

RICE MEMORIAL HIGH SCHOOL 2007-2008 Athletic Handbook



Fr. Bernie Bourgeois, Principal
Brian Ricca, Associate Principal
Christian Frenette, Dean of Students
Mari Goodridge Miller, Athletic Director

PURPOSE

This handbook is intended to familiarize all coaches, students and parents with the purposes, goals and objectives of Rice Memorial High School's athletic program and to alert each coach to the responsibilities they have as an integral part of the athletic staff:

CODE OF ETHICS OF THE NATIONAL HIGH SCHOOL COACHES ASSOCIATION

AS A PROFESSIONAL EDUCATOR I WILL

1. Exemplify the highest moral character, behavior and leadership.
2. Respect the integrity and personality of the individual athlete.
3. Abide by the rules of the game both in letter and in spirit.
4. Demonstrate a mastery of, and continuing interest in coaching through professional improvement.
5. Encourage a respect for all athletes and their values.
6. Display modesty in victory and graciousness in defeat.
7. Promote ethical relationships among coaches.
8. Fulfill responsibilities to provide health services and an environment free of safety hazards.
9. Encourage the highest standards of conduct and scholastic achievement among all athletes.
10. Seek to instill good health habits including the establishment of sound training rules.
11. Strive to develop in each athlete the qualities of leadership, initiative, and good judgement.
12. As a member of the Rice Memorial Athletic Department, I will uphold these values and strive to meet these objectives.

PHILOSOPHY

The athletic experience is a very intense educational situation. The coach should utilize this situation to instill in the athletes the values that will help them enter society as well-adjusted, useful, emotionally and morally mature individuals. To achieve these values, a coach must treat all individuals equally while simultaneously realizing the potential and limitations of each individual.

The personal example of everyone connected with the program will do much towards attaining these high ideals. Coaches should display the values they are striving to instill, for to teach these values, one must have them.

GOALS AND OBJECTIVES

1. Develop student ability through competition.
2. To bring about the realization in our students that competition is a privilege that carries definite responsibilities.
3. To develop an interest in sports that will carry over into adult life.
4. To represent Rice Memorial High School in a manner that brings respect for the school and each individual participant.
5. To develop a healthy attitude towards opponents, realizing that they deserve our most sincere effort to emerge victorious while simultaneously understanding that their purpose is to defeat us in a healthy, sporting encounter.
6. To allow every individual the maximum opportunity to participate in an activity while recognizing that sports, like life, is a competitive situation in which some will excel, some will succeed, some will fail, and all will benefit merely by being participants.

RICE MEMORIAL CODE OF SPORTSMANSHIP

The Vermont Principals' Association has recommended that each school develop a policy to deal with game suspensions due to poor sportsmanship exhibited by participants. The V.P.A. further rules that a participant suspended for a game, contest, or activity for fighting or unsportsmanlike behavior will be suspended for a minimum of the next two games, contests, or activities.

A. The School Administration Shall:

1. Encourage and promote friendly relationships and good sportsmanship throughout the school by requiring courtesy and proper decorum at all times. By acquainting students and others in the community with ideals of good sportsmanship, and by so publicizing these concepts and attitudes, all members of the school and community will understand their meaning.
2. Insist upon adequate safety provisions for all activities, for both participants and spectators.
3. Approve only those activities and schedules, which are educationally and physically sound for the school pupil.
4. Encourage all to judge the success of the athletic program on the basis of the educational goals and the attitude of the participants and spectators, rather than on the basis of the number of games won or lost.
5. Provide adequate hygienic, sanitary, and attractive facilities for the dressing and housing of visiting teams and officials.
6. Review with staff the sportsmanship rules.

B. The Coach Shall:

1. Exemplify behavior that is representative of the educational staff of the school and a credit to the teaching profession.
2. Demonstrate high ideals, good habits and desirable attitudes in personal behavior and demand the same standard of the players.
3. Recognize that the purpose of competition is to promote the physical, mental, social and emotional well being of the individual players and that the most important values of competition are derived from playing the game fairly.
4. Be a modest winner and a gracious loser.
5. Maintain self-control at all times, accepting adverse decisions without public display of emotion or of dissatisfaction with the officials.
6. Cooperate with the schools' Athletic Director and Principal in the planning, scheduling, and conduct of sports activities.
7. Pay close attention to the physical condition and well being of the players, refusing to jeopardize the health of an individual for the sake of improving his/her team's chances to win.
8. Teach athletes that it is better to lose fairly than to win unfairly.
9. Prohibit gambling, profanity, abusive language, and similar violations of the true sportsman's code.

10. Refuse to disparage an opponent, an official, or others associated with sports activities and discourage gossip and questionable rumors concerning them.
11. Properly supervise student-athletes under his/her immediate care and specifically observe coach's responsibilities in conjunction with state sponsored contests.

C. the Athlete Shall:

1. Play hard and to the limit of his/her ability. The true athlete does not give up, nor does he/she quarrel, cheat, bet, or grandstand.
2. Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
3. Maintain a high degree of physical fitness by observing team and training rules conscientiously
4. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in and supporting other school activities.
5. Play for the love of the game.
6. Be courteous to visiting teams and officials.
7. Understand and observe the rules of the game and the standards of eligibility.
8. Set a high standard of personal cleanliness.
9. Respect the integrity and judgement of officials and accept their decisions without question.
10. Respect the facilities of host schools and the trust entailed in being a guest.

D. The Spectator Shall:

1. Show proper respect for officials, coaches, cheerleaders, and contestants as guests in the community.
2. Know that during a free throw in basketball there should be silence among the crowd.
3. Know that bells, whistles, or noise makers of any kind are not proper for indoor athletic events.
4. Show interest in the contest by paying attention, remaining in their seat and not running about the building or area while the contest is in progress.
5. Pay attention to the half time program and not disturb those who are watching.
6. Respect public property by not causing any damage to equipment of facilities.
7. Know that school officials have the right to keep him/her from attending athletic events if his/her conduct is not appropriate.
8. Good sportsmanship is a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity!
9. Not disturb others by throwing any materials about the building, playing floor, or field.

RICE MEMORIAL HIGH SCHOOL Athletic Department Training Philosophy

It is the overwhelming opinion of health educators and coaches that athletes perform best when they follow intelligent training rules. These rules include restrictions on tobacco, alcohol, and drugs. The coaches of Rice Memorial High School are concerned with the health habits of the student/athletes of this community, and are convinced that athletics and the use of these substances are not compatible.

Since participation in athletics at Rice Memorial High School is a privilege for each individual, it is important that students, parents, and interested persons are aware of the necessary rules and regulations. We believe that participation in athletics, both as a player and a student spectator, is a vital part of the student's educational experience.

The Athletic Department, in compliance with school policy, therefore prohibits the use/abuse of tobacco, alcohol, and drugs of any form. The training rules also extend beyond school time, school grounds, and school functions. We, as a department, feel that abstinence should be a way of life in and out of school.

Definition of a violation:

“A violation of the Rice Memorial High School Alcohol and Drug Abuse Policy is any drug or alcohol related incident, which occurs on school premises or at school, sponsored functions. It includes the purchase, use, possession of, or being under the influence of alcohol and/or drugs, dealing in alcohol or other drugs and the possession of devices specifically or reasonably associated with alcohol or drug use. The refusal of a student to cooperate fully, or any other specific drug or alcohol related actions that, in the best judgement of school personnel who are familiar with the students normal behavior, impairs the normal functioning of a student.”

For purposes of the high school athletic program, the definition of a violation is expanded to include the out-of-school hours throughout a sports season. A court conviction involving alcohol and/or other drugs will constitute a violation of training rules. Furthermore, it pertains to any student-athlete in the presence of any aspect of the above stated definition of a violation

All violators are to be reported to the athletic director. Coaches must report violations and are not to handle violations on an individual basis. In addition, the principal, dean of students, and members of the faculty have the responsibility to report violations promptly to the athletic director. Any person may report violations. Follow-up action may require the commitment of the individual(s) reporting the incident to participate in due process hearings.

All violations during the sport season are addressed for all individuals in the same manner; with fairness, firmness and in the best interest of the student and team involved. The sport season is defined as the first official practice to the last official practice/contest.

DUE PROCESS

The consequences and due process afforded the student/athlete for violation of the training rules of the Rice Memorial High School Athletic Department shall be consistent with school policy for alcohol and drug abuse, and will include the following conditions:

I. Violation:

A. Sale and /or distribution of alcohol and/or drugs.

Consequence:

Recommended expulsion from school and immediate dismissal from the team. There will be no practices or competition pending outcome of the investigation.

II. Violation:

Being in the presence of, and/or, purchase, use, possession, being under the influence, possession of a reasonably related drug/alcohol device, participation in a related incident or refusal to cooperate with an investigation.

Consequence:

A. First Offense:

1. Suspension for a maximum of ten school days. If the suspension is for less than the maximum, upon returning to school the student may practice with an athletic team and participate in either extracurricular or co-curricular activity meetings but may not be a part of any public competition or performance for two weeks starting from the first day of the suspension.

Any student with a drug/alcohol violation within a calendar year will not be allowed to participate in any overnight trip or retreat sponsored by the school (including, but not limited to, the European Comparative Cultures trip). Once a full calendar year has elapsed, any student with a drug/alcohol violation who wishes to participate in such a trip will be required to have had a reassessment by a drug and alcohol counselor within three months of the trip, and a determination will be made by the administration as to whether or not the student may participate.

Also within one calendar year, a student with a drug/alcohol violation will not be permitted to hold any school leadership position, including but not limited to class office, student council, campus ministry office, National Honor Society, or athletic team captain. Following the calendar year, the student may complete a drug/alcohol assessment if he/she wishes to hold such a position.

2. *In cases where the administration determines that a violation of the Athletic Department Training Rules occurs outside of the normal school jurisdiction and upon a student's return to school following a suspension for violation of the Rice Drug and Alcohol Policy (A above), the following conditions apply.*

- a) *A maximum two-week suspension from all athletic competition is in place, starting from the first day of the suspension.*
- b) *The student/athlete shall not be allowed to dress in uniform for any games, travel to away games with the team, or be associated with the team at away contests or activities.*
- c) *The athlete will be expected to participate in all scheduled practice sessions.*
- d) *The athlete will also be required to participate in a socially rehabilitative program.*

Failure to meet or to work toward meeting these requirements will result in immediate dismissal from the team for the remainder of the season, and will also prohibit the athlete from participating on any other athletic team, unless the obligation has been met.

B. Second Offense:

1. A second violation of the Rice Drug and Alcohol policy may result in immediate expulsion from the school.
2. If the administration determines an Athletic Department training rules violation occurs outside normal school jurisdiction, the student-athlete will receive a four-week suspension from all school related activities regardless of location. Suspensions levied in the spring with less than four weeks remaining in the current school year will carry forward to the fall.

C. Third Offense:

Immediate dismissal from participation in interscholastic athletics for one calendar year. Also, the student must once again complete the social rehabilitative program before he/she can compete on an athletic team during another sport season. However, individual extracurricular programs may develop rules and responsibilities with higher expectations.

In all cases including the violation of the school's Drug and Alcohol policy or the Athletic Department training rules, the student-athlete will be prohibited from holding a team leadership position for calendar year.

GENERAL COACHING PRINCIPLES

Coaches are responsible for the proper behavior of their players before, during and after all practices and contests. Locker room supervision is a part of the coaching task and must always be provided. A member of the staff must be present at all times if students are in the facilities. If proper supervision is unable to be provided--CANCEL the practice. Notify the Athletic Director if this situation arises so that he/she may maintain a record of them.

Instruct players that they must stay out of a practice area being used by another team. This is a courtesy that we all should follow.

Coaches are expected to be diligent in attention to routine details of coaching reports, rosters, physicals, award reports, etc. Please cooperate.

In general, practice sessions are limited to two hours in length. Coaches who feel more time is necessary should do so only after serious consideration of the time available to students and the other demands made upon athletes by the academic program, travel, and family situations.

Primary responsibility for meeting deadlines for tournament applications lies with the coach. The Athletic Director will submit applications.

Sunday practices are to be avoided whenever possible. In the event they become necessary, prior approval must be obtained.

Submit to the Athletic Director, prior to your season, a season long practice schedule. Any changes must be given to the A.D. as soon as possible.

COACH CONTRACT

All coaches under the employ of Rice Memorial High School will sign and return a contract indicating their role, salary and what team level they are coaching. The coach will not be considered under employment until the contract is returned and will not be permitted to associate with members of that respective team/club until a signed contract is received. All volunteer coaches must sign a volunteer coach contract in order to be officially recognized by Rice Memorial High School as a representative of the school.

COACH CERTIFICATION

All paid coaches are expected to complete the Vermont Coaches' Education Program via A.S.E.P. The Vermont Principal's Association requires certification of coaches and a coach must within the second year of hire have made arrangements with the A.S.E.P. coordinator to complete both Coaching Principle's and First Aid Courses. Coaches are responsible for all application fees.

COACH'S CRIMINAL BACKGROUND AND RECORDS CHECK

Each coach of the Athletic Department is required by Diocesan policy to undergo a criminal background and records check. Coaches must make arrangements with the principal's administrative assistant to obtain the necessary paperwork, make arrangements for fingerprints to be taken and sent to the appropriate offices. Costs associated with this process are the responsibility of the individual coach.

COACH'S RESPONSIBILITY TO PARENTS

As leaders of the youth of our community we have a direct responsibility to the parents of our students. Coaches are urged to treat parental concerns with utmost care, patience and understanding. Parents are sincerely concerned with the activities in which their youngsters are involved. All coaches should accept parent's concerns, short of coaching advice, as a positive interest in the overall program. The Athletic Director is always available for assistance.

COACH'S RESPONSIBILITY TO THE COMMUNITY

Coaches are leaders in the community. The public is constantly scrutinizing your example both on and off the field. Please accept this responsibility. Strive to establish high ideals, goals and standards for the youth under your supervision as examples for parents to point to for their youngsters.

COACH-ADMINISTRATION RELATIONSHIPS

1. All athletic coaches are directly responsible to the Athletic Director in carrying out their co-curricular duties. The Athletic Director, as a department chairman, is under the supervision of the high school and principal.
2. The athletic director will initiate and carry out a full evaluation of each head coach's performance closely following the completion of each sports season. The athletic director should be considered to be constantly accessible to every coach should situations arise during a season, which require discussion. The school will endeavor to have discussion be open and free with the overall goal of the program always in perspective. If at any time a coach does not feel satisfied at the department level, they should feel free to seek redress at the next administration level, i.e. principal or his/her designee.
3. Once established and approved, each coach is expected to enforce athletic policy in a positive manner, whether in complete agreement or not.

Should a situation arise where you feel that community pressure is serving as a detriment to your coaching duties, please involve the Athletic Director at once.

The community has always supported our programs. We should strive to reward them

with the high quality endeavors and examples to which they have become accustomed.

TEAM SELECTION AND PLAYING TIME

Athletics does provide an ideal forum for a young adult to experience first-hand some of life's greatest lessons. Learning opportunities stem not only from being a part of a team but also to disappointment realized when the team selection is different than what had been hoped for.

In the essence of collegiality, fairness and due process, the following is Athletic Department protocol regarding team selection and playing time issues.

Team Selection – Unfortunately, due to the nature of some sports, the number of participants must be restricted. Roster selection is the sole responsibility of the coaching staff of each sport. Athletes shall be given a minimum of three days to display their athletic ability to the coaching staff. At the end of the three days, team roster selections may be made however, if there is still some question as to team selection, the individuals “on the bubble” shall have a fourth and final try-out practice. By the fifth day, final team selections will be made.

The coach shall personally speak with each individual affected by cuts to explain his/her reasons for the team selection. This provides for direct and immediate feedback to athletes from coaches. At no time should a list be posted publicly which names those who did or did not make the team.

Playing time – Playing time is the sole responsibility of, and determined completely by the coaching staff. If an athlete is disappointed in his/her role or playing time, he/she should speak directly to the coach in order to express his/her concern and garner the feedback necessary for him/her to try and achieve his/her goals.

Before, during, or after a game is not the time to discuss individual issues such as playing time and team role. Emotions are always heightened during competition and can lead to situations which can become unmanageable. Therefore, the athlete should make arrangements to speak privately with the coach at a mutually agreed upon time.

If the coach is unapproachable, or will not speak to the athlete, the athlete should contact the Athletic Director to serve as an intermediary.

The role of families in high school athletics should be one of support, for the participant and for the team itself. Supporting the team means understanding that the goals of the individual are secondary to those of the team. When a parent/guardian becomes involved in playing time issues on behalf of the athlete, or questions how a coach is managing playing time for the team, or even questions strategy, practice sessions, play-calling, etc., the parent/guardian is overstepping their bounds. As well intentioned as they may be, the parent/guardian is not in an informed position to offer advice on these matters. They are not at practice daily and do not possess the insights of the coaching

staff that comes from countless hours spent with the team and years of coaching experience.

PARENT-COACH COMMUNICATION GUIDELINES

As children traverse the difficult curve to adulthood, some of life's greatest learning opportunities are garnered through the interscholastic forum. Both rewards which stem from being part of a community, to the unfortunate disappointment experienced when things do not go according to the way one's child wishes, are a necessary part of the maturation process. At these times discussion with the coach and the athlete are encouraged. Clear, concise and direct one-on-one communication often will solve any misunderstanding, misperception or confusion.

In realization that there are times when a parent does need to communicate with the coach, the following is Athletic Policy for this medium.

Information that will be provided by the coach:

1. Coaching Philosophy
2. Expectations
3. Practice/game times and locations
4. Team requirements such as practice, special equipment needs and pre-season conditioning

Appropriate concerns for parents to discuss with coaches:

1. Treatment of your child, physically and emotionally
2. Means to help your child improve and reach their goals
3. Behavior concerns of your child

As parents, our first inclination is to make things better and take away their pain. It often becomes very difficult to distance yourself when children do not play as much as they or you hope. Coaches are professionals and they make decisions based on what they believe is in the best interest of all students involved.

Issues inappropriate to discuss with coaches:

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

These issues must be left to the discretion of the coach and only the coach. Under no circumstances should a parent ever call a coach at home to discuss these issues. Also, under no circumstances should a parent approach a coach before, during, or after a practice/game

If you have a concern to discuss with a coach, the following is a procedure, which must be followed:

1. Call to set up an appointment
2. If a coach cannot be reached, call the Athletic Director. A meeting will be orchestrated for you.
3. DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

If you have a concern that your meeting with the coach did not provide for an effective or equitable solution your next step is:

1. Contact the Athletic Director at school only.
2. Set up an appointment with the Athletic Director to discuss the situation.
3. If the meeting with the Athletic Director does not bring about an effective resolution, contact the principal's administrative assistant to set up an appointment.
4. In all cases be sure to inform the administrator of the reason for your requested meeting in order to help them prepare to help you.

If a parent circumvents the above named procedures, the school reserves the right to take the following steps:

1. By written notice, the parent will be warned that they have not followed procedure and that their action is inappropriate.
2. If a second offense happens during the same academic year, the school may ban a parent from any home athletic contests for the remainder of the school year.
3. If a third offense occurs during the same academic year, the school may ban the athlete from interscholastic competition for the remainder of the school year.

ELIGIBILITY GUIDELINES FOR RICE STUDENTS

Any student who wishes to participate in co-curricular activities and/or interscholastic athletics must be enrolled as a full-time student and have passed five (5) classes the preceding marking period. Passing grade is a 65. Eligibility for returning fall athletes will be determined by the final grades (not fourth quarter grades) earned by the student-athlete the previous year.

If a student falls below this criterion, a review will be made of the situation. Barring the presence of extenuating circumstances, the student will become ineligible until the progress report period of the subsequent quarter. At the coaches' discretion, the student-athlete may continue to practice with his/her team. If the student-athlete is passing ALL classes at this time, the student-athlete will regain eligibility to participate in co-curricular activities immediately.

The Athletic Director and the Principal will define extenuating circumstances. The Principal, or his/her designee, will provide a final determination on a case by case basis. The student will not be allowed to practice or participate in any co-curricular athletic game, contest, production or formal presentation activity during the period of ineligibility.

A transfer pupil is eligible at once upon registration providing they were a bonafide student at the school from which they transferred. However, the student must follow established VPA guidelines

A student who competes in any V.P.A. sanctioned activity must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after August 1 is eligible for all activities in the ensuing school year. Students, who have attained the age of nineteen (19) prior to August 1 shall be ineligible for all V.P.A. sanctioned activities.

A contestant is ineligible upon graduating from any course of study concluded in the twelfth grade and a contestant is ineligible if he/she has attended high school for eight (8) semesters. Attendance of 30 days shall be regarded as a semester.

A contestant is ineligible if they receive compensation in any form or from any source in order that they may play on a Rice team, exclusive of school awarded financial aid.

A contestant is ineligible if he or she has accepted remuneration, gifts or donations for participation in an athletic contest or has participated under an assumed name or has entered into a playing contract in that sport with a professional club or agent. A medal or pin of small intrinsic value is not illegal if presented by the sponsoring organization. The use of recruiting, coercion or other such devices to encourage a pupil to participate at Rice shall render the individual ineligible.

SUNDAY PRACTICE POLICY

We must remember that Sunday is the “day the Lord hath made” – it should be a day of worship and family time. We must always be aware of the mission of Rice Memorial.

With that said, it is understood, due to scheduling of gym and ice time in conjunction with Monday games, some Sunday practices are unavoidable. However, they must be an exception, not the rule. They may only take place during the late afternoon/evening hours, they are neither mandatory nor do they include any team other than one on the Varsity level. Communication regarding the practices must be clearly communicated with the parent/guardian, not just simply stated to the student-athlete.

STUDENT WELFARE GUIDELINES

Rice Memorial High School does NOT provide insurance for injuries related to athletic activities. Students are to be apprised of this situation and made aware of their need to purchase insurance.

If any injured player is taken to the doctor's office or to the hospital, the parents should be notified and requested to meet the player there. If at all possible, a staff member should accompany the athlete and remain on site until the parent(s) arrive.

The coach must file an “athletic injury report” with the Athletic Director, within 24 hours of the incident. Any injury which keeps a student from further practice or competition beyond the day of the injury, or that requires the care of a physician, will also require written permission from the trainer or physician before the athlete will be allowed to return to participation. This stipulation covers either practices or games.

Under no circumstance should a player, coach, or parent, entice, coerce or threaten an athlete to return to competition following an injury without seeking advice from a trainer or physician.

SAFETY AND WELFARE OF PARTICIPANTS

Each student athlete is required to provide proof of insurance before he/she will be allowed to participate in practice or competition.

Whenever possible an athletic trainer will be in attendance for all home games in all sports. This is the responsibility of the Athletic Director.

Physical examinations: Each athlete is required to have a physical examination before participation of any practice or game. One physical examination is necessary every two years. It is the coach’s responsibility that all players complete this requirement prior to participation.

INJURIES

1. All coaches are expected to have a thorough working knowledge of First Aid.
2. Coaches are expected to compile, and carry with them at all practices and competitions, a list of players, with their class year and home phone number as well as the emergency phone numbers of each athlete's parents.
3. If the injured player must be removed to the doctor's office or hospital, every reasonable effort will be made to notify the parents and request that they meet their son/daughter there.
4. A member of the staff will accompany the athlete if at all reasonably possible.
5. Any injury that keeps a participant from further competition or practice must be reported to the Athletic Director. The coach must file injury reports within 24 hours.
6. Any athlete who receives an injury requiring a doctor's care must obtain written permission from the doctor or trainer before he/she will be allowed to return to participation practice or competition.
7. Coaches are required to follow the directions of the physician or trainer to the letter concerning any treatment and return of the player to participation. It is a good idea to ask the physician or trainer, during the initial visit, to prescribe a treatment for the athlete to follow.
8. Should a player suffer a head injury so as to exhibit signs or symptoms of a Concussion, aka Traumatic Brain Injury, that player must be symptom free for 24 hours prior to under going an assessment workout with the Rice Training staff for clearance. The player may not return to participation without clearance.

EMERGENCY ACTION PLAN

1. Attend to needs of student--make comfortable, but **DO NOT**, under any circumstances move the athlete, especially, if he/she has lost consciousness.
2. If a trainer or physician is not available, call 911, U.V. M. 656 4444, or S.B.F.D. 658-1234.
3. Notify parents and request that they meet the player at Fletcher Allen or, if an away game, the local hospital.
4. A member of the coaching staff will accompany the player if at all reasonably possible.

5. Make a follow-up call to the parents and submit a written report to the Athletic Director.

TRAVEL

Whenever a school vehicle, chartered vehicle or rented vehicle is used for the transportation of students to an athletic contest, all students are to travel to and from the contest with the team. The only exception to this policy will be when written permission is obtained PRIOR to the departure from school, from the parents to ride home with them or another responsible adult. In no situation will athletes be allowed to ride home with other students when school transportation is being provided. This provision applies even if the student driver is 18 years of age or older.

Students are to be reminded that they are representing Rice and are expected to act as ladies and gentlemen. Their conduct should at all times represent Rice in the highest possible manner. In this light, coaches should recommend students dress in an appropriate manner when traveling. Coaches are directly responsible for the actions of Rice student athletes while visiting other schools. It is IMPERATIVE that the coach is the last individual from Rice to leave the locker room of the host school. Locker rooms should be left in neat, orderly condition with showers turned off. Should damage arise or incidents occur, notify the Athletic Director of the situation as soon as possible.

There is a behavior standard of maturity and respect all athletes are expected to uphold. All school rules and policies set forth in this document and the Student Handbook are in effect. Students and parents should therefore have a working knowledge of both the Student Handbook and the Athletic Department Handbook to clarify expectations and ramifications regarding athlete behavior.

If the school does not provide transportation, it is the responsibility of the parent to provide or arrange transportation to and from away contests. Rice cannot be held responsible for mishaps occurring en route to or from a game. In these cases, Rice assumes responsibility for athletes only after the coach arrives and ends after the coach leaves. The coach will not leave the site until all athletes have safely left the premises.

HAZING

Please refer to the Rice Memorial High School Handbook for Students and Parents for specific guidelines.

ATHLETIC DEPARTMENT AWARDS

The Rice Athletic Department coaching staff will determine athletic awards. Awards are presented at the annual awards assembly and only senior athletes are eligible for these awards. Each coach provides the Athletic Director with the name(s) of the outstanding athlete(s) of their respective sport as well as their vote for the outstanding male and female athletes of the senior class.

Outstanding Male and Female Athletes Awards:

The Outstanding Male/Female Athlete is awarded to a senior who plays two or more sports at Rice for multiple seasons. He/She is not only a good athlete who may have been recognized as such by other coaches within his/her sports, but also exhibits leadership and sportsmanship both on and off the court/field.

Coaches' recognition may include: BFP athlete of the week, All-Conference (1st team, 2nd team, honorable mention), All-State (1st team, 2nd team, honorable mention), Burlington Free Press All-State (1st team, 2nd team, honorable mention), North-South game, Twin State/Shrine game, Mr./Ms. Basketball, Mr./Ms. Hockey, Gatorade Player of the Year, All-American

Leadership may include: Selection as captain or co-captain, organization of practices/scrimmages or off season leagues, participation and encouragement of others in off-season training regimens, and no violation of the school's drug and alcohol policies.

Sportsmanship should include behavior that would not warrant significant penalties from officials for un-sportsmanlike conduct either as a participant or fan of Rice athletics.

Individual Team Awards:

Head coaches of each team will present to the Athletic Director in May of each year, the name(s) of the outstanding senior athlete on their team.

Awards will be presented at the awards assembly.

Coaches should strive to present only one name. However, should two or even three athletes stand out above the rest, then two or three awards may be given.

Certificate of Participation:

Given to all athletes on any team regardless of varsity, junior varsity or freshman status. All students regardless of class year are eligible.

Pins:

Pins, which attach to the varsity letter, are given to varsity letter winners. The pins signify the sport for which an athlete is receiving an award. A pin for that sport will accompany the first varsity letter in any sport.

Varsity Letter:

Indicative of participation in a varsity sport, letters are given to deserving candidates at the discretion of the coaches involved with each team. An individual who participates in more than one varsity sport will be given only one varsity letter. All who participate on the varsity level are eligible for a varsity letter and need not be in a particular class. A freshman is eligible for a varsity letter. Coaches should have their letter winning standards in writing and share those criteria with their athletes early in the season.

TWO SPORT POLICY

Students may participate in two activities during a single sports season provided they fulfill the following criteria:

Both coaches of the athlete agree to allow the student to participate in their activity. There is a 100% agreement between the members of both teams involved. This shall be determined by secret ballot of both teams' total membership. If the secret ballot is not 100% in favor of the dual competition, then the athlete will not be allowed to do so.

The athlete MUST indicate in writing with a copy going to both coaches and the Athletic Director which team is their number one priority. Should a conflict arise, then the student MUST take part in the activity of the team given priority or not compete at all. There will be no opportunity to change priorities after the initial decision has been made. This decision will be irreversible. No exceptions allowed.

If an athlete is a member a high school team in concert with an outside team (AAU, Nordic, ODP, etc.) they must declare this to the coach the first day of practice. The student-athlete is expected that should a conflict between the two arise, they will be in attendance of the high school contest and not the outside activity.

SCHOOL ATTENDANCE FOR ATHLETES

For athletic and extracurricular participation, students must be present, in classes and not the nurse's office, for at least one-half day (four full periods) to be eligible to compete in an athletic contest. However, those students who, at any time during the day, sign out to go home because of illness, will be ineligible to compete in any athletic contest. If a practice or a game begins at or prior to 4:00pm then students may not leave campus prior to that practice or game. Exceptions to this attendance policy may be made when extenuating circumstances are present and with administrative approval.

An unexcused tardiness on the day following a contest will make that student ineligible to participate in any team activity, practice or contest, at the next scheduled function of that group, regardless of the day. In other words, if there is no activity, practice or contest on the day of the unexcused tardy, this policy will remain in effect the next time they meet.

Coaches will impose appropriate penalties for unexcused absences from team practices.

As a condition of membership on an athletic team, the student will hold himself/herself available to participate in any and all scheduled or rescheduled contests by his/her team. Absence from contests without approval from the Athletic Director is prohibited. Such approval will only be granted for emergency or compelling cause, at the sole discretion of the Athletic Director. Unapproved absences will be sanctioned as follows:

- a. If a student chooses to be absent from a contest, that student is rendered ineligible for a minimum of two weeks or two contests, whichever is greater, or for a maximum of the current athletic season.
- b. If a student at the command and with the accompaniment of parent or surrogate absents himself/herself from a contest, that student is rendered Ineligible for a minimum of the number of contests missed or a maximum of two or two games, whichever is greater.
- c. The penalties described in (a) and (b) above may be applied in advance if an Anticipatory breach of this attendance rule exists.
- d. If an unauthorized student absence occurs in the final contests of the season, the penalty of ineligibility may be imposed in the next season in which the student athlete may choose to participate.

Violations of the discipline code of Rice Memorial, when committed by team members, shall cause the same penalty as for any other student. If such penalties imposed cause a failure to adhere to the given rules of a team's membership requirements, the appropriate athletic penalties may be imposed with the approval of the Athletic Director. However, the remedial benefits of athletic discipline will be borne in mind in such cases. A coach may not impose additional sanctions for a non-athletic violation without the approval of the Athletic Director.

Coaches will have the responsibility of explaining and administering the above rules. A student's failure to abide by the attendance regulation may result in a game suspension.

RECRUITMENT OF STUDENTS

Students are to be encouraged to take part in the athletic program. Under no circumstances are students to be pressured or recruited by a coach to participate in their program by actively dissuading them from participating in another activity. This practice of recruitment serves only to deny students the freedom of choice they deserve and to create unnecessary friction and low morale among the staff.

POSTPONEMENT OF GAMES-PRACTICES

The responsibility for postponing games generally rests with the Athletic Director. The Athletic Director will consult with the coach and principal before postponement of a home athletic event if possible. The Athletic Director will reschedule postponed games according to availability of open dates after consultation with the opposing school. When a game is postponed, the Athletic Director must notify all parties affected, including the opposing school, the game officials, trainer, police or security, the building custodian, the media, etc.

The responsibility for canceling practice generally rests with the coach. The coach shall

contact the Athletic Director in the event of a practice cancellation. The Athletic Director will then inform the respective team of the cancelled practice. If the coach is unable to contact the Athletic Director, they shall contact the administrative office to ensure proper notice is given to the athletes.

1. If a team is scheduled to play away from home, we will in general accept judgement of the host school regarding a game postponement.
2. The Rice Athletic Director may decline to play or travel, if in his/her opinion, playing or traveling conditions are unsafe.
3. In the absence of the Athletic Director, the Principal and varsity coach will act in his/her place.
4. In the case of lightning or thunder, practice or competition will be suspended immediately.

PRESS COVERAGE

The Burlington Free Press is usually short-handed and cannot attend all of our athletic contests. Each varsity coach, therefore, is responsible to see that the news media receives a report or score of your game. Any stories that are to appear in the paper the next day must be called in or given to The Free Press no later than 10:00 P.M. (660-1884) or 1-800-698-2255.

J.J. Cioffi, Sports Editor of WCAX TV, is very cooperative. Interviews can be arranged by calling him at 658-6300. To report scores from out of town - 1-800-640,5056 - WCAX.

If your game or meet is scheduled to be broadcast on the radio, have line-ups and statistic sheets available for broadcasters.

ATHLETIC EQUIPMENT

The head coach for each sport has the direct responsibility for procuring quality, safe equipment for their program. Catalogs are available from the Athletic Director who will also assist in any way possible. Any warm-up that is to worn as part of the school uniform must:

1. Have approval of the Dean of Students or his/her designee prior to ordering.
2. Must be school colors.
3. Must have the official Rice logo or Green Knight insignia.

All purchases of equipment, uniforms, supplies, etc. for use by Rice athletic teams must receive Athletic Director approval, regardless of who is paying for it (school, Boosters, athletes, coaches, etc.) This includes all warm-ups purchased by athletes.

Any design, logo, choice of colors, wording or placement thereof, must be in good taste and receive approval from the Athletic Director prior to the order being placed. If deemed inappropriate, athletes will be prohibited from wearing said item. We must always be aware that where our athletic teams go, they represent Rice Memorial.

All purchases must be pre-paid, either by the coach, or the athletes. If any equipment, uniforms, supplies, etc. are to be purchased with other than school funds, you must have school approval first so that it is clear as to how the bill will be paid. The school will not render payment for unauthorized purchases.

ALL orders must have prior approval from the Athletic Director before they may be ordered. Submit all requests for purchases in writing. The Athletic Director must countersign all purchase orders. COACHES will be responsible for the payment or return of any equipment purchased without a purchase order approved by the Athletic Director.

Coaches are directly responsible for the dispersal and collection of equipment. Students should be required to sign an equipment card for all items they are issued. All equipment must be returned within one week after the last contest of the season. Uniforms should be returned in a clean condition. Names of negligent students may be submitted to the Athletic Director for assistance in this procedure. Parents may be notified if necessary. Final payment of coaches' salaries may be withheld until all uniforms are returned.

Below is a listing of some things to keep in mind when considering the selection of equipment:

Safety; Design; Utility and Cost of Maintenance; Quality and Workmanship;
Source of Supply; Service; Price

1. Ordering of Equipment

A. An inventory is to be completed at the end of each season, Inventories are to be

turned into the Athletic Director prior to the preparation of budget requests (no later than 15 days after the last game of the season), You should include this inventory as part of your season summary,

- B. A budget worksheet must be prepared for all items that are requested. Worksheets must be turned in to the Athletic Director for the following school year. Worksheets should be included in your season summary.
- C. Estimates must be accurate and as current as possible. Don't jeopardize your program by misquoting prices.
- D. Give a complete description of each article requested; (i.e.) source, brand name, color, size, and catalog number. The Athletic Director can provide assistance if it is needed.
- E. Coaches are expected to order necessary items, but must be able to justify their use.
- F. The Athletic Director will prepare a tentative budget for following year. Revisions as necessary, because monetary limits, will be made with the consultation of the coaches.
- G. The Athletic Director will place orders unless otherwise directed. (A purchase order will be prepared and forwarded to the Athletic Director for approval). Coaches will be responsible for the payment or return of any equipment purchased without a purchase order approved by the Athletic Director.
- H. Upon receipt of equipment, each coach should check the equipment against the invoice, forward the invoice with any correction noted to the Athletic Director for payment.

EACH COACH IS RESPONSIBLE FOR THE CARE AND CONTROL OF ALL EQUIPMENT USED IN HIS/HER PROGRAM.

2. Care and Maintenance of Equipment

- A. Players must be instructed in the care and use of their equipment early in the season.
- B. A control system will be established and kept current by each coach, to ensure that all equipment is accurately accounted for. Use of equipment cards is strongly recommended.
- C. Coaches should carefully consider the selection of equipment managers and thoroughly explain their duties. These people are the key to good equipment control and maintenance.
- D. Equipment is to be cleaned, stored and repaired according to manufacturer's instructions. Questions concerning this should be directed to the Athletic Director.

3. Discarding of Equipment

No equipment is to be discarded or dispersed without the approval of the Athletic Director.

COACH'S CHECKLIST

A. For First Meeting:

1. Read and understand Athletic Policy handbook.
2. Check physicals. No physical, no practice.
3. Explain general training rules.
4. Explain any other training rules or general rules that you wish to enforce.
5. Explain awards system.
6. Explain school attendance policy.
7. Explain practice attendance policy.
8. Explain the type of conduct you expect:
 - a) Around school
 - b) At practice
 - c) On away trips
 - d) Outside of school

B. General:

1. Check attendance lists daily to ensure athletes are eligible to participate.
2. Prepare eligibility rosters and turn them into the Athletic Director. This roster has to be sent to the V.P.A. early in the season.
3. Give roster and student numbers to the Athletic Director prior to the first game of the season.
4. Count and record uniforms and equipment and prepare for a controlled issue of all uniforms and equipment. Use equipment cards.
5. Number ALL equipment.
6. Secure necessary first aid kit and equipment from the Athletic Director or Trainer.
7. Check over your facility, and let the A. D. know well in advance of any work the facility requires and how much time is needed to complete the work.
8. All requests for maintenance are to go through the Athletic Director.
9. Check over your schedule.
10. Check your transportation schedule.
11. Document all practice plans.
12. Keep all athletes class years, phone numbers and emergency numbers with you at all practices and games.
13. Complete all injury reports within 24 hours of the incident.

C. Day before Game:

1. Confirm transportation with Athletic Director.
2. Notify Main Office of excused time, if any.
3. Notify Athletic Director of field or court preparations necessary for game. Check equipment needed for game.
4. Inform athletes of special instructions.

D. Game Day:

Before Game:

- a) If a weekday, check attendance list to ensure athletes are eligible to participate.
- b) Prepare locker room provisions for visiting team if necessary.
- c) Assign host for the visiting team.
- d) Check on dressing facilities for officials.
- e) Be sure game equipment will be ready for game time.
- f) Check medical kit -- MAKE SURE IT IS WELL STOCKED.
- g) Obtain officials' checks from Athletic Director.

2. After Game:

- a) Managers control equipment (pick up, and count to be sure).
- b) Check all team members for injury and treat before going home.
- c) Fill out injury reports if any injuries occurred. Follow up on all serious injuries with a call to the parents.
- d) Be sure all uniforms are accounted for properly.
- e) Lock all rooms and be last to leave or designate this to another coach.
- f) All scores should be called into radio, TV and newspaper.

E. Practice Days:

1. Check attendance lists daily.
2. Post practice schedule for players.
3. Spot checking locker room at beginning of practice eliminates horseplay and injuries.
4. Be sure the manager has all equipment counted and ready for practice.
5. Be sure that the first aid kit is at practice site.

F. After Practice:

1. Be sure all equipment is collected and accounted for.
2. Check for possible injuries and give proper treatment and instructions.
3. Follow up on serious injuries with a call to the parents.
4. Fill out injury reports.
5. Check locker room for unnecessary mess.
6. Be sure all of your team members have left the locker room. Lock locker room if you are the last coach to leave.
7. Report damage or problems to the Athletic Director. If serious, call immediately.
8. Secure team equipment in a neat and orderly manner.
9. Clear all unauthorized persons from the practice area.
10. Lock all rooms used.

G. Post Season:

1. Check in all equipment and uniforms as soon as possible.
2. Prepare a detailed list of all lost equipment for the Athletic Director. If possible include a list of those athletes responsible for the loss of the equipment or uniforms.
3. Prepare an awards list for the permanent record. Give to A.D.
4. Order and secure necessary awards from the A.D.
5. Make plans for your awards presentation.
6. Prepare Season Summary (this is due 15 days after your last game).
7. Store all equipment and uniforms.
8. Report any repairs necessary to equipment to the A.D. before storage.
9. Turn in all keys if not needed for another season.
10. Write down ideas for next season: Equipment needs, new practice and game techniques, etc.

SEASON SUMMARY

1. Turn in ALL keys if not needed for the following season.
2. Each coach will be required to submit to the Athletic Director, within 15 (fifteen) days of the last contest, a summary of the season.
3. Include in your summary, season schedule and score of all contests.
4. Head coaches will submit a written evaluation of each assistant. It is suggested that you go over these evaluations with each assistant so that they may clearly understand their strengths and weaknesses.
5. List of award winners so they can be filed and checked for proper award items for each individual athlete.
6. Indicate whether it is your current intention to return in the same coaching position for the following school year. This would not constitute a binding obligation on your part, but it would serve the Athletic Director for planning purposes.
7. All head coaches should take an inventory of uniforms and equipment.

RICE ATHLETIC BOOSTER CLUB

Purpose:

Through the involvement of Rice parents, coaches, athletes, school employees and friends, to strive for the betterment of Rice athletics and to promote the athletic program to both, the Rice and local communities.

Support of the athletic program through numerous fund raising events with fund raising proceeds being directed to the general fund.

If fund raising exceeds yearly goals, the Rice Boosters may allocate budget surplus toward any area of the athletic program after consultation with the Athletic Director. This includes field maintenance and repair, equipment purchase or repair, new uniforms, or any dimension of the Rice athletic program.

Meetings:

Generally, they meet the second Monday of each month at 7:00 p.m. at the school. Dates, times, and room location may change due to scheduling conflicts.

Comments:

The Booster Club exists to help us as coaches and our athletic programs. We can help them by showing our interest, attending their meetings, and offering our suggestions and requests for their help.

Coaches requesting funds from the Rice Boosters must submit a written request to the team parent for presentation to the Booster membership.

See Booster Handbook for further clarification of their mission.