



Dear Parents and Student Athletes,

Washington Academy is committed to the educational development of boys and girls through athletics. The Academy feels that a properly controlled and well-organized sports program will enhance the students' self-expression, mental alertness and physical growth. This document will acquaint you with the regulations that we feel are necessary to administer a quality athletic department.

Please review this policy with your son and/or daughter. If you have any questions please do not hesitate to contact me. Your signatures reflect your understanding of and your willingness to support the articles listed below. The participation of all members of the Washington Academy Community is crucial for the health and well being of the student athlete and the success of the athletic program.

Thank you for your cooperation.

Blaine Steeves, Athletic Director

**ATHLETIC POLICY**

\_\_\_\_\_ **School Year**

**THIS FORM MUST BE RETURNED TO THE DIRECTOR/ADVISOR BEFORE PRACTICE STARTS**

Insurance

All students who plan to participate in any type of athletic program must be covered by insurance. This insurance may be obtained through the school or covered by the parent's policy.

Please check one:

\_\_\_\_\_ School

\_\_\_\_\_ Parents Insurance

(Name of Company) \_\_\_\_\_

I have read the athletic code and agree to abide by the rules during the (\_\_\_\_\_ fall, \_\_\_\_\_ winter, and \_\_\_\_\_ spring) (please check all the seasons you plan on participating in).

\_\_\_\_\_  
Student's Name (please sign)

I, as the parent of \_\_\_\_\_,  
Student's Name

Have read the Athletic Code and understand the rules my son/daughter must follow.

\_\_\_\_\_  
Parent's Name (please sign)



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## **ATHLETIC GOAL AND OBJECTIVES**

**Our Goal** - The Student athlete shall become a more effective citizen in a free society.

**Our Specific Objectives** – The student athlete shall learn to work with others, to develop self-discipline and respect for authority and to recognize the need for hard work and sacrifice.

1. **To Be Successful** - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
2. **Sportsmanship** – Athletes must treat others, as they would wish to be treated. Athletes need to develop character traits essential to their development including emotional control, honesty, cooperation, and dependability.
3. **To Excel** - Continual improvement is essential to good citizenship. Athletes must establish a goal, constantly try to reach that goal, and strive to improve those skills essential to their sport.
4. **Enjoy Athletics** – Athletes need to recognize the personal rewards they can derive from their sport and to give of themselves in order to preserve and improve the program.
5. **To Develop Desirable Personal Health Habits** - It is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

### **Responsibilities of a Washington Academy Athlete**

Being a member of a Washington Academy Athletic team brings with it a number of responsibilities. Each student that puts on a Washington Academy uniform has the duty to carry on the great traditions of athletes that have gone before him or her. Our tradition has been to win with honor. Over the years many of our squads have won championships and individuals have been given awards. The contributions you make will be a satisfying accomplishment to you and your family.

## **Academic Responsibilities**

The pursuit of athletic excellence is the primary responsibility of the student athlete. If an athlete does not perform well in the classroom, then that athlete will be put on probation and not be allowed to practice or participate in athletic contests until the requirements to be reinstated are fulfilled. The following paragraphs will detail our policy.

1. Athletes will be placed on probation if they are failing more than 1 subject at progress report time or at the end of a quarter. Probation means athletes are restricted from practices and participating in athletic contests for 2 weeks.
2. At the end of 2 weeks, the athlete's grades are reviewed. If the athlete is not failing more than 1 subject, the athlete will be reinstated on the team.
3. If the athlete is still failing more than 1 subject, the athlete will be on probation for an added 2 weeks. This continues one more time.
4. If the athlete is still failing after the third probation, then the athlete is suspended for the remainder of the season.
5. The fourth quarter grades from the previous year will be reviewed to verify if a student can try out for a team the following year in the fall sports season. If a student is failing more than 1 subject at the end of the fourth quarter, that student will not be allowed to try out during the fall season the next year.
6. During the winter sports season the second quarter grades will be the deciding factor in determining athletic eligibility once the season is in progress. The mid-year exam and semester grade will not be used to consider eligibility.
7. A student who misses a part or all of a day of an extracurricular contest or the day after the contest will be ineligible for the next scheduled contest unless a written excuse is given to the Athletic Director. This also applies to practice sessions.

## **Responsibilities to Others**

The younger students in the grammar school are watching you closely. They will copy you in many ways. Do not do anything to let them down. Be a good role model for the younger generation.

## **Requirements for Participation**

1. A student must be under 20 years of age
2. A student has completed fewer than (8) semesters in high school
3. All students participating in any athletic program must purchase athletic insurance from the school or be covered by their parent's insurance policy. A signed insurance form (provided in this booklet) must be returned before the **FIRST PRACTICE**.
4. A physical examination is required before participation. Washington Academy provides physicals before each sports season. If students prefer to have their family physician perform the physical, then a note signed from their physician is satisfactory. All incoming freshmen or upperclassmen who did not have a physical last year will need to have proof of a physical before they can practice in August at the beginning of the fall season. Signed forms from your physician must be returned to the Athletic Director before tryouts.
5. **Transfer rule**
  - a. Except as provided in paragraph E below a student who transfers enrollment, to another school, without a corresponding change of legal residence by his/her parent(s) or legal guardian(s), shall be eligible to participate in interscholastic athletics unless it is determined that the transfer was primarily for athletic purposes. For purposes of this paragraph and application of this transfer rule, "primarily" shall mean that the student would not have transferred and/or would not have sought to transfer "but for" athletic purposes.
  - b. The receiving principal shall determine if the transfer was for athletic purposes. If the transfer was for athletic purposes, the student shall be declared ineligible in accordance with paragraph A above. If the transfer was not for athletic purposes, the student is eligible. This status is in effect until a challenge is initiated by the sending principal and a ruling made by the Eligibility Committee at its next regularly scheduled meeting.

- c. A student declared ineligible due to a violation of the transfer rule shall be eligible to participate only after being in attendance at the new school for three hundred sixty-five (365) consecutive calendar days which time period will commence with the first day of attendance at the new school.
- d. In the “special situations” described below, this transfer rule shall not apply and the eligibility of the student may not be challenged.
  - 1. Foreign exchange students who have not graduated from a four-year course from an approved secondary school or its equivalent and who meet all other eligibility requirements are eligible for participation upon registration and enrollment.
  - 2. Student placed in a school by outside agencies; or as a result of federal or state statutes (e.g., courts, State Department of Human Services, Pupil Evaluation Teams, their school district, medical referrals) become eligible upon registration and enrollment in the receiving school.
  - 3. A student who marries and establishes a new residence in another school district is eligible upon registration and enrollment.
  - 4. A student of divorced or legally separated parents who moves into another school district with one of the aforementioned parents and enrolls in a school in the district to which said parent has moved within four weeks of the time said parent moves into the district, will be eligible upon registration.
  - 5. A student whose parents move out of the school district may continue to be eligible in the same school provided enrollment is unbroken.
  - 6. A student who returns from service in the armed forces to the school in which s/he was enrolled prior to serving in the armed forces is eligible immediately if s/he meets all other eligibility requirements.

## **Training Rules and General Regulations**

The rules detailed in the following paragraphs apply to all team members. These would include players, managers, scorekeepers, trainers, and all other students representing a team from Washington Academy. 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.

### **1. Tobacco, Alcohol and Drugs**

Any athlete who possesses or uses tobacco, in any form, (on or off the playing area) while participating in an interscholastic sport will be suspended from the team for the remainder of the sports season. If a second offense should occur, that student shall be suspended from all sports for the remainder of the school year. School officials or police should make detection of such offenses.

Any athlete who possesses or engages in the use of illegal drugs or alcohol on or off school grounds will be suspended from the team for the remainder of the sports season. If a second offense should occur, that student shall be suspended from all sports for the remainder of the school year. School officials or police should make detection of such offenses.

If a student is knowingly present in an area where illegal substances are available and does not leave in a timely manner, he/she will be subject to disciplinary action upon review by the Athletic Director and Headmaster. This disciplinary action may include suspension from the activity.

### **2. Dress Code and General Appearance**

Any student who represents Washington Academy at an athletic event will dress in an acceptable manner. Jeans, belly shirts, and T-shirts are not considered proper attire for away or home games. An athlete not conforming to the dress code will change into appropriate clothing. If the athlete refuses, then suspension from the team will result until the behavior changes; the first offense will result in a warning and changing of attire before participation in an athletic contest. A second offense will result in a 1 game suspension.

All athletes will be neatly groomed at all times. Hair should be clean and cut in such a manner as not to interfere with an athlete's vision or playing ability. Facial hair does not belong on a well-groomed athlete who is projecting an image of his or her school. Washington Academy athletes will be clean shaven.

### **3. Locker Room Rules and Conduct**

- a. Any articles that are found in the locker room that are not in gym bags or lockers will be thrown away.
- b. Soap and shampoo are to be picked up after using.
- c. If a drain or flush does not work, please inform the physical education instructor, coach, Athletic Director, or janitor.
- d. Horseplay in the locker room will not be tolerated. Since injuries happen very frequently in slippery conditions, athletes should act responsibly in the shower and general locker room area.

### **Citizenship**

We feel that along with training rules it is also important that athletes adhere to certain policies regarding citizenship. General conduct in and out of school shall be such as to not discredit the athlete, his/her parents, school, or team. The following acts are considered unacceptable and players will be punished, at the discretion of the coach, Athletic Director and Headmaster.

#### **1. Vulgar Language**

Vulgar language will not be tolerated and is just cause for dismissal.

#### **2. Vandalism and Stealing**

Stealing or willful destruction of facilities will result in game suspension. If a case is serious enough, a full season suspension is possible.

#### **3. School Suspension**

Players under school suspension may not practice or play in a game while under suspension.

#### **4. Detention**

Administrative or teacher issued detentions will be made up in the required time. This comes before a practice or a game. Athletes will not participate in any game or practice until all detention time is made up.

#### **5. Behavior Out of School**

An athlete whose behavior outside of school reflects poorly on his/her school or community, or who violates the law will be subject to suspension or dismissal from a team.

#### **6. Outside Teams**

No participation on an outside team during your season shall be permitted.

#### **7. Equipment**

a. The athlete will assume responsibility for all issued equipment and clothing and will be assessed for any lost or damaged items.

b. No school athletic equipment or clothing will be used or worn except when participating in a practice, game or their designated school function.

#### **8. Sportsmanship**

Players will act in a sportsmanlike manner at all times.

The main reason for attending school is to receive the best possible education. If an athlete does not wish to abide by school policies (class attendance, leaving school grounds, detentions, grades, etc.) he or she could be suspended from athletics. Any athlete who, in the opinion of the coach, Athletic Director, or Headmaster, demonstrates poor behavior not conducive to the spirit of sportsmanship and good citizenship or who does not create a good image for Washington Academy because of his or her actions on or off the playing arena, shall be subject to disciplinary action, which could include possible suspension from athletics.

All training rules are in effect for the entire sports season. This means the season starts with the first day of tryouts and ends with the last regular season game. The season is extended if a team earns the right to participate in the tournament sponsored by the Maine Principal's Association.

## **Athletic Department Policies**

### **1. Dropping or Withdrawal from A Sport**

Quitting is an intolerable habit to acquire. There is not a place in athletics for quitters. An athlete who quits a team without due causes will not be allowed to rejoin the team for the remainder of the season.

On occasion, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed.

- a. Talk with your immediate coach, the head coach and Athletic Director.
- b. Check in all equipment issued to you.

### **2. Equipment**

School equipment that is checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.

### **3. Missing Practice**

A student athlete must attend school the entire day in which an athletic contest is scheduled and the day after that scheduled game. Failing to do so without written excuse will render that athlete ineligible for the next scheduled game. A student who misses all or part of a day of school is ineligible to practice with his or her team that day without a written excuse. Students who have personal or academic reasons for missing practice need to report these to their coach before the missed practice. Students' employment is not considered a valid reason for skipping practice.

### **4. Travel**

- a. The Athletic Department feels all athletes should ride as a team to and from all athletic contests.
- b. If a parent wishes to take their son/daughter home after a game the parent must follow a two step process. First, the parent must give written permission to one of the coaches at the game. The parent must also speak directly to the coach when this takes place.
- c. If a parent, because of convenience wishes to take their son/daughter to a game, then a 24 hour notice must be given to the Athletic Director verbally and in writing. It must be noted when a parent takes their son/daughter to or from a game, the parent is solely responsible for their athlete.

- d. Any athlete who rides with a parent other than his or her own without written permission will be suspended for 1 countable game.
- e. Any athlete who rides to a game or from a game with another student will be suspended for 1 countable game. The Athletic Department will not grant permission for an athlete to ride with another student to or from a game.
- f. Bus trips to Woodland, Calais, and Eastport will pick up participating students from Whiting, Edmunds, Dennysville, and Pembroke and return them to their place of departure. A central point will be chosen that is convenient for all participants. With regard to the Lubec game, we suggest athletes travel to and from that game with their parents by written and verbal permission as stated previously
- g. All games West of Washington Academy (Machias, Narraguagus, and Jonesport-Beals, Sumner and Blue Hill) athletes will meet at the Gardner Gymnasium.
- h. Starting time for boys and girls basketball games for both home and away will be 5:30 p.m. for the JV's and 7:00 p.m. for the varsity. Soccer and volleyball games start at 4:00 p.m. and change to 3:30 at the end of the season. Cross-country meets start at 4:00 p.m. unless otherwise stated on athletic calendar. Baseball, softball, and tennis matches start at 4:00.

## 5. Rules for Bus Trips

- a. All participants going to an athletic event must be in the bus with their proper equipment 5 minutes before the bus is schedule to leave.
- b. Players will sit in seats designated by their coach.
- c. No one is to be standing when the bus is in motion.
- d. No one is to open a window when the bus is moving or parked unless it is an emergency.
- e. No objects are to be thrown on or from the bus.
- f. Talk is to be kept at a normal level. This is to be decided by the coaches and their wishes shall be adhered to.
- g. There shall be no profanity used on or off the bus during an athletic event.

- h. There will be no music played on the bus that contains profanity or other offensive content.
- i. There is to be no scuffling, pushing, or shoving getting on or off the bus. Ladies should be allowed to get on and off the bus first. You will remain seated until you arrive at your destination.
- j. If food is brought aboard the bus, it will be consumed in a proper manner, and all articles left over will be put in a box at the front of the bus when you leave.
- k. If the opportunity arises that you can stop at a restaurant, you will conduct yourself in a polite and orderly manner. Remember that you represent Washington Academy and should do so in a manner that will reflect pride and respect for our school, coaches, and parents.

**\*\*\*Any of the rules that are not followed will lead to suspension or expulsion from your respective team.**

## **6. College Recruitment**

In the event a college recruiter should contact an athlete personally, he/she has an obligation to work through his/her coach, Athletic Director, and Guidance Office. College recruitment information for athletes can be found in the Guidance Office at Washington Academy.

## **7. Risk of Participation**

All Athletes and parents must realize the risk of serious injury, which may be a result of athletic participation. For this reason all athletes must take the following steps before tryouts.

The form at the beginning of this booklet must be filled out and signed by the athlete and their parent.

Each athlete must have an insurance policy. This can be purchased at school or an athlete can be on their parent's policy. The company name is to be filled out on the form mentioned above.

All students must have proof of a physical or be examined by a licensed physician provided by the Athletic Department at Washington Academy before participation. More specific details can be found in the requirements for participation section.

## **8. Communication with Coaches**

### **a) Communication you should expect from your athlete's coach.**

- 1) When and where practices and contests are to be held.
- 2) The coach's philosophy.
- 3) The expectations the coach has for all the players on the squad.
- 4) Requirements for team membership; fees, special equipment, off-season conditioning.
- 5) Procedures to follow if your athlete is injured during participation.
- 6) Disciplinary action for your athlete that results in removal from participation.

### **b) Appropriate concerns for parents to discuss with coaches?**

- 1) The treatment of your child, mentally and physically.
- 2) Skill improvement and development.
- 3) Concerns about your athlete's behavior.

### **c) Topics that are not appropriate for parents to discuss with coaches.**

- 1) Playing time
- 2) Team strategy
- 3) Play calling
- 4) Other student athletes

### **d) The procedure to follow when a parent has a concern to discuss with a coach.**

- 1) Make an appointment with the coach.
- 2) If the coach cannot be reached, call the Athletic Director to schedule a meeting with the coach.
- 3) Please do not attempt to contact a coach before, during, or following a contest or practice. These are emotional times for both the parent and the coach and this period does not promote an objective analysis of the situation.

### **e) The procedure to follow if the meeting with the coach did not provide a satisfactory resolution?**

- 1) Call and set up an appointment with the Athletic Director to discuss the situation.
- 2) At this meeting the appropriate next step can be determined.

## **9. Ticket Policies**

\*Most of the sports at Washington Academy have no cost of admission. The only sports that require a ticket are volleyball play-offs, girls and boys basketball regular season games (no charge for freshmen basketball) and preliminary play-off basketball games (post season). Ticket prices for all the games mentioned above are \$4.00 (adult) \$2.00 students. Children under school age including kindergarten will be allowed in free. Season tickets can be purchased at a money saving rate. Call the Athletic Director for prices.