

Amherst Regional High
School Athletic Handbook
2011-2012

AMHERST



HURRICANES

Table of Contents

<u>Page #</u>	
1	Introduction
2-6	Core Values & Beliefs, Learning Expectations, Athletic Philosophy
7-8	Goals of Amherst Athletics
9	Sportsmanship
10-13	Athletic Code of Conduct
14-25	Amherst Athletic Department Policies
26	Athletic Trainer
27	Athletic Awards Policy
28	What to Expect from a Coach
29	Conflict Resolution Process
30	Evaluation of Coaches
31	Governances
31-33	Booster Clubs and Fundraising
34	Fall Sports Winter Sports Spring Sports

Introduction

This handbook is presented because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. We believe that participation in sports provides a wealth of opportunities and experiences to assist students in personal growth.

Students who elect to participate in athletics are voluntarily making a choice, which involves self-discipline. Only students who comply with the rules of training and conduct are assured membership on the team. The concept of self-discipline is tempered by the responsibility to recognize the rights of the individual within the framework of a team.

We also believe that you, the parent, have committed yourself to certain responsibilities and obligations. Please understand that skill improvement and healthy learning experiences are a focus of the athletic program. Parents can be helpful by supporting the team and the coach. Any issues should be addressed directly with the coach. Avoid setting up a conflict in your child's mind between parents and coaches. Develop a proper perspective: remember what you could do at your child's age; try not to judge them by what you can do now. Develop an understanding of what your child wants from sports, as not all children want the same things; determine if he or she wants to be involved at all.

We would like to take this opportunity to acquaint you with our athletic philosophy and some of the specific policies that are necessary for a well-organized athletic program.

“The Committees’ policy of nondiscrimination extends to students, staff, and the general public with whom it does business. The Amherst-Regional School District, The Amherst Public Schools, and the Pelham Public Schools do not discriminate on the basis of race, national origin, age, religion, gender, sexual orientation, economic status, political party, and disability in admission to, access to, employment in, or treatment by its programs and activities.”

CORE VALUES AND BELIEFS

High Achievement *Best Practices* *Social Justice*

1. The high school administration, faculty, and staff believes in promoting high achievement for all students.

We develop and implement a developmentally appropriate, challenging and diverse curriculum based on national and state standards;
We emphasize high expectations for all students in all fields of endeavor;
We maintain inclusive and diverse educational environments that promote success for students with diverse challenges and learning styles.

2. The high school administration, faculty and staff believes in working from research-based best practices that promote student achievement.

We collaborate with colleagues to regularly develop curriculum and assessment, incorporate known best practices to support effective instruction and classroom innovations, and to ensure high professional standards in our work;
We create effective ways of gathering and analyzing data from student performance and use it to monitor individual student progress and inform instruction within and across departments;
We build partnerships with academic institutions and community organizations that enrich students and staff and add value to our school system.

3. The high school administration, faculty and staff believe that an education in diversity and social justice is essential for all members of our community. We believe that these values help us to recognize our civic responsibilities and the potential we share to make a positive difference in and beyond the school.

We develop curricula that educate students about the historical injustices suffered by people because of their identity;
We create a learning environment where students can grow personally, acknowledge their identities, and express differences while nurturing acceptance and respect for self and others;
We provide professional development opportunities for faculty and staff in diversity training and social justice education;
We celebrate the diversity within our community and affirm the bond we share as human beings.

Fundamental to academic achievement is the development of critical thinking skills, a student's ability to apply skepticism and intellectual rigor to analyze information for accuracy, implicit meanings and potential biases and to access alternative perspectives and counter arguments in order to construct real knowledge. In an achievement-based learning community students must be able to work collaboratively as well as independently to acquire such knowledge.

SCHOOL-WIDE LEARNING EXPECTATIONS

1. ARHS students write effectively in a variety of formats.
2. ARHS students speak knowledgeably, clearly, and persuasively as a means of communication.
3. ARHS students read and listen for understanding.
4. ARHS students use quantitative reasoning skills to build understanding and solve problems.
5. ARHS students apply information literacy concepts and skills to use information resources critically and ethically.
6. ARHS students express themselves creatively in a variety of media.
7. ARHS students are informed, culturally aware and responsible local, national, and global citizens.
8. ARHS students demonstrate an understanding of historical and institutional injustice.
9. ARHS students demonstrate self-advocacy, self-respect, and respect for others.

Athletic Philosophy Statement and Goals

Amherst Regional High School believes that athletics are valuable components of education and our program attempts to provide avenues for all students who want to take part in them. The entire program is based on the following precepts:

Winning isn't everything, nor is it the only thing. Young athletes cannot possibly learn from winning and losing if they think the only objective is to beat their opponents. However, to play sports without striving to win is to be a dishonest competitor. Every student can experience the true success that comes from trying his or her best to win. The opportunity to strive for success is the right of every young athlete.

Failure is not the same as losing. Athletes should not view losing as a sign of failure or as a threat to their personal values. Students can learn to persist in the face of obstacles and support each other even when they do not achieve victory.

That the highest standards of sportsmanship and fair play will be observed by players, coaches, parents and spectators; That both winning and losing in competition will be placed in their proper perspectives.

Representing one's school may also be a way to learn responsibility and to build a favorable self-image. For many student athletes, this may be the only arena in which they excel. It provides a feeling of belonging to a special group, a need sometimes fulfilled in far less worthy ways.

In accordance with this philosophy of athletics and our desire to see as many students as possible participate in the athletic program at Amherst, we will encourage coaches to keep as many students as they can without compromising the integrity of their sport. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

When a school's athletic policy mirrors its academic policy, each enhances the other. A student taught that effort in class brings rewards will learn that effort on the field brings rewards. Athletics, then, has an enormous impact upon every student who takes part. And the school has an absolute responsibility to try to make sure that the experience is a positive one.

Students who participate in the athletic program will be able to work towards meeting the following expectations:

- *Analyze critically and apply multiple thoughtful and creative solutions to problems.
- *Demonstrate responsibility and integrity in academic and social choices.
- *Work cooperatively in a variety of settings.
- *Resolve conflicts in ways that demonstrate respect for self, others, and property.
- *Understand the effects of discrimination and privilege.
- *Formulate personal goal and identify strengths and career interests.
- *Develop skills and habits that promote lifelong physical, social, and mental well-being.

Goals of Amherst Athletics

The common goals of the athletic program at ALL LEVELS of play are for athletes to:

- *Have FUN
- *Develop their physical, emotional, social, and mental skills
- *Develop respect for authority, teammates, opponents, and themselves
- *Develop pride in themselves, their team, school, and community
- *Develop leadership qualities
- *Learn to work as a team member towards the attainment of common goals
- *Develop team responsibility and dedication
- *Learn rules necessary to play a particular sport
- *Develop skills necessary to play a particular sport
- *Attempt to place athletes on a team level that will allow them to succeed to the best of their ability

Specific Goals of Freshman & Middle School Teams

- *Introduce and develop skills and rules of the sport
- *Present an opportunity for an athlete to experience a specific sport
- *Introduce young athletes to interscholastic competition
- *Allow an athlete to explore further study in a specific sport
- *Give all participants playing time in all games, assuming that athletes have attended practice, worked to their potential, have the proper attitude, and have committed to the team. Athletic skill is also a factor

Specific Goals of Junior Varsity Teams

- *Further develop the skills and knowledge of the sport
- *Increase the intensity of the competition
- *Prepare for the varsity level of that sport
- *Give all participants playing time based upon practice, attendance, work ethic, attitude, commitment to the team and athletic skill

Specific Goals of Varsity Teams

- *Develop skills and knowledge to their highest level
- *Allow talented athletes the chance to excel and prepare them for future competitions
- *Compete for League, Sectional, and State Championships
- *Expect all members to be role models and mentors for younger students

There is a possibility that some students may be cut during tryouts. These students will be encouraged to tryout for another sport team whenever possible, or to join an intramural activity.

Please note: When 9th graders have demonstrated an advanced level of ability, they may be placed on a junior varsity or varsity team after agreement among the athlete, his/her parents, the coach, and the Athletic Director.

ARHS and ARMS Athletics – Current cut/No cut sports

Sport	Level	Cut/No cut
Boys and Girls Cross Country	Varsity/MS	No Cut
Boys and Girls Soccer	Varsity/ JVA/JVB	Cut
Field Hockey	Varsity/JV/MS	No Cut**
Football	Varsity/JV	No Cut
Girls Volleyball	Varsity/JV/MS	Cut
Golf	Varsity	Cut**
Boys and Girls** Basketball	Varsity/JVA/JVB	Cut
Ice Hockey	Varsity	No Cut
Boys and Girls Indoor Track & Field	Varsity	No Cut
Boys and Girls Alpine Skiing	Varsity*	No Cut
Boys and Girls Nordic Skiing	Varsity	No Cut
Boys and Girls Swimming	Varsity	No Cut
Boys and Girls Diving	Varsity	No Cut
Wrestling*	Varsity/JV	No Cut
Baseball	Varsity/JVA/JVB	Cut
Boys and Girls Lacrosse*	Varsity/JV	No Cut**
Boys and Girls Tennis	Varsity	No Cut
Boys and Girls Track	Varsity/MS	No Cut
Boys and Girls Ultimate	Varsity/JV/MS	Cut
Softball	Varsity/JV/MS	Cut

*Teams that have a waiver for middle school participation = Alpine ski, wrestling, and girls lacrosse (jv 8th grade)

**No cut in last 6 years

There are many decisions made on a regular basis by members of our coaching staff. These include: which athletes should start a contest, who should play what position, and the amount of playing time. These very difficult decisions are made only by members of our coaching staff after weighing a considerable number of factors. The most competitive, skilled team members will play the major portion of contests. However, teams cannot be successful without committed substitutes or “second string players”. These athletes push the starters, and can help make the team more competitive. They must also strive to do their best.

If there is an issue you wish to address with a coach, please follow the Conflict Resolution Process that is detailed in the Handbook.

Sportsmanship

The Amherst-Pelham community values 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 reinforcements 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:

1. Appreciate good play no matter who makes it
2. Show compassion for injured players
3. Avoid jeering and taunting opponents
4. Avoid use of profane language
5. Avoid obnoxious cheers
6. Respect the judgment of calls by officials
7. Keep in mind that Amherst Regional High School is judged not just by the team's performance and behavior but also by that of its student and adult fans.
8. Inappropriate cheering or taunting will not be tolerated at Amherst activities.
- 9.

Any inappropriate behavior by spectators may result in immediate removal from the contest site and future attendance at Amherst athletic events may be in jeopardy.

Athletic Code of Conduct

Conduct of Athletes

The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student/athlete is our main concern and transcends any other consideration. All athletes are expected to abide by all school rules as well as the rules of the PVIAC and MIAA. The following lists several pertinent rules.

MIAA Rule (Chemical Health)

During the School year* 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.

If a student violates this rule, s/he is unable to participate for the next consecutive contests totaling 25% of all contests in that sport. Practicing with the team is recommended. All fractional parts of an event will be dropped when calculating the 25%.

Second and subsequent violations will result in 60% loss of contests.

*The Chemical Health Rule has been extended to be 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.

MIAA Rule 49.4 (Expulsion from a Game)

A student who is ruled out of a competition (including a jamboree, scrimmage, etc.) shall not participate in the next (note that ice hockey and soccer require a 2 game disqualification) scheduled interscholastic competition with a member school or in MIAA tournament play. The disqualified student is ineligible for any contest in that sport until the next contest at the same level has been completed. (Exceptions: field hockey- see Rule 67.3, basketball – five personal fouls; ice hockey – six minutes in penalties; wrestling – technical disqualification. A 2 game suspension will be assessed to any student athlete who is ejected from a contest for any of the following reasons: fighting, punching or kicking an opposing player, spitting at someone.

MIAA Rule 95 (Bona Fide Team Member)

Individual students in schools that have a team in a sport are not allowed to enter tournaments except as a bona fide member of that school team. A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team practices 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 activity/event in any sport recognized by the MIAA. Violation of this rule results in a suspension for 25% of the season. The second offense will result in a 25% suspension of the season and ineligibility for the MIAA tournament play.

MIAA Rule 60 (Student Eligibility: Age)

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year. For Freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil's place of birth.

MIAA Good Citizen Rule 6.1

Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of suspension. Local policies will determine the actual days of ineligibility.

The Massachusetts Hazing Law and An Act Relative to Bullying in Schools is quoted below. Hazing or bullying in any form is unacceptable. If you have any concern that your son or daughter is involved in a hazing or bullying incident, we strongly encourage you to call the Coach, the Athletic Director, or the Principal immediately. Incidents of hazing or bullying must be reported to the appropriate law enforcement officials as soon as reasonably practicable.

Hazing

Section 17. "Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or more by imprisonment in a house of correction for not more than 1 year, or by both such fine and imprisonment. Hazing is defined as any conduct or method of initiation into any student organization which willfully or recklessly endangers the mental health of any student or person. Branding, forced calisthenics, exposure to 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."

Section 18. "Whoever knows that another person is the victim of hazing as defined in Section 17 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 a crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than \$1,000.

Bullying

The District section of the Student/Family Handbook contains the most current language from the state regarding the definition of Bullying:

Policy JICFB: Bullying

Bullying is defined as the act of one or more individuals intimidating, threatening, ridiculing, humiliating, frightening, or causing increased anxiety to one or more other individuals through verbal, written, electronic, or physical interactions or behaviors, whether explicit or implied.

Examples of bullying include but are not limited to:

1. Intimidation, either physical or psychological
2. Threats of any kind, stated or implied
3. Assaults, including those that are verbal, physical, psychological, or emotional
4. Attacks on student property

Administrators and supervisors will make clear to students and staff that bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions held in any location will not be tolerated.

The School District will promptly and reasonably investigate complaints or allegations of bullying.

Where it is determined that bullying has occurred, the schools will act promptly to eliminate the conduct and will impose corrective action as necessary, which may range from requiring the offender to work with school personnel to improve behavior, recommendation for counseling or other therapeutic services, and/or disciplinary action up to and including suspension and expulsion for students. (See policies: AC Non-Discrimination, JICK Sexual Harassment of Students, JICFC Student-to-Student Harassment, and IJNDB Acceptable Network Use.)

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

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.

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 skills, 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, standing over/straddling a tackled or fallen player, etc. (MIAA Rule 48.1 Sportsmanship: Taunting)

Student-athletes are accountable for their behavior both in and out of school. A student athlete may be held out of sports for conduct that represents his/her team and school poorly. This may include any criminal charges brought against him/her.

Amherst Regional Athletic Department Policies

Besides the rules set by the governing bodies, Amherst has also established rules and policies concerning athletic participation.

A. *Requirements for Participation*

- 1. Physical Examination:** All students must pass a physical examination within thirteen months of **the start of each season. Students who meet this criteria 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. Students may not participate in any practices or contests until they have been cleared by the school nurse.

Sports Physicals Questions:

High School Nurse's Office: 362-1743 or 362-1744

Middle School Nurse's Office: 362-1974

- 2. Academic Eligibility:** The MIAA and the Amherst Regional High School set guidelines that determine a student's eligibility to participate in the interscholastic sports program. The MIAA rules that govern eligibility are rules by which all high schools throughout Massachusetts must conform. In addition to the MIAA criteria for participation, ARHS has its own standards for participation that go beyond the minimum expectations set forth by the MIAA. However, all students are invited to join a sport if they meet the MIAA standard, and if the Athletic Waiver Committee has granted them approval. The following rules for eligibility also apply:

***Athletes taking college courses must complete an ALP (Alternative Learning Program) form to be eligible for sports.**

***Athletes enrolled in the Educational Transitions Program (ETP) with Greenfield Community College must apply for a waiver with the MIAA. This must be done prior to first day of practice. Contact the athletic office for more information.**

***Transfer students must make an appointment with the athletic director to determine eligibility. In some cases, MIAA forms must be completed.**

***Please refer to charts in the Athletic Handbook on pages () to assist in determining and maintaining academic eligibility.**

- 3. Attendance:** No student who has been absent from school on the day of an activity will be eligible to participate in that activity. A student is considered absent if he/she does not check in at the office by 8:05 a.m. and remain in school for the remainder of the day.

If a student-athlete must be dismissed from school, he/she must have a note from a Dean or Administrator to be eligible for participation on that day. Student-athletes who leave grounds without permission will be ineligible to compete or practice.

4. Emergency Medical Card: Student Athletic Emergency Contact Cards can be obtained at the high school/middle school main office(s), athletic office or your coach. Completed cards should be returned to your coach or the athletic office prior to tryouts/practices.

5. Athletic Participation Form and Chemical Health Form:

The Athletic Participation Form and Chemical Health Form must be completed and handed in with the Athletic Fee at Registration. No student may participate until all forms and fees are turned in.

B. *Financial Obligations* – An Athletic Participation fee will be charged to each athlete per season.

1. The fee must be paid by check to Amherst Regional High School
2. The fee must be paid before a student is allowed to practice.
3. All athletic participation fees will be collected by the Athletic Director and the Athletic Secretary.
4. Refunds: Requests for refunds must be made directly to the Athletic Director. Guidelines for refunds will be:
 - a. If an athlete is cut from the squad following the tryout period.
 - b. If an athlete suffers a season ending injury prior to or during the first regular season contest.
5. There will be no refunds:
 - a. If an athlete quits, at any time, there will be no refund.
 - b. If an athlete is removed from the team for any school or MIAA rule violation, there will be no refund.
6. Playing Time: Payment of the athletic participation fee will in no way influence the amount of playing time an individual athlete receives. It will be up to each coach to determine the amount of playing time an athlete receives.

Athletic fees are necessary to fund the athletic department's many sports teams. Fees go towards paying coaches salaries, Athletic Trainer salary, officials, memberships, entry fees, supplies, transportation, and other costs associated with the running of the athletic department.

High School Athletic Fees 2011-2012

	Sport	Full Fee	Reduced Lunch Fee	Free Lunch Fee
Fee 1	Alpine Skiing, Football, Basketball, Ice Hockey, Golf, Nordic Skiing, Wrestling	\$231	\$92	\$46
Fee 2	Baseball, Cross Country, Diving, Field Hockey, Indoor Track, Lacrosse, Soccer, Softball, Swimming, Tennis, Track, Ultimate Frisbee, Volleyball	\$193	\$77	\$41
	FAMILY CAP	\$1,100	\$440	\$220
	INDIVIDUAL CAP	\$522	\$209	\$104

Middle School Athletic Fees 2011-2012

	Sport	Full Fee	Reduced Lunch Fee	Free Lunch Fee
Fee 1	Alpine skiing, Wrestling (hs jv)	\$231	\$92	\$46
Fee 2	Cross Country, Field Hockey, Girl's lacrosse (hs jv team), Softball, Track & Field, Ultimate Frisbee, Volleyball,	\$193	\$77	\$41
	FAMILY CAP	\$1,100	\$440	\$220
	INDIVIDUAL CAP	\$522	\$209	\$104

*C. Cutting Policies**

Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Before holding tryouts, the coach shall provide the following information to all candidates for the team:

1. Extent of tryout period.
2. Criteria used to select the team.
3. Practice commitment if they make the team.
4. Game commitments.

When a squad cut becomes necessary, coaches will personally inform each athlete. *No team lists are to be posted as a way to inform athletes they are cut.* Coaches are available to discuss the reason for the action and offer alternative possibilities for participation in

the sport or in other areas of the athletic and activity program. Athletes who are cut from a team are encouraged to meet with the coach. After tryouts begin, no athlete may leave one team (voluntarily or due to dismissal by the coach) and try out for another team without the consent of both coaches involved and the Athletic Director.

*See Goals of Amherst Athletics

D. Equipment

All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and practice. Equipment lost or not returned in good condition at the end of the season will be subject to a financial penalty.

E. Reporting of injury

All injuries, no matter how insignificant they may seem, should be reported to the coach and Athletic Trainer. Final determination of whether an athlete may participate will be the decision of the Athletic Trainer in conjunction with the physician.

F. Release from class

It is the responsibility of the athlete to see his/her teacher before the classes that will be missed because of an away athletic contest. All work shall be made up at the convenience of the teacher. Distance and transportation limitations are the primary reasons for early dismissals. The Athletic Department will make every effort possible to schedule contests so that classes will not be missed.

G. School vacations

All athletes are expected to attend practices and games during school vacations. Students who choose to participate on any Amherst team will be expected to attend all games and practices over the vacations. Please contact the athletic office if you have questions regarding a specific program or season.

H. Training Rules and Regulations

All training rules and regulations will be established by the head coach. Enforcement of these rules and regulations will be the responsibility of the entire coaching staff. Clothing attire for practice must be appropriate for physical activity and meet school handbook guidelines. Practices for high school teams may not begin before 3:15 (except for golf and daylight savings time in late October and November). Middle school practices may begin at 2:45.

I. Missing Practice

An athlete should always consult his/her coach before missing practice. If it is an emergency and the coach cannot be reached, the athlete should contact the Athletic Director's office. Missing practice or a game without good reason could result in possible removal from the team.

School Discipline Obligations: A student athlete with a school discipline obligation is expected to fulfill the disciplinary obligation before reporting to an athletic practice and/or game. Students cannot expect, and should not request, disciplinary action to be

postponed or cancelled for any athletic reason. The Athletic Department reserves the right to remove a student from a team for excessive disciplinary problems and may reinstate the student upon sufficient evidence of improvement. It is expected that our athletes be model citizens both in and out of school; they should set an example for all students.

J. Travel

All athletes must travel to and from out-of-town athletic contests in transportation provided by the Athletic Department unless previous arrangements are made by the parents and approved by the Athletic Director and the coach. Athletes should give 24 hour notice if they are being driven home or to a contest by their parent/guardian. They must submit a signed note from their parent/guardian to the coach. Athletes will remain with their squads and under the supervision of the coach when attending away contests. Athletes who miss the bus will not be allowed to participate unless there are extenuating circumstances. All regular school bus rules will be followed. Overnight trips require a permission form that must be handed in by the coach at least 2 weeks prior to the trip. Directions to Away Contests: The Athletic Department publishes a set of directions to all PVIAC contests. Directions to schools can also be obtained by accessing www.highschoolsports.net

K. 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 the Principal will make a decision.

The Athletic and Performing Arts departments have worked to support each other through planning and advance notification of events and tournaments so that conflicts can be avoided.

The following 'Block out' dates for MIAA Tournaments will have priority over Performing Arts events:

November 1-19

February 28- March 17

May 29 – June 16

L. College Recruitment

In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the Athletic Department. College recruitment information is available from guidance counselors and in the Athletic Office. The Guidance Department has information on NCAA regulations. They also have copies

of the NCAA Eligibility Center Forms, which must be completed by all students planning to participate at the College Level.

M. Postponed Contests

Many contests throughout the school year are postponed due to factors such as inclement weather. In most instances it is the “home” school that calls for a postponement. According to PVIAC policy, games are to be made up on the next available open date on both schools’ schedules, including weekends, whenever practical. Decisions on postponements are made as late in the day as is practical for proper notification of all interested parties. On school days, the most common time is about 1:00 p.m. for afternoon contests. If there are any questions as to the status of a contest, contact the cancellation/update line 362-1798 or www.highschoolsports.net but please wait until after 1:00 p.m. On non-school days, and for evening contests, postponements are made approximately 2 to 3 hours prior to the contest, and coaches will contact their teams. It is sometimes necessary because of scheduling conflicts to cancel rather than postpone sub varsity contests. Cancellations of varsity contests, because of league standings and/or tournament qualification regulations, are extremely rare.

N. Physical Education Exemption

All students are required to participate in their regularly scheduled physical education classes. Students who are medically excused from physical education are not allowed to participate in their team practice or game on that day. The Physical Education staff will attempt to notify each coach on a daily basis of those students who did not participate in physical education classes that day.

O. Building and Facility Access

No student will be allowed access to any of the athletic facilities without the proper supervision by a school staff member. Students may not use the gymnasium or weight room unless there is a staff member present. Student-athletes in season are not allowed to practice without the supervision of a coach.

All personal belongings should be locked up in a locker or team room while the student-athlete is trying out, practicing or playing. All students should have their own lock for their athletic lockers and should never leave their locker unlocked or open while showering. Amherst High School cannot be responsible for loss of personal belongings.

Student-athletes are expected to respect the locker facilities, showers, and general area of the athletic activity at both Amherst High School and while visiting other schools. We expect our student-athletes to take pride in their facilities and those of our opponents by using trash barrels and keeping these facilities in good condition. Any type of vandalism will not be tolerated and may result in an athlete’s removal from the team and further disciplinary action.

P. Out of Season Coaching Parameters

According to MIAA rules, “Neither a coach nor any other representative of the school may require an athlete to participate in a sport or training program outside of the MIAA

defined sport season.” Voluntary conditioning sessions open to all students in the school and which are entirely devoid of sport specific activity may be conducted between sessions provided no candidate is required to participate or penalized for not doing so. A candidate is defined as a varsity or sub-varsity athlete who participated in the high school program at some interscholastic level in that sport the previous season.

Q. STUDY HALL

There will be a study hall in room 117 from 3:00 to 4:00 Monday-Friday for teams to use. The study hall must be supervised by a coach or designated adult. Student athletes should use the time from 2:20 to 3:00 to see teachers in courses where they need help or study in the library.

No persons shall be excluded from or discriminated against in trying out for an athletic team on account of race, color, sex, religion, national origin, or sexual orientation

MIAA Eligibility Requirements

Fall Sports: Students must have passed the equivalent of **four** full-year academic classes and have earned at least 16 credits in those courses in the previous school year in order to be eligible to participate. All first year 9th grade students are eligible.

Winter and Spring Sports: Students must have passed **three** academic classes in the term immediately preceding the season. For example, students interested in playing a winter sport must have passed three academic subjects in the fall trimester.

Academic classes are defined as courses listed in the *Program of Studies* in the following departments: Art, Business Education, Computer Instruction, Family and Consumer Education, English (excluding Reading courses), ESL/TBE, Mathematics, Music/Performing Arts, Science, Social Studies, Technology Education and World Languages. Courses listed as “CLC English, CLC Math, CLC SS or CLC Science” all count toward MIAA eligibility. Courses that do not count towards MIAA eligibility include those listed in the Physical Education Department, the Health Education Department, ALPS courses, Work Study, Community-Based Work Experiences, Academic Support* and other enrichment and support classes.

*Some students, as a result of an IEP, may only be taking two academic courses in a trimester. In those cases, a student’s grade in their Academic Support courses will substitute for a third academic course. In the event that a student is taking two academic support courses in a term, he/she must have passed or received a grade of satisfactory in both academic support courses.

Home School Students – 410.16

STUDENTS: PARTICIPATION OF HOME-EDUCATED STUDENTS IN ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

The opportunity to participate in interscholastic sports and/or other extracurricular activities should be considered a privilege rather than a right. Although not required by law, the Amherst-Pelham Regional Schools encourage students with approved home education plans to participate in athletics and extracurricular activities at the middle school and high school.

Specifically, to participate in extracurricular activities and/or athletics, a home-educated student:

- must have a home education plan that has been approved by the superintendent or his/her designee prior to the beginning of the school year
- must reside in the Region and must be living with his/her parent(s) or legal guardian(s) in the family residence
- for participation in interscholastic athletics, must meet all eligibility requirements of MIAA including, but not limited to, rules governing transfers and academic eligibility beyond grade eight and rules governing eligibility of home educated students.
- for participation in extracurricular activities and athletics, must meet all eligibility requirements of the school, including attendance and academic requirements
- must pay required fees for participation in athletics and, if applicable, for extracurricular activities
- must pass the district's physical examination annually, or have a family doctor perform such an examination, and must secure and present evidence of their own insurance coverage for participation in athletics

Two aspects of a student's home education program have been identified as being important measures of academic eligibility. These are, attendance/daily completion of course work and acceptable academic performance. Students must complete their normal academic work on the day of a scheduled practice or game; and students must be doing satisfactory work in all subject areas in order to participate in extracurricular and/or athletic activities. Parents/guardians of home education students are expected to monitor these requirements.

Attendance: On days when there is either a game scheduled or a practice to be held, the head coach of an athletic team will review that day's Home Education plan which must be signed by the parent/guardian, thereby certifying the student's completion of that day's academic work. Participants in other extracurricular activities must present their signed daily Home Education plan to the club's advisor.

Academic Performance: On a trimester basis, no later than three school days following the close of grades at the high school and middle school, the parent or guardian responsible for the home education program must submit to the Superintendent or his/her designee a progress report on work completed that trimester, including representative work samples and/or any other methods used for evaluating academic performance in English, mathematics, science and social studies. The Superintendent or his/her designee, with consultation from department heads, will determine whether or not the work completed that trimester satisfies the school's grade level standards.

Failure of a home-educated student to adhere to requirements for participation in extracurricular activities, or failure of a parent/guardian who has assumed responsibility for a

home education program to properly monitor their son or daughter's adherence to eligibility requirements, shall lead to the loss of the privilege to participate.

ARHS Eligibility Requirements

ARHS expects student athletes to be in good academic standing in order to participate in its athletic program and strongly believes that students should remain in good academic standing during the season. Therefore, students need to maintain a 2.0 grade point average, receive no “unsatisfactory” grade and no failing grade in order to participate on a sports team. Students who are ineligible will be notified of any terms or conditions that a student must meet if they wish to participate on the team. In some cases, students will be asked to appear before the Waiver Committee (Athletic Director, Assistant Principals, Dean of Students, and Special Education Administrator) to answer questions about their academic history and performance. Students should expect to be monitored during the season for their effort, attendance, homework completion and grades. A student who does not meet an acceptable standard of performance will be temporarily suspended from the team until his/her effort, attendance and homework completion improves. (See the *Student Handbook-Athletic Eligibility* for more details.)

Sports Waiver Process

- A student who is academically ineligible under MIAA rules may not participate. No appeal is available.
 - The ARHS Waiver Committee, through the Athletic Director and coaches, will contact a student who is MIAA eligible but does not meet the ARHS requirement. The Waiver Committee has the authority to determine whether an ARHS student may participate and the terms governing that participation. The Waiver Committee decides among one of the three following options:
 1. Grant eligibility but require the student to hand in a weekly academic monitoring sheet. Students are also required to bring a ‘pass to practice’, indicating they have stayed after for extra help with a teacher. If a teacher is unavailable the student may use the library to do homework, getting a pass from the librarian in order to attend practice.
 2. Meet with the student to review their academic history and determine an appropriate monitoring plan.
 3. Prohibit the student from participating in the athletic program for one season.
- Students in this category may make an appeal to the Principal.

Eligibility Requirements:

MIAA

Season	Previous credits taken	Courses passed	GPA	Incomplete	Drop/Fail
Fall sports	Must have earned at least 16 credits in previous school year. (Final grade average) All 9 th graders are eligible.	Must pass equivalent of 4 full-year academic classes	Does not apply	Incomplete – not eligible until completion of course with a passing grade (counts as fail)	Drop/Fail Course counts towards eligibility Failing 2 = not eligible
Winter sports	First trimester grades	Must pass 3 full-year academic classes first term	Does not apply	Incomplete – not eligible until completion of course with a passing grade	Drop/Fail Course counts towards eligibility Failing 2 = not eligible
Spring sports	Second trimester grades	Must pass 3 full-year academic classes second term	Does not apply	Incomplete – not eligible until completion of course with a passing grade	Drop/Fail Course counts towards eligibility Failing 2 = not eligible

Amherst Regional High School

Eligibility for Athletes – Grade Improvement and Sports Waiver Chart

Term	Fall	Winter	Spring
Tryout or Practice eligibility	Based on final year grades	Based on Fall Trimester Progress Report and Fall Trimester Grades	Based on Winter Trimester Progress Report and Winter Trimester Grades
ARPS Waiver Process (For 1 F, Inc, U, DrpF)	<p>*Students must apply for a sports waiver before practices begin.</p> <p>*If waiver is approved, student may participate in practices and games</p> <p>*Eligibility to continue fall sport dependent on fall trimester Progress Report</p>	<p>*Students must apply for a sports waiver before practices begin.</p> <p>*If waiver is approved, student may participate in practices and games</p>	<p>*Students must apply for a sports waiver before practices begin.</p> <p>*If waiver is approved, student may participate in practices and games</p>
2 nd Waiver Process (For 1 F, Inc, U, DrpF)	*If grade improvement plan is approved, student may participate in <u>practices only until grade has been changed</u>	*If grade improvement plan is approved, student may participate in <u>practices only until next grade period or grade has been changed</u>	*If grade improvement plan is approved, student may participate in <u>practices only until next grade period or grade has been changed</u>

All student athletes on waivers must provide a pass from a teacher in order to practice. Additionally, weekly monitoring sheets must be turned in to the Athletic Director.

Certified Athletic Trainer (ATC)

Amherst Regional is extremely fortunate to have a highly qualified and skilled full-time Certified Athletic Trainer. On school days, the Athletic Trainer's hours are usually 2:00 p.m. until the conclusion of the last contest. During weekends or on days when school is not in session, the ATC is required to be on site only for contests and for some scheduled scrimmages. Occasionally, the ATC will be on site for non-school day practice sessions.

At certain times, the ATC, student staff and facility are very busy. Because of this, access to the Athletic Training Room and its services is limited to athletes who are there for care only; it should not be used as a student lounge. Athletic training services will be granted on a first come, first served basis on practice days. On game days, students will be treated in an order that will allow bus and/or game commitments to be met. The athletic training program exists to help athletes receive the best possible care.

In the event of an injury, the Athletic Trainer and/or Physician is in immediate control. At away contests, if the ATC or Physician is not present, the host school medical personnel are in control. If no medical personnel are present, members of the coaching staff are instructed to "take charge" of the situation and, if warranted, call for emergency care. After an injury, a student may not return to competition without clearance by the Athletic Trainer, which may also include written permission from a Physician.

Athletic Awards Policy

Letters will be awarded in varsity athletics based on the following general criteria. Varsity letter awards will be presented at the end of season celebrations to athletes in their first year on varsity. Athletes will receive pins for subsequent years as a varsity team member.

A. General Criteria

1. All athletes are expected to be at all practices and games unless excused by the coach.
2. Athletes must realize that they are representing Amherst Regional and should conduct themselves accordingly. The highest standards of sportsmanship and fair play will be observed at all times.
3. All athletes must successfully complete the season:
 - a. Athletes dismissed from a team for disciplinary reasons will not be eligible to receive a varsity letter.
 - b. An athlete must be a member of the squad at the end of the regular season, including post-season tournament play.
 - c. Injured athletes will be considered on an individual basis by the coach and Athletic Director.
 - d. All post-season obligations must be satisfactorily completed, i.e. equipment and uniform turned in.
4. An athlete must be academically eligible.
5. Criteria established by the coach must be achieved.
6. The varsity coach's recommendation is required for all letter awards.
7. Under special circumstances, as determined by the coach and the Athletic Director, a non-player (i.e. statistician, manager) may be awarded a varsity letter.

What to Expect From a Coach

The coaches are professionals who are aware of and committed to upholding the responsibilities they have to follow for the MIAA, PVIAC, and Amherst Regional High School. Rules and regulations must be uniformly and fairly enforced at all times. In most instances, during the season of play a student athlete spends more time daily under the direct supervision and guidance of his/her coach than any other adult. This time spent should be enjoyable, educational, positive, and worthwhile. The influence that a coach may have with each individual team member is quite powerful. As recommended by the MIAA, we encourage participation in varied activities under different teacher/coach role models.

The percentage of student athletes who complete their formal athletic experiences at the conclusion of his/her senior year is overwhelming (in excess of 90%). Other than championships or the development of "blue chip athletes," we focus our attention upon goals that will develop contributing members of society.

Athletes and their families can expect the following from members of the Amherst Regional coaching staff:

Time Commitment – Practice and game schedules and other time commitments, consistent with the guidelines mentioned previously in this booklet, will be made known to all team members.

Team Rules – Coaches have the option of establishing expectations for their team members with the Athletic Director's prior approval. The coach will present these expectations to all team members in writing as soon as possible prior to the first contest of the season.

Individual Success – The coach will provide an opportunity for each athlete to grow socially and emotionally.

Team Spirit – The coach will attempt to instill and promote team spirit and cohesiveness.

Athletic Performance – Individual performance by an athlete will be critiqued by a coach at the appropriate time. Each athlete will be encouraged to work towards his/her potential and to develop a positive self-image.

Skill Development – Each athlete will be taught the rules and skills of the game with the goal of developing maximum proficiency in the specific sport area.

Approachability – The coach will be available to all of his/her athletes. Team members are encouraged to approach the coach about any topic that they wish. If a matter is of a personal nature, students should make every effort to approach the coach privately and when there is sufficient time for worthwhile discussion.

Competitiveness – According to the MIAA philosophy, winning contests is a laudable goal, but it should not supersede the primary priorities of high school sports. Amherst coaches do and should play to win, as all involved enjoy winning, but they also know that preparing students to succeed rather than merely to win games is more important. Win or lose, students should learn lessons of a lasting and positive nature.

AMHERST REGIONAL HIGH SCHOOL ATHLETIC PROGRAM CONFLICT RESOLUTION PROCESS

Athletic involvement, while fun and exciting, can be very emotional and time consuming. Because of this, conflicts and issues between a student 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. Students and parents should use the following process as a guideline when seeking resolution to conflicts and/or issues between a coach and an athlete.

FIRST STEP: PERSONAL STUDENT-COACH COMMUNICATION

The conflict/issue should be presented as soon as possible to the coach by the athlete. If personal communication is not practical, a student may ask his/her team captain to approach the coach. If contact by the captain is not practical either, then contact may be made by the athlete's parent at an appropriate time. In order for this conversation to be as productive as possible, times to be avoided are:

- either immediately prior to or right after a contest
- during an active practice session
- during a time when other students are present or when the discussion is readily visible to others
- when it is apparent that there is not sufficient time to allow for a complete discussion

The best solution is to set up an appointment with the coach. A parent or student may leave a note for a coach in the athletic office, or speak to him/her in person, or by phone.

SECOND STEP: STUDENT-ATHLETIC DIRECTOR CONVERSATION

If a satisfactory resolution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made. If this discussion does not result in a satisfactory conclusion, a meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. As this process can be time consuming, and since athletic seasons are relatively short, there should be no time delay in airing concerns. It is important that students and their parents trust that any comments, concerns, or issues raised to the Athletic Director will be addressed. Parents and students may also expect to hear from the Athletic Director regarding the outcome of their concerns. Issues concerning coaching personnel may not be publicly communicated. While there is no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

THIRD STEP: STUDENT-PRINCIPAL CONVERSATION

If a satisfactory resolution has not yet been reached, the student or parent should contact the high school superintendent/principal. The Athletic Director should be informed that this contact is going to be made.

“RETRIBUTION”

The Athletic Director and coaches are committed to insuring that there be no “retribution” in any form towards any student athlete for raising an issue or concern.

Using the aforementioned process to voice a concern is strongly encouraged. If at any time, a student or his/her parents suspect that some form of “retribution” is surfacing as a result of voicing a concern, the Athletic Director should be immediately informed.

Evaluation of Coaches

Each coach employed by Amherst Regional is formally evaluated every year. The evaluations are performed by the head coach for each of his/her sub-varsity and assistant coaches, and by the Athletic Director for each head coach. Student athletes have the opportunity to evaluate their coaches using the Student Athlete Feedback Form.

Governances

Amherst Regional is a member of the MIAA and the Pioneer Valley Interscholastic Athletic Conference and must abide by all rules set forth by each organization.

Massachusetts Interscholastic Athletic Association (MIAA): All schools are voluntary members of the MIAA and compete only with member schools. As a member, Amherst Regional agrees to abide by and enforce all rules and regulations of the association. The primary role of the state association is to maintain rules and regulations that ensure equity in competition for the student/athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches’ associations. The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

PVIAC: The PVIAC is governed by its own institution and the MIAA. With membership, the principal and the athletic department agree to abide by all rules and regulations of the PVIAC.

The Amherst-Pelham School Committee and the High School Principal may set forth additional policies and regulations. Under MIAA guidelines, local communities are allowed to set additional policies, rules and/or regulations as long as they are not less restrictive than those stipulated by the MIAA.

BOOSTER CLUBS AND FUNDRAISING

Fundraising Requirements & Guidelines

- 1. All fundraising proposals must be submitted to the Athletic Director for approval at least one month prior to the fundraiser, and on the appropriate form. Booster Presidents should contact the Athletic Office with fund raising plans so that we can avoid conflicts.**
- 2. Fundraising activities should be pursued to support the athletic program so that teams have uniforms and equipment as well as larger expense items.**
- 3. Fundraising activities may be denied/rescheduled if there are numerous fundraising activities going on at the same time.**
- 4. Fundraising is an optional activity. Students are not required to participate in fundraising.**
- 5. It is important that all students involved with fundraising understand the “whys” behind the fundraising. In this way, students can share this information with their parents, and others, who may want to know the purpose of the fundraising.**
- 6. Expectations for students involved must be clearly defined by the coach or advisor who is supervising the fundraising.**
- 7. If checks are written they should be made out to Amherst-Pelham High School Athletics. Any fund collected through a fundraising project must be submitted to the Activities/Athletics secretary for deposit in sport account or athletic revolving account. Such funds will be deposited in an account earmarked for that group (i.e., girls’ soccer, dance club, etc.) Bills and expenses may then be paid accordingly through these accounts.**

Athletic fees are necessary to fund the athletic department’s many sports teams. Fees go towards paying coaches salaries, Athletic Trainer salary, officials, memberships, entry fees, supplies, transportation, and other costs associated with the running of the athletic program. Also, additional fund raising is necessary by individual teams and the Hurricane Booster Club.

Hurricane Booster Club and other outside Booster groups

***Booster clubs exist only to support the school and its programs. The booster club’s budget needs to help support the program needs that cannot be met by the school.**

***Each booster club will have a written Constitution and By-Laws that state the organization’s purpose, role, and objectives. The club’s officers and duties of the officers will be stated in this document also. A copy of the above documents must be submitted to the school principal and athletic director.**

- *All booster club fund raisers and projects must be reviewed and approved by the athletic director, in consultation with the school principal, and must follow all Amherst public schools guidelines pertaining to fund raising activities.**
- *The Amherst public schools shall not be responsible for any funds inappropriately collected or disbursed by a booster club.**
- *No booster club will operate using deficit financing.**
- *The athletic director will inform the principal of all meetings, dates, and times.**
- *All gifts or donations given to the school by the booster club will become the property of the school.**
- * A Booster club will have in its constitution procedures for an annual financial accounting (audit). The principal and athletic director will received a copy of the audit and a monthly financial report. The principal has the right and the authority to audit booster club financial records at any time.**
- *A Booster club should have prescribed accounting procedures to assure that accurate financial accounting for all funds occur. These accounting procedures must be followed by all booster clubs, whether they have accounts at the school or outside the school.**

Managing Accounts

MASBO Recommendations (Massachusetts Association of School Business Officials)

“Due to the enactment of state laws of Massachusetts regarding Student Activities Accounts, Section 47 of Chapter 71 of the General Laws of Massachusetts guidelines governing the management of Student Activities Accounts have been adopted by school systems to establish safeguards necessary for good accounting practices that comply with state law. The raising and expending of student activity money should have but one purpose: to promote the general welfare, education and morale of all students and the financing of normal legitimate co-curricular activities of the student body operation. Recognizing that these monies do indeed belong to the students and not to city/towns/regions and there must be adequate controls in place and sound business guidelines to govern said accounts. There is a value to the students who perform functions and handle monies belonging to the student groups. This valuable learning experience and expeditious access of student account funds is critical in supporting co-curricular activities to students.”

Student Activity Accounts authorized by Chapter 66 of the Acts of 1996 are for student monies only.”

MASBO Recommendations (Massachusetts Association of School Business Officials)

“An important aspect regarding student activities monies should include detailed record keeping with appropriate backup documentation to provide a clear audit trail at all times. This attention to detail is important to protect each person from charges of wrong doing.

Cash Disbursements

- All disbursements require a bill or some type of receipt, stated to whom the check shall be made payable, reason for payment, amount of check, account to be charged and the approval of the student officer/treasurer and or advisor.
- Requests for payment must be made in writing, signed by club advisor and include appropriate (attached) documentation. (Student Activities-Request for Funds form)
- Requests for individual reimbursement must be made in writing and include appropriate (attached) "paid" documentation. (Student Activities-Request for Funds form)
- Checks are issued weekly; check requests received in the beginning of the week will receive a check at the close of the week.
- Student advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase.
- Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.

Tax exempt status: all student activity account purchases will be under the tax exempt number of the regional school district treasurer's office. Monies not under the control of the school system (ex PTO, Booster Clubs, staff monies, etc) are not considered student activity monies and are not eligible to use the tax exempt number.

Receipts/Deposits: MASBO Recommendations

- Any student organizations receiving monies from any source (fund raisers, donations, etc) should turn over such money to the principal or the principal's designee **within twenty four hours** for subsequent deposit to the student activity account.
- If money is received on a weekend, it shall be turned in on the **first business day** to the Student Activities Treasurer.
- No student shall take money home at any time; money should be secured in a locked vault, or safeguarded by other means.
- Make checks payable to **ARHS** or **ARMS**, with club name in memo line.
- **Coin** should be deposited in **rolls** (smaller amounts can be placed in envelope).
- Money turned in to the office by a student organization(student officer/treasurer or advisor) shall be accompanied by a Student Activities Deposit Form stating the source of the monies, the amount being deposited, and signed by the person turning the money into the office.

The advisor or student office/treasurer should keep a duplicate of the school deposit slip submitted to the office with the money. Receipted (dated and signed) copy will be returned to advisor by the treasurer.

Fall Sports

<u>Team</u>	<u>Level</u>
Boys and Girls Cross Country	Varsity/MS
Boys and Girls Soccer	Varsity/ JVA/JVB
Field Hockey	Varsity/JV/MS
Football	Varsity/JV
Girls Volleyball	Varsity/JV/MS
Golf	Varsity

Winter Sports

<u>Team</u>	<u>Level</u>
Boys and Girls Basketball	Varsity/JVA/JVB
Ice Hockey	Varsity
Boys and Girls Indoor Track & Field	Varsity
Boys and Girls Alpine Skiing	Varsity*
Boys and Girls Nordic Skiing	Varsity
Boys and Girls Swimming	Varsity
Boys and Girls Diving	Varsity
Wrestling*	Varsity/JV

Spring Sports

<u>Team</u>	<u>Level</u>
Baseball	Varsity/JVA/JVB
Boys and Girls Lacrosse*	Varsity/JV
Boys and Girls Tennis	Varsity
Boys and Girls Track	Varsity/MS
Boys and Girls Ultimate	Varsity/JVA/JVB/MS
Softball	Varsity/JV/MS

*High School Sports where Middle School students have a waiver to participate on the high school team:

Alpine Skiing, Wrestling, Girls Lacrosse (JV)

