bourne High School Athletics Home page and in Section Two of this Student Athlete Handbook. The school department offers physical examinations by the school physician in June.

32. Bona fide team Rule

MIAA Bona fide Team Member Rule 45. A Bona fide team member of a school team is a student who is regularly present for, and actively participates in, all team sessions (e.g. practices, tryouts, and competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. *First Offense: Student athlete is suspended for 25% of the season (see Rule 62). Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon the confirmation of the violation.* See Rule 96 for additional tournament restriction and Rule 86 for waiver guidelines.

33. Student Eligibility: Transfer Students

MIAA Rules 57.1 through 57.5 deals with school transfer that was not required due to the move of parents or transfers without the move of parents.

MIAA Rule 57.1

A student who transfers from any school to an MIAA member high school is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level or its equivalent during the one year period immediately preceding the transfer (exemptions are listed in Rule 57.5). For the

purpose of this rule, no transfer will be deemed to have taken place if a student returns to his/her former school on or before the eleventh school day from the date of last attendance there.

MIAA Rule 57.2

"Varsity participation" is defined as an appearance, as a competitor, in a varsity inter-school contest other than a scrimmage. The "equivalent" will be judged by the MIAA executive staff on the basis of the quality of non-school sport program participation.

MIAA Rule 57.3

Before a transfer student can be certified as eligible in a specific sport within the year of his/her transfer, the sending school principal and the athletic director must certify on Form 100 or Form 200 by signature that the student did not participate at the varsity level or on a non-school team (see Rule 57.2) during the year prior to the actual transfer.

57.3.1 If it is later determined that the sending school falsely or erroneously certified eligibility, then the sending school will be subject to minimally a letter of censure, copies of which will be mailed to the school committee, superintendent, principal, athletic, and reported on the MIAA website. The MIAA certification Form 100 must be dated and filed at the receiving school before the student is declared eligible (as to the transfer rule only) by the receiving school principal.

MIAA Rule 57.4

The receiving High School Principal may utilize Form 200 to declare a transfer student eligible, providing it is prior to the start of the season and the student did not participate on a non-school team (see Rule 57.2) if the sending school Principal certifies the following:

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

MIAA Rule 57.5

A student who transfers after the start of the practice season is ineligible in all sports during that sport season.

34. Hazing - Massachusetts State Law (Chapter 269 Sections 16-19)

The Bourne School Committee recognizes the right of all students to participate through competition or open admission in clubs, activities, and sports programs. The Committee

prohibits the practice of "hazing" The following statute of the Commonwealth is required to be included and followed by each school in its student handbook and rules and regulations.

Chapter 269 of the General Rules is hereby amended as follows:

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

Chapter 269: Section 18. Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and

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

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

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

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

In addition to the penalties described in MGL Chapter 269, Sections 17-18, the following administrative action will be taken:

- a. Any student who is present at a hazing and fails to report the incident may be suspended from all extra-curricular activities for a period of time and may receive additional disciplinary action.
- b. Any individual who is found guilty of hazing will be excluded from all extra-curricular activities for a period of time, and may be suspended or recommended for expulsion from school.

Part 3: HEAD INJURIES AND CONCUSSIONS

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law. This law requires that public schools and, in addition, any other schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules make sure that student athletes and their parents, coaches, athletic directors, school nurses and physicians and others learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious or suffers a known or suspected concussion during a game or practice, the law mandates removing the student from play or practice, and requires written certification from a licensed medical professional for “return to play.” The law also requires that a parent or guardian completes a Report of Head Injury during Sports Season form for a child that has a head injury outside of school related extracurricular activities.

This policy is aligned with the Commonwealth of Massachusetts Regulation (CMR 201.000) for the purpose of protecting the health and safety of our students who incur head injuries while involved in extracurricular activities. This is accomplished by providing a comprehensive, standardized treatment paradigm by which all head injuries are managed.

Medical management of sports--related concussion is evolving due to a significant amount of research in the area of brain function. We now know that a concussion is not a structural injury and therefore is not visible on x--ray imaging. Bourne has established a policy and procedure to provide concussion education for administration, faculty, athletic department staff, parents and students. This document defines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to return both to academics and to athletic play after concussion.

Bourne Public Schools seek to provide a safe return to activity for all athletes after injury, particularly after a concussion. Procedures have been developed to aid in ensuring that concussed athletes are managed appropriately. These include identification of concussed athletes, appropriate medical referral for treatment and followup, academic assistance, and ensuring full recovery prior to return to athletic activity and full academic load.

The superintendent designates the athletic director as the person who is responsible for the implementation of the sports-related concussion policy and procedure. The athletic director oversees the collection, by his/her staff, of the BHS Athletics Emergency Information Sheet that includes a pre-participation concussion/head injury history.

The superintendent designates the school nurse as the person responsible for ensuring appropriate medical documentation of the annual physical examination (performed within the last 13 months), as required by the MIAA. Students may not participate in any sport, including practices, without said documentation.

Mandated annual training of persons specified in CMR 201.008 in the prevention and recognition of a sports-related head injury, including second impact syndrome, and documentation of each person's completion of such training. Those persons include:

- Coaches
- Certified athletic trainer
- Volunteers
- School physician
- School nurses
- Athletic director
- Referees/umpires who are school employees
- Participating students
- Parents of participating students

Mandated Online Trainings approved by the Massachusetts Department of Public Health are as follows: The National Federation of High Schools (NFHS) www.nfhs.org or The Center of Disease Control (CDC) www.cdc.gov/concussion

At the completion of one of the above courses a printed certificate is awarded. This certificate will be submitted to the office of the athletic director.

Concussion Course

All student athletes must take the online concussion course before they can participate in sports. You must print out your certificate and return it to the Athletic Office.

- Log on to www.nfhslearn.com
- Go to Register on right hand side of the screen
- Enter all your info then click submit at bottom of page then return to front page
- Click on Concussion In Sports – What you need to know
- Click Order Now – Order Course for myself
- Click state of Massachusetts and save
- Click check out
- Complete Purchase (It will be Free!)
- Go To: To access your course click [here](#) then click on Begin
- Watch the video then answer the questions at the end.
- When finished make sure you print your certificate and turn it into the Athletic Office.

Contents of training will include the following:

- Recognition of concussion
- Management and referral guidelines for staff
- Guidelines and procedures for coaches
- Follow--up care during the school day
- Return to play procedure

RECOGNITION OF CONCUSSION SIGNS (observed by others):

- Athlete appears dazed or stunned
- Confusion (about assignment, plays, etc.)
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

SYMPTOMS (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

MANAGEMENT AND REFERRAL GUIDELINES FOR STAFF

- The immediate removal of a student who sustains a head injury or suspected concussion from practice or competition
- Emergency medical transport is provided when indicated
- That student may not return to practice or compete the same day
- Parents must be promptly notified of any suspected head injury or concussion
- Coaches will complete a Report of Head Injury Form if a student is removed from play due to a suspected head injury

- All Report of Head Injury forms will be submitted to the Athletic Director with a copy to the school nurse and athletic trainer

PARENT RESPONSIBILITY

- If a head injury occurs outside of school related extracurricular athletic activity, the parent/guardian is required to complete and submit a Report of Head Injury form
- All Report of Head Injury forms will be submitted to the Assistant Principal for Student Life with a copy to the school nurse and athletic trainer

INDICATIONS FOR EMERGENCY TRANSPORT include but are not limited to the following:

- Witnessed loss of consciousness of any duration
- Deterioration of neurologic function
- Decrease or irregularity in respirations
- Decrease or irregularity in pulse
- Unequal, dilated, or unreactive pupils
- Mental status changes
- Seizure activity

Medical Clearance And Authorization For Return To Play for any student with a suspected head injury must occur prior to resuming the extracurricular athletic activity. Such clearance and authorization must be written and can be provided by:

- A duly licensed physician
- A certified athletic trainer in consultation with a licensed physician
- A nurse practitioner in consultation with a licensed physician
 - A neuropsychologist after the student has been examined and cleared by a licensed physician

Academic Support is provided in the form of a graduated academic re-entry plan directed by a team including the student's physician, school nurse, school counselor, teachers, parent/guardian and the student. Neurocognitive function can be significantly impaired following concussion hindering students from fully engaging in the academic process. The Return to Academics Plan, developed by athletics and administrators, our trainer, and with input from local pediatricians, outlines four color coded stages of recovery with guidance for teachers, students and parents to assist the student during recovery.

HEADSMART POST-CONCUSSION STATES OF RECOVERY

Red Stage

- o Students typically do not attend school
- o Strict limits on screen time/use of electronics/reading
- o Parent/guardian: Inform school of injury and request a Team Captain
- o No sports/rough housing
- o REST

Orange Stage

- o Attend school half to full days
- o REST at home
- o Continue limits on screen time/use of electronics/reading
- o Avoid school bus and heavy backpacks
- o Work with school team regarding school accommodations
- o No tests in school
- o No sports, band, chorus, PE
- o REST

Yellow Stage

- o Attend school full-time if possible
- o Work with your teachers regarding homework deadlines ("self advocate")
- o See school nurse for pain management or if rest is needed
- o Limit one quiz/test per day — consider un-timed testing
- o Work in 15 minute blocks, complete as much homework as possible
- o No sports
- o Decide with your team about band, chorus, PE

Green Stage

- o Attend school full-time
- o Self-advocate at school (staggered due dates for assignments, tutor if needed)
- o Resume your normal activities
- o Resume sports once school work is back on track and symptom free and cleared by a physician

PART 4: BOURNE HIGH SCHOOL ATHLETICS CODE OF CONDUCT

I agree to the following expectations as a privileged member of an athletic team at Bourne High School. If I do not fulfill my responsibilities, actions will be taken and could result in the removal from the team.

ACADEMICS: I will strive to achieve academic excellence. I must pass 5 of my academic classes to remain eligible.

SPORTSMANSHIP: I will portray myself in a positive and productive manner. I will win and lose with dignity.

CITIZENSHIP: I will act appropriately on the playing field, in the classroom, at school and in the community. I will always be supportive of others and do my best to extend a helping hand.

RESPECT: I will respect the equipment, facilities, myself, teammates, coaches, officials and all others while practicing and competing.

CHEMICAL SUBSTANCES:
I will not use drugs, alcohol and tobacco or be associated with others who do during the season. I will accept the ramifications of my actions related to the policies set forth by the MIAA, the Bourne School District and the team.

GAME AND PRACTICE:
I will approach games and practices positively with encouragement, humor and enjoyment. I will do my best to focus on dedication, discipline and desire in my efforts.

SELFLESSNESS: I will do my best to put the needs of the team and the program ahead of myself.

COMMUNICATION: I will always communicate with my teammates and coaches with integrity and honesty.

HAZING: I have read and understand the Massachusetts Laws and Bourne School policies on Hazing. I will report any incidences to a coach, teacher or administrator and will not participate in any activities that will humiliate or physically harm a member of the team.

*This code of conduct will be included in the registration materials for athletics. The student athlete and parent/guardian is expected to sign acknowledgement of the code of conduct.