South Hadley High School



Student Athlete Handbook

Amended Academic Year 2026-27

Table of Contents

I. Introduction & Mission Statement **2**

II. Roles and Responsibilities **3**

Caregiver Roles and Responsibilities 3

Student Roles and Responsibilities 3

Equipment 4

Student Eligibility 4

Attendance and Participation in Athletics and Extra-Curricular Activities (From SHHS Handbook) 4

Suspension or Disqualification of Athletes 5

Registration, Documentation & User Fees 5

III. Sport Governance **6**

IV. Communication Guidelines **7**

Communication Chain of Command 7

Communication Expectations 7

24 Hour Rule 8

V. Athletic Programs **8**

South Hadley High School Sponsored Programs 8

Co-Op Athletic Programs 9

Transportation 9

VI. MIAA Rules Governing Student Athlete Participation in Interscholastic Athletics **9**

Baseline Eligibility Requirements 10

Chemical Health Policy 10

Loyalty to the High School Team: Bona Fide Team Members 12

Hazing (Massachusetts General Law) 12

I. Introduction & Mission Statement

Consistent with the Mission Statement of South Hadley High School, the Athletic Department seeks to cultivate a student-centered environment that is safe and supportive. Student athletes will represent South Hadley High School by demonstrating perseverance, reflection, creativity, and resourcefulness while also striving for excellence on the field and humility off of it.

Contained in this handbook are the policies, procedures, and guidelines that govern the interscholastic athletic program at South Hadley High School

II. Roles and Responsibilities

Caregiver Roles and Responsibilities

This material is presented to you because your student-athlete has indicated a desire to participate in interscholastic athletics at South Hadley High School and you have expressed your willingness to permit them to compete. We are concerned with the educational development of students through athletics and feel that a properly controlled, well-organized sports program can meet student needs for self-expression, social, mental and physical growth. It is our intent to conduct a program that is educationally sound in purpose and will enhance each student's personal growth. A student who elects to participate in athletics is voluntarily making a choice of self-discipline. For this reason we place stress on the rules and regulations of good training habits. Failure to comply with the rules of training and conduct can mean exclusion from the squad. This concept of self-discipline is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who are not willing to discipline their minds and bodies for rigorous competition. When your child enlists in one of our sports programs, your student commits to certain responsibilities and obligations.

You, as a caregiver of a student-athlete at SHHS, have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to make you aware of specific policies that are necessary for a well-organized athletic program..

It is the role of the Department of Athletics to make rules that govern competition for the school. These rules require community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this Handbook.

Student Roles and Responsibilities

- Responsibility to **YOURSELF**: The most important of these responsibilities is to broaden and develop strength of character. Your academic studies and your participation in other extracurricular activities as well as in athletics, prepare you for life as an adult.
- Responsibility to your **SCHOOL**: Another responsibility you assume as a team member is to your school. South Hadley High School has a strong athletic tradition in part because of the

efforts of individuals who came before you. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your community. You assume a leadership role when you are on an athletic team. The student body and community know you. You are on a stage with the spotlight on you. South Hadley will be judged, in part, by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride.

- Responsibility to **OTHERS**: As a member of a team you bear a responsibility to your coaches and teammates. You must aspire to live up to all athletic department and team rules, you must practice to the best of your ability everyday, and you must compete with "all out" effort. Doing so will develop self-respect and earn you the respect of your teammates and coaches.

Equipment

Athletes and their families are responsible for all equipment issued to them. Athletes who lose or damage the equipment will be required to pay replacement costs for comparable equipment. Athletes who do not pay replacement costs will be prohibited from participating in any other sports until the debt is paid.

Student Eligibility

- The standards of eligibility will be governed by rules established by the MIAA and the South Hadley School Committee.
- Students will be required to successfully complete at least 28 credit hours of prepared work per marking period. In addition, students must receive passing grades in all subjects during the last marking period preceding the athletic season in which he/she wishes to take part in.
- Any student who receives a failing grade on his/her quarterly report card that brings them below the minimum 28 hours of prepared, passing work, will be ineligible for participation in athletics.
- Please consult the complete SHHS Attendance and Participation in Athletics and Extracurricular Activity Policy below.

Attendance and Participation in Athletics and Extra-Curricular Activities (From SHHS Handbook)

Students are encouraged to participate in the wide variety of clubs and activities available at the high school. Attendance in school is a prerequisite for participation in extracurricular events and therefore students who participate in all sports or extracurricular activities will be required to follow the same regulations:

1. In order for a student to participate in a practice or game, club activity, or event, they must be in for a full day.
2. If a student is to be excused after school begins, a note from a caregiver to the Athletic Director (athletic) or Assistant Principal (other activities) must be submitted 24 hours in advance explaining the reason for the excuse.
    a. Only medical and legal excuses will be accepted.
    b. If the note is not submitted, the student will not be allowed to participate in the practice or game, activity, or event, on the day they are excused.
    c. Violations of this rule may also result in further game and practice suspensions.

d. Unless permission is granted by the Principal or Assistant Principal, students who are tardy, dismissed, or absent unexcused, or have been suspended from school, may not be on school property and not attend or participate in any after school activity. If the tardy, absence, dismissal, or suspension occurs on a Friday, students may not participate in or attend any school activity, on or off campus, until the next school day that the student is present for the entire day. Students found violating this policy will be subject to disciplinary action. The caregivers of students who are absent from school will be notified of such status each day via the automated calling system.

In emergency situations, the Athletic Director or Assistant Principal may waive this rule after consultation with caregiver(s).

Suspension or Disqualification of Athletes

- Head coaches have the responsibility, within reason, to inform their athletes under what circumstances they may be subject to suspension or disqualification
- Coaches must file a written report in specific detail with the AD concerning the suspension or disqualification by them of any of their athletes. This report should be filed no later than 2:00 p.m. of the next academic day following the determination by the coach to suspend or disqualify the athlete(s) involved.
- The AD should notify the Principal of the receipt of the reports as soon as possible.
- Suspended or disqualified athletes may choose to file an appeal for a combined hearing with the Principal, Athletic Director, and Head Coach. If granted, such a hearing shall be held as quickly as can be mutually arranged among the parties involved
- Reasons for suspension
    - Insubordination
    - Unsportsmanlike conduct
    - Breaking team rules
    - Failure to adhere to MIAA Code of Conduct.
    - Continued failure to conform to the general Code of Conduct of the High School
    - Taunting

Registration, Documentation & User Fees

Prior to participation in interscholastic athletics, families must complete the registration process through Arbiter Registration. This registration process provides all necessary documentation and contact information required by the district for students participating on athletic teams.

In addition to completing registration, all student athletes must have an up-to-date physical on file with the school dated within the previous 13 months. Student athletes must also complete the Neurocognitive Baseline Injury Test every 24 months. Failure to provide this documentation will prevent students from participating until they are completed.

All participants in the athletic program are required to pay a $225 fee ($250 for football) for each sport. This fee is necessary to support the athletic budget. Students who receive free lunch are required to pay $25. Students who receive reduced lunch are required to pay $125.

User fees are due before students can receive their uniform. No student will receive a uniform if their fee has not been paid or if other arrangements have not been discussed. The payment of this fee does not guarantee the athlete playing time or participation privileges outside what the student has merited as determined by the coach(es). Athletes who quit or are dismissed for disciplinary reasons will not have the user fee refunded.

Payments are made through MySchoolBucks at the conclusion of the registration process.

III. Sport Governance

There are multiple bodies that govern athletics at South Hadley High School. Participants must comply with all of the regulations set forth by the MIAA, the PVIAC and the entities within the South Hadley Public Schools.

Massachusetts Interscholastic Athletic Association http://www.miaa.net
The MIAA is the governing body of athletics within the State of Massachusetts. It establishes all rules, regulations and policies relevant to athletics. The MIAA organizes, administrates and establishes the guidelines for all post-season tournaments. All schools throughout the Commonwealth are responsible to govern themselves in accordance with the rules set forth in the MIAA Handbook.

Pioneer Valley Interscholastic Athletic Conference http://www.pviac.net/home.html
The PVIAC is an athletic conference in the Pioneer Valley that comprises high schools who have organized for the purpose of establishing rules and guidelines to create fair and equitable competition among member schools in all sports. The PVIAC falls under the guidelines of the MIAA.

South Hadley School Committee
The School Committee is the governing body for South Hadley High School.

Superintendent of Schools
Administers policy established by the school committee. The superintendent is responsible for hiring and dismissals of coaches.

High School Principal
The official representative of the school, who is directly responsible for the total conduct of athletic activities. The Principal is the official school representative in matters dealing with the MIAA and the PVIAC.He/she ensures that all MIAA guidelines and policies are followed.

Director of Athletics (AD)
The AD is directly responsible to the Principal. They are responsible for the supervision and administration of the entire interscholastic athletic program. The AD provides the leadership necessary for

the daily operation of the Athletic Department. The AD is responsible for carrying out and enforcing all South Hadley, PVIAC, and MIAA rules and guidelines. They are responsible for the direct supervision and evaluation of all coaches.

Head Coach
The head coach is responsible to the AD and responsible for the total operation of the respective sport. Head coaches are the official representatives of the school as they carry out their interscholastic athletic responsibilities at practices, games, league meetings and the like.

IV. Communication Guidelines

There are times in the course of an athletic season when questions or issues will arise. When these instances occur, students and caregivers are encouraged to resolve the situation at the lowest possible level, beginning with the coach. Below are guidelines for communication set forth by the South Hadley High School Athletic Department.

Communication Chain of Command

1. Coach
2. Director of Athletics
3. Assistant Principal
4. Principal
5. Assistant Superintendent
6. Superintendent
7. School Committee

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 mayarise.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:

1. Student-Athlete contacts Head 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 other teammates are present
    d. A time when it is apparent that there will not be sufficient time to allow for a complete discussion
3. Athlete or parent contacts 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. Student and/or Parent contacts Principal: **The Athletic Director needs to be informed that this contact will be made.**

Communication Expectations

Communication Caregivers Can Expect From a Coach:

- Philosophy of the coach
- Expectations of the athlete and the team
- Location of all practices and games
- A copy of the team rules

Communication Coaches Expect From Caregivers:

- Concerns related to your student-athlete's mental, physical, or emotional well-being
- Specific questions about a coach's expectations of caregivers.
- Notification of any injuries or illnesses
- Prior notification of any student absences from practices or games

APPROPRIATE Caregiver Concerns to Discuss with Coaches:

- Mental or physical treatment of your student athlete
- Ways in which you can help your student athlete improve
- Concerns about your student athlete's behavior

INAPPROPRIATE Caregiver Concerns to Discuss with Coaches:

- Playing Time/Individual Role (discussions regarding playing time will be between the coach and athlete only)
- Team Strategy
- Play Calling
- Team Selection
- Another Student Athlete

24 Hour Rule

Because coaches have much to think about prior to a game and are highly emotional following a game, we ask that caregivers not confront a coach with any concern within 24 hours before or after a game. Often, these situations lead to emotionally charged discussions that bring no resolution. Waiting 24 hours after the conclusion of a game will allow both the caregiver and the coach time to "cool down" before discussing a concern.

It is the goal of the South Hadley Athletic Department to resolve all concerns in ways consistent with the mission and core values of the South Hadley Public Schools.

V. Athletic Programs

South Hadley High School Sponsored Programs

All students have an equal opportunity to try out for the following teams at South Hadley High School:

Fall	Winter	Spring
Field Hockey	Boys Basketball	Baseball
Football	Girls Basketball	Softball
Boys Soccer	Indoor Track & Field	Outdoor Track & Field
Girls Soccer	Wrestling	Girls' Lacrosse
Golf		Boys Lacrosse
Girls' Volleyball		

Co-Op Athletic Programs

In instances where South Hadley High School does not sponsor a sport and an opportunity to participate in a cooperative agreement is available, student athletes may represent that program in interscholastic athletics. Eligibility for participation in cooperative programs is based on the same standards of eligibility, attendance, and conduct as South Hadley High School's programs **as well as** specific guidelines of the host school.

For the 2026-27 school year the following cooperative programs are available:

Fall	Winter	Spring
Boys' Cross Country (Granby)	Boys' Swim & Dive (Easthampton)	Girls' Tennis (Holyoke)
Girls' Cross Country (Granby)	Girls' Swim & Dive (Easthampton)	
	Boys' Ice Hockey (Chicopee)	

South Hadley High School will also offer participation opportunities to student athletes from other communities in an effort to meet appropriate participation numbers.

All cooperative agreements are governed by the MIAA's Cooperative Team policies, which can be found in the MIAA Handbook and the MIAA's Cooperative Team Guide.

Transportation

- The AD will make arrangements for transportation for all away games for all teams.
- At least one coach will travel on the bus to and from all away contests.
- Discipline on the bus is the responsibility of the Coach.
- It is the responsibility of the parents and guardians to provide transportation for all home games.
    - With the approval of the coach, parents will be allowed to take their athletes home after contests.
    - Transportation of students other than their own, by parents will not be permitted without permission submitted to the Athletic Director 24 hours in advance. ONLY in emergency situations will this be permitted.
- The coach will not allow students to put any object or body part out of a bus window at any time.
- Proper dress and language is required to and from all contests.
- Students who show up at an away contest, who decide not to ride on the bus, will not be allowed to participate in that contest without prior authorization by the Athletic Director or Principal.

- The Principal will determine whether alternate transportation can be provided for an away contest.

VI. MIAA Rules Governing Student Athlete Participation in Interscholastic Athletics

MIAA Handbook (2025-2027)

Baseline Eligibility Requirements

51. For a student to practice with, or to represent a MIAA member school in athletic competition, the student must be duly enrolled in that school. Additionally, the student must be a candidate for that school's diploma, subject to the jurisdiction of that school's principal (i.e. the principal must have the authority to suspend the student from classes), and under the supervision of that school principal (i.e. the principal must have control and knowledge of the student's daily attendance and achievement). Waivers are not allowed to be submitted for Rule 51.

Chemical Health Policy

Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

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

- This MIAA statewide minimum standard is not intended to render "guilt by association", e.g., many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.
- If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.
- If a violation of this rule occurs while the student is serving a school suspension (either in-house or out-of-school), the chemical health violation penalty period will not begin until the school suspension period has concluded.
- If, on the other hand, the school suspension is directly related to the violation of the Chemical Health Rule, then the suspension and chemical health penalty will be served concurrently.

Minimum PENALTIES

- **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 (regular season and tournament) totaling 25% of 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 purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and attendance at the competition site is determined by the high school principal. 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.
    - Clarity on penalty application: To calculate the "number of events/seasons", count those events on your schedule where the team (vs. an individual) will compete (excluding the potential of MIAA Tournament qualification). Double duals, tri, or quad competitions held on one day count as one "event".
    - The intent of first offense penalties is to render the student ineligible for approximately 25% of that season's schedule; a football player who misses the last football game of the season would then be required to miss the first two basketball games of the next season. The baseball player who serves a penalty of fewer than five games in the spring would be required to miss the first football game of the fall season. In the former case, the football player has served 50% of his penalty, and then would be required to serve 50% of the basketball penalty (i.e. 2.5 games, which is rounded down to the whole number). In the second case, if the student serves 1, 2, 3, or 4 games of baseball ineligibility, then the carry-over of the penalty in the fall season would require missing the first football game. The minimum in any carry-over would be 1 event.
- **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 (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.
- If after the second or subsequent violations the student of own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, 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 (e.g. A student plays only football: he violates the rule in winter and/or the spring of the same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close, and the student would face no consequence.

Prior to any chemical health violation, a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

Loyalty to the High School Team: Bona Fide Team Members

45. A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g., practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs.

45.1 A student-athlete must be a team member for a minimum of 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition. • A team member is defined as any student-athlete who attends practices or games for their sport team – e.g., Freshman basketball player moved to JV and then Varsity.

45.2 Bona Fide waiver requests for Saturday and Sunday practices only do not need submission to the MIAA rather approval determined by the High School Principal or principal's designee.

45.3 MIAA Bona Fide waivers are only allowed during the pre-season or regular season. Bona Fide Team Member Waivers (for missing any practice or game) are not permitted during MIAA post-season play. The postseason officially begins the day after the cut-off date.

45.4 Unattached athletes are not eligible for tournament participation (see Rule 30).

45.5 An ineligible student cannot be in uniform at an event. Attendance at the event will be determined by their High School Principal.

PENALTIES:

- **First Offense:** Student-athlete is suspended for one (1) contest and shall not participate in the next scheduled interscholastic competition that is part of their regular season schedule or in tournament play.
- **Second Offense:** Student-athlete is suspended for an additional 25% of the season and is ineligible for tournament play immediately upon confirmation of the violation.
- **Penalty Carry Over:** An unserved portion of the penalty for a violation toward the end of a season will carry over to the very next high school season in which the student is a legitimate participant. For example, a soccer player who violates the rule by missing the last high school match (regular season or tournament) would serve the required suspension (1 game if first offense) at the start of basketball season, if that student is a legitimate basketball participant.
- **Bona Fide Team Rule violations cannot be appealed.**

Hazing (Massachusetts General Law)

Massachusetts General Law, Chapter 269, Sections 17-19 strictly prohibits any type of hazing or initiation into any student organization which will endanger, either physical or mental, a student's person. Full documentation and explanations are available from the building principal or designee.
Any student who observes what appears to him/her to be the activity of hazing another student or person will report such information to the Principal, their designee or other faculty member, including the time, date, location, names of identifiable participants and the types of behavior exhibited. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school. Students and employees of the District are obligated by law to report incidents of hazing to the police department. Any student who participates in the hazing of another student or other person may be suspended from school. Any student determined by the Principal or their designee to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

The law specifically states:
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 wilfully 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.

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.

Section 19: Each institution of secondary education and each public and private institution of post secondary 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 post secondary 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 post secondary 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.