

ANDOVER PUBLIC SCHOOLS

Athletics Handbook

School year 2017-2018

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New for 2017-2018

- There have been many changes to Academic eligibility, this was done to bring the policy in line with the new high school schedule (7+H) please review this section
- The important dates for the year have been added to the last page of the handbook they are also available on the APS1.net website under athletics

Philosophy

Athletics at Andover High School represent an opportunity for students to engage in activities that enhance their physical, socio-emotional, and mental development.

To be eligible to participate in the interscholastic athletics program at Andover High School, students must meet the academic and physical standards described in this guide. Participation is a privilege and not a right or an entitlement. To remain in good standing on athletic teams, students are expected to exhibit the highest level of conduct on the field and off the field within the Andover High School community and the Town of Andover. They must demonstrate respect for their fellow students at Andover High School and for teammates, game officials, opponents, and spectators.

Athletic Program Objectives

- To develop a sense of commitment, loyalty, cooperation, and fairness
- To develop an awareness of the responsibility to serve as role models within AHS
- 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 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.
- To provide opportunities for community service and for mentoring of younger students.

[The Massachusetts Interscholastic Athletic Association](#)

The Massachusetts Interscholastic Athletic Association (hereafter referred to as the MIAA) is the governing body of high school athletics within the Commonwealth of Massachusetts. Its Board of Directors is made up of principals, superintendents and athletic directors from various

districts throughout the state. The board of directors and its various subcommittees establish policy for all member schools.

Andover High School is a member of the MIAA and is therefore governed by MIAA rules and regulations. Under MIAA guidelines local school districts are allowed to set their own rules and regulations as long as those rules and regulations are at least as restrictive as those stipulated by the MIAA. Andover High School has certain rules that are more stringent than the minimums established by the MIAA and reserves the right to impose requirements which are more stringent than those minimums. The MIAA also organizes and establishes the guidelines for all post-season tournaments. All schools throughout the Commonwealth are required to govern themselves under the rules of the MIAA.

Participation in AHS athletics is a privilege that comes with responsibilities. Students must meet personal and academic standards in order to participate. Athletics at Andover High School are open to all students who meet and maintain the standards of academic eligibility, are good 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 Andover High School: coaches and school staff, teammates, game officials, opponents, and spectators. Facilities and school-issued equipment must also be respected.

I. Eligibility

1. Academic Eligibility

All athletes must meet all school and MIAA eligibility requirements:

- a) Determination of Eligibility: Every student must possess an un-weighted GPA of at least 2.0 in the quarter in which he/she wants to participate.
- b) During the last marking period preceding the athletic contest, a student must pass at least four (4) of the six (6) required “major” courses or equivalent within a 7 block schedule. Final quarterly grades for the immediately prior quarter are used to calculate a student’s academic eligibility for each season, with the sole exception of Fall season eligibility. Eligibility for the fall season is based upon the student’s final grades for the immediately prior full academic year. A student cannot at any time represent AHS in athletics unless he/she is taking credits equivalent to four one-year major English courses.
- c) Academic eligibility of all students shall be considered as official only on the date that’s considered the posting date of all grades by the School Register.

- d) *Incompletes will be factored as a 0.0 until there is a completed grade, students have ten school days to resolve any incompletes before it will be entered as an F.*
- e) A student who repeats work for which he/she has once received credit cannot count that subject a second time for eligibility.
- f) A student cannot, at any time, represent the school unless that student is taking courses which would provide course credits (aka Carnegie Units) equivalent to five 1-year major English courses (4 credits).
- g) A student can only take a summer school class to help become academically eligible in the fall if first approved by his/her guidance counselor and the class is on a list of approved summer school offerings.
- h) Andover High School student-athletes are expected and encouraged to maintain the highest level of academic achievement possible. Extra help sessions and make-up work are expected to be completed as soon as possible. Whenever necessary, student-athletes should stay after school to complete work or to receive extra help. This should be done preferably on practice days and not when it conflicts with contest times. Students should inform coaches in advance, if possible, when practice time will be missed due to academic obligations. Once the academic obligations are completed, athletes are expected to report to practice as soon as possible. If advance notification was not given to the coach, a student must ask his/her 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, a student should ask his/her teacher if makeup work or extra help may be postponed to a practice day. A teacher may or may not grant a postponement, at the teacher's discretion and judgment. Teachers should contact coaches through the Athletic Director

2. Age and Grade Eligibility

A student is eligible for athletics for twelve (12) consecutive seasons beginning with his/her entry into the ninth grade. There are three athletic seasons during each school year: fall, winter, and spring.

Student who are 19 years old prior to September 1 of the school year are not eligible for high school athletics. Students who are 16 as of September 1 of their freshman year are not eligible for high school athletics.

3. Physical Examination

Athletes must pass a physical examination each year before participation in any sport. This must be done prior to the first practice session. No athlete will be issued equipment or

participate in organized practice or scheduled contest until he/she has given the school nurse a current physical examination form signed by a physician.

In order for a physical examination to be considered current and valid, it must have occurred within the preceding thirteen (13) months and will otherwise be considered expired. Student-athletes whose physical examination expires during a season must submit a physical examination form certifying a new physical examination prior to the expiration date of their last physical examination in order to continue participation without interruption.

4. Parent Permission

A student must register and make the required payment on-line before participation in the applicable school year. Parent consent, release, and indemnification agreements and all other information required for athletic participation must also be acknowledged and completed during on-line registration.

5. User Fee

The Andover School Committee voted to establish a user fee for students participating in the high school athletic program. The user fee account will provide funds required to maintain the athletic programs and will avoid the necessity of eliminating any sport from the program. The user fee approved by the School Committee is for the current school year. Payment must be made on-line and must be made at the time of registration.

No student will be denied the opportunity to play due to financial hardship. In case of family financial hardship, a fee waiver may be granted by the Andover Public Schools' Assistant Superintendent for Finance and Administration. A user fee waiver form is available in the athletic office or in the business office. Payment plans may be worked out by contacting the Athletic Director.

6. MIAA Bonafide Team Member Rule

A Bonafide team member of a school team is a student who is regularly present for and actively participates in all team practices and competitions. Bonafide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out-of-school team or club. Any student who violates this standard is ineligible for 25% of the season. Any student who violates this standard a second time is ineligible for an additional 25% of the season. Repeated violations are grounds for removal from the team. Students who violate this rule are also ineligible to participate in any MIAA sanctioned tournaments.

7. Season Limits

Students may only play one sport during each season.

Fall season may not begin before the MIAA-set guideline. The fall season must end with the completion of the regular season schedule except for teams or individuals completing their participation in MIAA tournament.

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

Sub Varsity game are an important part of the Andover Athletics program and will have their own complete schedules. With that being said there is no guarantee that these game will be made up. 8/

II. Behavioral Expectations for all Athletes

Students who take advantage of the privilege of representing Andover High School on athletic teams are expected to behave as role models for others. Along with students participating in clubs and activities and those achieving academically, student-athletes are informal leaders who can influence the values and norms within Andover High School and within the Town of Andover. As such, the discipline records for student-athletes will be cumulative records that do not expire at the end of a season or at the end of a school year.

1. Attendance Requirement for Interscholastic Athletics

Athletes must be in school for the entire day and attend all classes unless excused by the principal or Athletic Director. If an athlete cuts a class or leaves the building unannounced, he/she will be ineligible to participate in that day's contest or practice. If there is no practice or contest scheduled on that day, ineligibility will apply to the next scheduled practice or contest, whichever occurs first. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration on the day of the tardiness or dismissal.

If an athlete must miss school for any portion of a day due to extenuating circumstances, such as a college interview that cannot be scheduled on a weekend or a prolonged orthodontist appointment, clearance must be obtained from the Principal or Athletic Director, in order for the athlete to practice or play in a game. An athlete may be removed from a team for excessive cuts or truancy. He/she may be reinstated upon sufficient evidence of improvement.

2. Physical Education

An athlete excused from a physical education class for non-academic reasons may not participate in a practice, scrimmage or game for that day.

3. Chemical Health/Drug and Alcohol Policy

Andover High School will strictly enforce the following rules: A student shall not, regardless of The quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; And shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any tobacco product (**Including _e-cigarettes, vap pens and all similar devices**), marijuana, steroids, performance-enhancing drugs, or any controlled substance.. This policy applies to the entire calendar year, applies to any location, and is in effect seven days a week, twenty-four hours a day. It is not a violation of this policy for a student to be in possession of or to use or consume a legally defined drug specifically prescribed for the student's own use by his/her doctor.

Please take some time to review the information on opioids that is posted on the Andover Athletics Website

Minimum Penalties for Violations of the Chemical Health/Drug and Alcohol Policy

A. First Violation: When, following an opportunity for the student to be heard, the Principal or Athletic Director concludes that a violation of this policy has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling a minimum of 25% of all interscholastic contests in that sport. If the violation occurs during the season, the penalty shall be applied to that sport for that season. The exact number of contests for which the student is ineligible shall be based on the facts and circumstances and shall be determined by the Principal or designee in conjunction with the Athletic Director in their judgment and discretion. In the event that inadequate contests remain in the sport's season such that the full penalty cannot be served in that season, the remaining penalty may be applied to contests in another sport for which the student otherwise is eligible and makes the roster in the next season or a subsequent season. The latter adaptation may be made by the Principal or designee and the Athletic Director acting in their judgment and discretion. In the absence of such determination the remaining contests will be applied during the next season in which the sport is offered, even if those remaining contests occur during the next academic year, in accordance with paragraph D, below. No exception or reduction is permitted for a student who becomes a participant in a treatment program.

Second and subsequent violations: When, following an opportunity for the student to be heard, the Principal or Athletic Director concludes that a second or any additional violation of this policy after a second violation has occurred, the student shall lose eligibility for the next

consecutive interscholastic contests totaling a minimum of 60% of all interscholastic contests in that sport.

B. If after the second or subsequent violations the student of his/her 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 student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

C. Penalties shall be cumulative over the student's four years of high school, and a penalty period will extend into the next 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 in the sport, which may affect the eligibility status of the student during the next academic year).. Student/athlete may be allowed to participate in another sport to serve suspension but will only count if they complete season in good standing. Before the student athlete joins the team the head coach of the program must accept the student athlete into the program. After that there will be a signed agreement between the student athlete, the head coach of the program and the athletic director. The agreement will outline the team rules and policies that are to be followed by the student athlete as a full time member of that program in order to serve the suspension in that program. It will be the responsibility of the head coach of the program to report any violations of this agreement to the Athletic Director. At this time the agreement will be nullified and the student athlete will have to serve the suspension in the next season they participate in.

In The Presence of Alcohol or Violations of the Chemical Health/Drug Policy

It shall also be deemed a violation of this policy for student athletes to knowingly be and remain in the presence of other minors using, consuming, possessing, buying, selling or giving away alcohol or illegal drugs or controlled substances. Therefore, any member of an athletic team found to be in the presence of minors in possession of alcohol or drugs, while a member of an athletic team, will lose eligibility for the next consecutive interscholastic contests totaling 10% of all interscholastic contests in that sport season with a minimum of 1 game to be served.

If the student athlete is a Captain, that student athlete's role and privileges as a captain will be suspended pending a review of the incident that the violation occurred in by the athletic director.

4.School Discipline – Detention

An athlete with a school discipline obligation or detention is expected to fulfill the discipline obligation before reporting to practice and/or a game. An athlete may be removed from a team for excessive disciplinary problems. The athlete may be reinstated upon sufficient evidence of improvement, as determined in the judgment of the Principal or the Athletic Director. It is expected that athletes at Andover High School shall be model citizens both in and out of school.

5. School Suspensions

Any athlete suspended from school may not practice, play, or be with the team on the day(s) in which he/she is serving the suspension. An athlete who incurs multiple suspensions during his/her student career may be permanently suspended from participating in sports at Andover High School, as determined in the judgment and discretion of the Principal or the Athletic Director.

6. Altercations

Student-athletes should be aware that MIAA regulations impose a one or two contest suspension for fighting. 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. Students that are suspended are required to take a National Federation of High Schools (NFHS) on-line class “Sportsmanship It’s Up To You”. (Rule 72.8 in MIAA rulebook)

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 for one year from the date of the incident. (This sub-section does not apply to fighting unless warranted in the judgment of the game official.)

7.Taunting

Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal characteristics. The MIAA specifies that in all sports, officials are to consider taunting a flagrant unsportsmanlike offense that disqualifies the offending bench personnel or contestant from

that contest/day of competition. In addition, the offender shall be subject to existing MIAA disqualification rules.

At MIAA contest sites and tournament venues, appropriate officials may in their discretion give spectators one warning for taunting as defined above. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

8. Hazing or Any Form of Initiation

Andover High School has a zero tolerance policy on hazing. The Andover High School policy on hazing is contained in the Andover High School Handbook and in School Committee Policy JICFA-E which appears on <http://www.aps1.net> in the School Committee webpage in the Policy Manual. The foregoing provisions are expressly incorporated herein by reference. Athletes found responsible for hazing or leading initiation activities; for failing to report such hazing and initiation activities of which they have knowledge; or for retaliating in any way against any other student who reports such hazing or initiation activities, are subject to removal from participation on their team for a period up to and including the duration of their time at Andover High School. This penalty is in addition to any and all student discipline which is imposed in accordance with the hazing policy and applies regardless of whether the hazing or initiation activities occurred in connection with athletic programs or, instead, in any other context regulated by the hazing policy.

9. Bullying/Cyber-bullying/Retaliation

Andover High School has a zero tolerance policy on bullying, cyberbullying and retaliation. The Andover High School policy on bullying, cyberbullying, and retaliation is contained in the Andover High School Handbook and in School Committee Policy JICFB which appears on <http://www.aps1.net> in the School Committee webpage in the Policy Manual. The foregoing provisions are expressly incorporated herein by reference

Athletes found responsible for bullying, cyberbullying or retaliation; for failing to report such bullying or cyberbullying; or for retaliating in any way against any other student who reports such bullying or cyberbullying, are subject to removal from participation on their team for a period up to and including the duration of their time at Andover High School. This penalty is in addition to any and all student discipline which is imposed in accordance with the bullying/cyberbullying policy and applies regardless of whether the bullying/cyberbullying/retaliation occurred in connection with athletic programs or, instead, in any other context regulated by the bullying/cyberbullying policy.

10. Daily Commitment

Athletes should plan to make a daily commitment of 2 to 2.5 hours, five or six days a week. At the sub-varsity level, some teams might not practice or play on weekends. The set up time

before and after practices and contests bring the usual total time to three hours. Coaches will establish the times for practices in advance of the season and especially for school-year vacations so that families can make reliable plans for family outings/events. The times for all practices will also remain as announced by the coach. There may be extenuating circumstances that would require time changes. Coach will notify student/athletes of change as soon as possible.

It is important that a coach be notified if an athlete is not going to be present at a practice or contest. All coaches expect their athletes to be present at all team related activities. A coach may suspend an athlete from practice or contests for repeated unexcused absences. Athletes may be excused from team activities for illness, injury, academic, family or religious reasons. Prior notification is expected when possible. If a student misses three or more consecutive days they will be required to practice a minimum of one day before competing in a game. This is required for safety concerns.

III. Other Information

1. Tryouts

There are some teams that athletes must try out for and risk being cut. During the tryout period the coach will provide an explanation of his/her expectations. Athletes cut from one team are encouraged to try out for another team if there is space on that team. Students who are cut will be informed as to the reason why they did not make the team and also on the weaknesses in performance that were seen and that might be worked on for future consideration. **All try outs must last a minimum of 3 Days. If a student athlete is injured during or prior to tryouts the coaches may take the following action, Coaches may evaluate and place the athlete based on their personal evaluation of past performance**

Coaches may allow the athlete to stay with the program until they are physically cleared to tryout as long as that will happen before the first scheduled game. This is to stay compliant with MIAA rules. They may then extend a tryout of any length to the athlete

2. Transportation

Andover High School typically provides transportation to away contests. 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 coach by an athlete's

parent prior to the event. If competition requires traveling out of state or more than 150 miles, a coach/charter bus may be used if authorization is given by Athletic Director two weeks in advance of the event and the differential in funding for the coach/charter bus is provided by the Booster program.

Under no circumstances will students be allowed to transport themselves or ride with other students to or from away contests. If cleared through the head coach, an athlete may return from a game with his/her parents. 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.

3. Equipment

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 the next season or graduation. Athletes failing to turn in all issued equipment, or returning equipment damaged through misuse, are responsible to pay the current replacement cost. In the event that the equipment is found and/or returned after the payment, a refund may be made.

- A. Parents will be notified that their son/daughter owes equipment or must pay the replacement cost.
- B. An athlete will be denied participation on any Andover High School athletic team until equipment has been returned or paid for.
- C. A senior athlete who has failed to return AHS-issued equipment or failed to pay for AHS-issued equipment may have his/her high school diploma withheld until the equipment is returned or payment is made.

4. Sportsmanship

Sportsmanship is a number one priority at Andover High School. The Athletic Department expects all parties present at an event to display the highest possible level of sportsmanship. Players, coaches, and spectators should treat opponents, game officials, and visiting spectators with respect. All athletic events are conducted in accordance with the rules and regulations of that sport. Any form of taunting of officials or players will not be tolerated at any Andover High School athletic event. Likewise, profanity, objectionable cheers, or gestures have no place at an athletic event at Andover 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. Andover High School in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any athletic event, home or away.

5. Playing Time

There are many benefits to be gained by participation in athletics at the high school level. Student-athletes learn discipline, to perform under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership and to play within the rules. Although there are many measures of success in the minds of each athlete, perhaps the most emotional is “playing time” during contests. If an athlete has a question about the amount of playing time he/she is getting, he/she should be encouraged to discuss it with the coach. Being a member of a team at Andover High School does not guarantee “playing time”. The playing Time of each participant is the sole prerogative of the coach of the sport in his/her discretion and judgment; however, there are some guidelines:

A. Freshman and Junior Varsity Teams

This is the development 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 willing to work to prepare for varsity level competition.

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 “non-starters”. 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.

6. Team Captains and Captain Selection Procedure

Captains will be chosen by the coach prior to the first regularly scheduled event. It is expected that team captains be leaders of their team. Captains are expected to be a model for teammates with a responsibility to all members of the team. They are expected to assist the coaching staff by promoting team rules, and communicating with coaches about problems that arise that could affect the team.

Captains of a team shall be relieved of their position for violating team, athletic department, school, or MIAA rules or for actions not fitting of a captain. If a student does lose his/her captaincy due to a violation of MIAA rules, or AHS Athletic policies, the student will not be able to be named captain of a team for one calendar year from the date the penalty was issued.

Captains Selection Procedure

The process of the selection of team captain will follow this procedure

1. Any athlete who wants to run for captain has to declare to the coaching staff of the program that they are interested in being a candidate for captain
2. At this time the coaches may ask the athlete to prepare a speech or written response to a question as an evaluation tool. Coaches may use any type of evaluation tool they would like.
3. The team will then vote on who to recommend to the coaching staff for captaincy. The teams vote is only to be viewed as a recommendation to the coaching staff.
4. The coaches will review the votes by the team as a recommendation and will discuss who the team has recommended for captaincy. The result of the team vote is in no way binding to the coaches. Selection of the captains is the final decision of the coaching staff involved
5. Finally the head coach of the varsity program will announce who has been selected as captains

7. Fund Raising

Fund raising by Andover High School athletes, team parents, or “boosters” organizations is an acceptable method of supporting the athletic program. All fundraising activities, including those by booster organizations, must receive prior approval of the Athletic Director. In order for approval to be given, each fundraiser must have a justifiable, stated objective. The money raised should be used to supplement the particular sports program (i.e. purchase uniforms, equipment, team dinners, banquets, programs, etc.). No coach or the immediate family of such coach shall be involved in the activities of booster organizations, including fundraising, promotion, and maintenance and expenditure of funds. Andover High School has a booster Information document which outlines suggested procedures and requirements for booster organizations. That document should be consulted by booster organizations in connection with their activities. It is important to remember at all times that booster organizations are independent entities separate from Andover High School, from its athletic program, and from Andover Public Schools. While their activities are important in the support of Andover High School’s athletic program, booster organizations are in no way agents or representatives of Andover High School/Andover Public Schools.

8. 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 well-being. If a student is concerned about his/her eating behaviors it is essential that he/she seek professional medical assistance. The student should speak with his/her coach, the athletic trainer, guidance counselor, school psychologist, clinical counselor, or nurse.

9. 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:

- a) **Student athlete speaks with coach**
- b) **Parent of athlete contacts coach**

If the parent of a student-athlete requests a meeting with the coach, it is required that the student-athlete also attend. In order for the discussion between student or parent and coach to be productive, the following times are inappropriate to approach a coach and should be avoided:

- either prior to or immediately following a game
- during a practice session
- during a time when other teammates are present
- a time when it is apparent that there will not be sufficient time to allow for a complete discussion

- c) **Athlete or parent contacts Athletic Director**

The Athletic Director will meet with the coach and with the parent and/or student, unless in his judgment the circumstances are such that the coach should not be present.

- d) **Student and/or parent contacts Principal**

The Athletic Director should be informed that this contact will be made. The Athletic Director shall be present for the meeting unless the circumstances warrant that he not be.

10. Non-Discrimination Statement

The Andover Public Schools is committed to equal education opportunity for all students. It is the goal of the Andover Public Schools to maintain a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual

orientation, age, ancestry, disability, gender identity, veteran status, genetic information, homelessness or any other class protected by state or federal law.

The Andover Public Schools will not tolerate discrimination or harassment in any of its schools, including any school programs, services or activities. The Andover Public Schools is committed to equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. The Andover Public Schools does not discriminate in admission to its schools, access or treatment in its services, programs and activities for any student.

To file a complaint alleging discrimination or harassment by the Andover Public Schools on the basis of any protected class, please contact:

Nancy Duclos, Assistant Superintendent of Schools, Andover Public Schools, 36R Bartlett Street, Andover, MA 01810 – Telephone: 978-247-7731 or via email – nduclos@aps1.net Or,

Candace Hall, Director of Human Resources, Andover Public Schools, 36R Bartlett Street, Andover, MA 01810 Telephone: 978-623-8511 or via email – chall@andoverma.gov

11. The Athletic Trainer and Training Room

The training room serves to help student-athletes receive the best medical care. At certain times of day the trainer is extremely busy and the training room is 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. In the event of an athletic injury at a home game, the trainer, an emergency medical technician, or a doctor shall provide immediate care. At an away game the host school's medical personnel are responsible for care if the Andover High School trainer is not present. If any student is required to see a doctor due to an injury student must receive clearance from doctor to return to participation. Doctor's note must be signed off by trainer.

Any student athlete who is injured must report to the trainer as soon as possible to be assessed and to have the injury reported

Andover Public Schools has a concussion policy which must be read and acknowledged as part of the on-line registration. All of its provisions are expressly incorporated herein by reference.

12. Awards

The criteria for earning a varsity letter award are determined by the coach. The requirements will be explained at the beginning of the season by the head coach. An athlete will be awarded one varsity chenille letter for the first varsity sport he/she participates in.

For every subsequent year of participation in a varsity sport, a metal bar/pin will be awarded for attachment to the letter. Andover High School athletic certificates will be awarded to each varsity letter winner and to JV and freshman players as well.

The Merrimack Valley Conference may also recognize Andover High School athletes with selection to the All-Conference or All-Star teams. The criteria for winning these awards are determined by the Conference head coaches and athletic directors.

Student managers who meet the specific criteria established by the coach are eligible for varsity letters.

13. Team Rules

Andover High School coaches are authorized to establish and enforce appropriate team rules for the specific sport which must be followed by the athletes in order to participate in that sport. These rules supplement, but do not replace or supersede and cannot conflict with, the rules set forth in this Handbook

PARENT/GUARDIAN AND STUDENT SIGN-OFF FORM FOR RECEIPT AND READING OF THE 2017-2018
ANDOVER HIGH SCHOOL ATHLETIC

STUDENT HANDBOOK MUST BE ACKNOWLEDGED DURING ON-LINE REGISTRATION AT www.aps1.net .

Important Dates in athletics for 2017-2018 School year

Fall 2017

Registration opens	7/17/2017
Physicals due to nurse	8/7/2017
First day of football practice	8/18/2017
Mandatory fall preseason meeting	8/23/2017
First day of tryouts/practices	8/24/2017
Registration closes for cut sports	8/28/2017
Parking for offsite sports goes on sale	8/30/2017
All registrations close	8/31/2017
Parking opens to all sports (If available)	9/6/2017

Winter 2017-18

Registration opens	10/23/2017
Physicals due to nurse	11/14/2017
Mandatory winter preseason meeting	11/20/2017
First day of tryouts/practices	11/27/2017
Registration closes for cut sports	12/1/2017
Parking for offsite sports goes on sale	12/4/2017
All registrations close	12/5/2017
Parking opens to all sports (If available)	12/8/2017

Spring 2018

Registration opens	2/26/2018
Physicals due to nurse	3/5/2018
Mandatory winter preseason meeting	3/14/2018
First day of tryouts/practices	3/19/2018
Registration closes for cut sports	3/22/2018
Parking for offsite sports goes on sale	3/26/2018
All registrations close	3/28/2018
Parking opens to all sports (If available)	3/30/2018

