

# **QUANTICO MIDDLE HIGH SCHOOL PLAYERS / PARENTS / COACHES ATHLETIC POLICY HANDBOOK**



## **SUMMARY OF CHANGES**

### **RECOMMENDATIONS FOR CHANGES**

The format of this edition includes paragraph numbering for ease of reference. If you have suggestions, please use the paragraph number in the correspondence. Please submit suggestions to the QMHS Athletic Director.

**FOR SCHEDULES AND UPDATES PLEASE VISIT OUR WEBSITE REGULARLY**

**DATES AND TIMES DO CHANGE**

**WEB SITE: <http://www.dodea.edu/QuanticoMHS/quanticoAthletics.cfm>**

Dear Student Athlete and Parent,

Welcome to the Quantico Middle/High School interscholastic athletic program. Please read carefully the QMHS's Players / Parents / Coaches Athletic Policy Handbook, then refer to the QMHS athletic web page to the specific links to read the following: parent's guide to concussions in sports, the QM/HS return to play protocol following a concussion, the guide to returning your child to school after a concussion, the DDESS guidelines, the MRSA for sports guidelines, the QMHS acclimatization policy and the QMHS thunder and lightning policy. Players and parents and coaches are also required to view the "Coaches Online Free Concussion in Sports Course Video". The student athlete is required to return the acknowledgement page completely filled out and signed within 48 hours of receipt to one of his/her coaches. It is the duty of every QMHS coach to brief all athletes on the contents of this Policy Handbook prior to the start of the sports season. It is also the duty of every QMHS parent to assume responsibility for any conduct of their son or daughter that infringes upon the rights of others.

The absence of a specific rule or policy in this Athletic Policy Handbook does not constitute approval for student action. A student is subject to discipline for behavior not mentioned in the Athletic Policy Handbook. The QMHS's Code of Conduct is always in effect both at home and at away contests. At all times, the goal of school policies and actions is to act in the best interest of the student, student body, and school. The purpose of this Athletic Policy Handbook is to set a standard of conduct and to create an atmosphere of respect and responsibility in the school. The most effective behavioral policies are those that are reinforced at home, sending a unified message to students. Working together, the school, students, and parents, can have a successful and productive experience. The information and regulations set forth in this Athletic Policy Handbook are to help students have an enjoyable, productive, and successful school year.

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## **PLAYERS / PARENTS / COACHES ATHLETIC POLICY HANDBOOK**

### **1. Athletic Mission:**

**The mission of Quantico Middle High School (QMHS) athletics is to:**

1. Provide a competitive athletic program while promoting and embodying the ideals of teamwork, sportsmanship hard work, and self-discipline.
2. Encourage honesty and ethical standards in interactions with all persons.
3. Insist on high moral standards for athletes, which include fairness, character and respect to others.
4. Ensure a high quality, comprehensive program founded on uncompromised integrity.
5. Develop proper attitudes toward winning and losing, success and failure.
6. Develop attitudes toward individual health habits, appearance on and off the field, and citizenship in and out of school.
7. Achieve the total development of the student-athlete.
8. Enhance the academic mission of the school.

### **2. State and Conference Affiliation:**

Quantico Middle High School participates in the Delaney Athletic Conference (DAC) which is the governing body for the following sports that QMHS participates in: girls varsity cheer, girls varsity volleyball, girls varsity cross country, girls varsity basketball, girls varsity soccer, girls varsity softball, boys varsity cross country, boys varsity basketball, boys varsity soccer, boys varsity baseball, middle school cheer, middle school girls and boys basketball and middle school soccer. Girls' varsity volleyball, girls varsity cross country, girls varsity basketball, girls varsity soccer, girls varsity softball, boys varsity football, boys varsity soccer, boys varsity cross country, boys varsity basketball, and boys varsity baseball teams are also eligible to participate in post-conference state play / competition that is governed by the Virginia Independent Schools Athletic Association (VISAA). This governing body sets rules and guidelines for this level of participation. The DAC and the VISAA set standards and expectations on academics, participation, sportsmanship, and conduct. QMHS's goal is to be competitive in both conferences while abiding by all conference and state rules and regulations. QMHS adheres to the regulations of these governing bodies but supplements them with its own (more detailed) policies for athletes and spectators to follow.

#### **Delaney Athletic Conference (DAC)**

The QM/HS's athletic program complies with the policies and regulations of the DAC conference. The Athletic Director and Principal meet with other Athletic Directors and Heads of School as necessary to ensure mutual respect and sportsmanship of likeminded schools exist.

#### **DAC Member Schools**

Chelsea Academy, Foxcroft School, Fredericksburg Academy, Fredericksburg Christian School, Fresta Valley Christian School, Highland School, Quantico Middle High School, Randolph Macon Academy, St. Michael the Archangel High School, Seton School, Tandem Friends School, Trinity Christian School of Fairfax, Wakefield Country Day School, Wakefield School.

### **3. Policies and Procedures:**

Athletics and athletic competitions at QMHS are learning environments for social and cultural understanding, assimilation of cultures, integration of races, and the breaking of sexual stereotypes. Team membership and athletic competitions cross those artificial lines caused by personal finances, religious beliefs, and family background. Athletics at QMHS are a very important part of a student-athletes' overall educational experience. They serve as a basis for positive self-image, dedication, commitment, responsibility, group cooperation, and the development of social and physical skills.

In order to achieve these results in a smooth and orderly fashion, policies and procedures have been developed for the QMHS Athletic Program. Student-athletes are expected to abide by all policies set forth in the QMHS's Student Agenda, as well as those policies and procedures listed in the Athletic Policy Handbook. If adhered to, these policies and procedures will help create a consistent, equitable, and positive environment for all involved. The goals for the QMHS athletic program are centered on promoting and encouraging student involvement, teaching the skills necessary to compete interscholastically, and helping the student athlete to realize both individual and team athletic potential.

Student athletes and parents are responsible for understanding and adhering to the contents of this Players/ Parents /Coaches Athletic Policy Handbook and for following the guidelines set forth herein. These rules, policies and procedures apply during the entire sports season, on and off school grounds, 24 hours per day, and 7 days per week. Failure to comply with these rules, policies and procedures may result in an individual or team suspension from participation in QMHS athletics. In addition to these policies, each coach will develop regulations and policies that apply to his or her sport. Athletes/teams may also be suspended from a sport for a violation of general school policies as set forth in the school's Code of Conduct.

### **4. Quantico Middle High School Sportsmanship Guidelines:**

Sports exist in our schools because they are beneficial for our students. Sports promote teamwork, enjoyment, education, physical fitness, and provide a healthy outlet for our energies. We have sportsmanship guidelines to guide us---an expectation for all coaches, players, cheerleaders, parents and spectators. It is expected that they all have courtesy and respect for the rules, opponents, guests and officials. It is expected that they all have enthusiasm for playing the game and modesty and graciousness in victory or defeat. It is also expected that they display fairness and responsibility to the sport, to our opponents, and to our respective schools. We take pride in our athletic successes on the scoreboard however we take greater pride, frankly, in how our athletes comport themselves, how honorably they win or lose, and how respectful they are of their opponents' efforts no matter what the outcome of a contest. Opposing teams, their fans, and officials will be treated as honored guests when they visit QMHS. When QMHS teams and their fans travel to other schools, they will behave in a manner demonstrating the respect a guest should show to a host. Cheering is appreciated and encouraged. Jeering is not appreciated and is inappropriate. Derogatory comments made by athletes, coaches, or fans about officials, players, coaches, or opponents before, during or after any competition breeds animosity between schools. Berating an official will very likely have a negative, not positive effect on the official's calls for the remainder of the contest.

### **5. Sportsmanship and Personal Conduct:**

The QMHS Code of Conduct can supersede those rules and policies that any coach can implement. The

provisions of the QMHS Code of Conduct apply while students are at school and also whenever students are involved in school off-site activities such as practices, games, traveling on team buses and subsisting at eateries. Quantico Middle High School student athletes are expected to display the following attributes:

- Fair play and sportsmanship
- Self-control and self-discipline
- Honesty demonstrated by playing in strict accord with the rules both on and off the court/field
- Respect for opposing players, coaching staff, fans and officials
- A desire to excel
- An enjoyment and appreciation of the values inherent in learning the skills of sport and game competition
- Team commitment, camaraderie, and team spirit
- Pride in school, team and self as evidence by behavior and appearance
- Respect for self and competitors as evidenced by word and deed
- Hazing and / or harassment of any kind will not be tolerated

Athletes may be removed from a team at any time for inappropriate conduct which occurs on or off school property or for infractions or violations of base, local and state law. Unsportsmanlike conduct on the athletic field will not be tolerated. QMHS athletes will treat the opposing team, fans and officials with the highest degree of respect, dignity and sportsmanship. The use of profanity on the athletic field or court will not be tolerated. Athletes who do not exhibit proper behavior during the course of the season whether in or out of school can be suspended from practices and or games or they can be removed from the team. If the infractions involve the majority of the team then the athletic season for that team may be immediately terminated. Length of suspension is determined by the coach, the athletic director and by the administration.

## **6. Expectation of Athletes:**

The QMHS student-athletes are expected to:

- Abide by all training rules.
- Respect opposing players, coaching staff, fans and officials.
- Play hard but play within the rules.
- Adhere to all team policies and rules.
- Be alcohol and drug free.
- Exercise self-control and discipline at all times.
- Not quarrel, cheat, bet or grandstand
- Accept official's decisions without gesture or argument.
- Win without boasting, lose without excuses, and never quit.
- Be dressed in appropriate attire for travel.
- Set high standards of personal conduct.
- Respect the facilities of host schools.
- Always remember that it is a privilege to represent the school and community.
- Never leave the bench or enter the playing field/court to engage in a verbal or physical altercation before, or after an athletic contest.
- To shake hands with their opponents at the end of each athletic contest.
- Take responsibility for all equipment and uniforms.

Athletes and teams who fail to display proper behavior or good sportsmanship before, during, or after an athletic practice or contest may receive disciplinary action at the discretion of the coach, the athletic director, or the administration. Penalties such as probation or suspension from one or more games to include the season may be imposed on a player (s) or the entire team depending upon the severity of the offense.

## **7. Expectations of Parents:**

The QMHS parent(s) should:

- Read the Players / Parents / Coaches Athletic Policy Handbook in its entirety.
- Support your student athlete and attend as many contests as possible.
- Realize that all athletes represent the school.
- Refrain from coaching your son/daughter from the sidelines or stands.
- Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples and fair play exhibited by either team...
- Show compassion for injured players.
- Applaud positive performances, do not heckle, jeer, or distract players, and avoid the use of profane and obnoxious language and behavior.
- Treat visiting teams and officials as guests. Extend to them every courtesy.
- Respect the judgment and strategy of the coach.
- Not criticize players or coaches for loss of a game.
- Respect the judgment and integrity of officials realizing that their decisions are based upon game conditions as they observe them and are given to the best of their ability.
- Be modest in victory and gracious in defeat.
- Avoid putting pressure on your child to start, score, or be the star of the team.
- Support and show respect to the coaches, players, officials and administration.
- Serve as a beacon of good sportsmanship.
- Avoid constant and chronic complaining.
- Avoid speaking negatively about the coaches in front of your student athlete. It may create a major barrier in your student athletes' hope for improvement in the sport.
- Understand the ultimate purpose of athletics: it exists as an integral part of the total educational mission of the schools, and participation in athletics is a privilege, and not a right.
- Serve as a good role model for your student athlete, the student body, all athletes and other fans.
- Appreciate the educational opportunity that your student athlete is receiving in our athletic program. This includes the enormous time and effort provided by the coach.
- Attend any meetings that the coach may schedule.
- Not voice concerns in front of your son/daughter, other team members, other parents and fans.
- Abide by all policies, regulations, and rules for our athletic program.
- Understand that the goals of the team and the athletic program are more important than the individual success of your son/daughter.

Parents / Spectators who display poor sportsmanship or improper behavior at any athletic contest may be asked to leave the field or gym. For severe displays of inappropriate behavior, the person may be barred from attending any games for the remainder of the season.

## **8. Parent /Coach Communication:**

Parents should not attempt to address a complaint with coaches before or immediately following a practice or game since it is often inappropriate and counterproductive. Coaches have many post-game / practice responsibilities, including supervision of players. Questions, comments and concerns should be expressed during a private conference and never publicly. The post-game/practice period is often emotionally charged, and not conducive to productive discussion. Wait until the following day and call the coach to set up a time that is convenient for everyone involved. Express questions and concerns in a courteous and civil manner. Any contact with the principal, assistant principal regarding athletic concerns should be preceded by conversations with the coach and the athletic director.

## **9. Appropriate Concerns to Discuss with Coaches:**

- The treatment of your child mentally and physically
- Ways to help your son/daughter to improve.
- Concerns about your son/daughter's behavior.
- Safety
- Level of Competition.

It is very difficult to accept that your son/daughter is not playing as much as you may hope. Our coaches are not professionals. They make judgment decisions based on what they believe to be in the best interests for all athletes involved. As you have seen from the list above, certain concerns can and should be discussed with your son/daughter's coach.

## **10. Issues Not Appropriate to Discuss with Coaches:**

Concerns, such as those listed below, must be left to the discretion of the coach. It is not appropriate for parents to publically air disdain about:

- Playing time
- Captain selections
- Team strategy
- Play calling
- Position playing
- Other student athletes or family members

## **11. Athletic Chain of Command:**

If a resolution is not reached between a parent and a coach, the athletic director will be involved in a subsequent meeting. If the athletic director and parent cannot resolve the matter, the parent shall then contact the assistant principal. If the matter is still not resolved then the principal may convene a meeting with the coach, parent, and the athletic director. The student shall not be involved in this meeting unless requested by the principal. Should the matter still not be resolved, the parent shall contact the superintendent of schools office and arrange for a meeting. Should a parent have a question or concern regarding athletics at QMHS, the chain of command to address the question/concern is:

- Coach (this may include the head coach and / or the assistant coach)
- Athletic Director

- Assistant Principal
- Principal
- Community Superintendent

## **12. Communications You Should Expect From a Coach:**

As parents, when your student athlete becomes involved in our athletic program, you have the right to understand what expectations are placed on him/her. This begins with clear communication from the coach of your son /daughter's program. As parents you should expect the following from his /her coach:

- Philosophy of the coach
- Expectations the coach has for your son/daughter
- Locations and times of all practices and games.
- Procedure followed should your son/daughter be injured during participation.
- Team requirement, i.e. fundraisers, special equipment, out of season conditioning, camps etc.
- Discipline that result in the denial of your son/daughter's participation.
- Coaches' expectation of a parent's role in the athletic program.
- That the coach will ask about scheduled family plans / conflicts that your son/daughter may have.
- That the coach will ask if there are any specific medical needs of your son/daughter.

## **13. Pre-season Meeting with Parents:**

One of the primary objectives of the QMHS athletic program is to provide a safe, healthy environment in which students may experience wholesome, enriching athletic competition. In order to meet this objective, each QM/HS head coach will conduct a preseason meeting for parents and athletes to discuss the following.

- Insure adequate physical examinations have been completed.
- Stress proper diet, proper rest, and parental attention to all injuries.
- Inform parents of athletic emergency procedures to include first aid procedures.
- Educate parents and athletes concerning the harmful effects of alcohol / drug abuse and steroids and other performance enhancing substances.
- Review QMHS's concussion, heat, thunder and lightning policies.
- Review QMHS's academic eligibility policy.
- Discuss the prevention, education and management of skin infections in athletes.
- Review sportsmanship, practice schedules, team expectations.
- Hand out Players / Parents /Coaches Athletic Policy Handbook. Stress to parents /players its contents. Request acknowledge signature page to be signed and returned within 48 hours to their son/daughters coach.
- Hand out any additional parent information, team's rules and regulations regarding their son/daughters specific sport. Remind all that acknowledge signature pages are due from players within 48 hours.
- Answer all parents' questions regarding their son/daughters participation in athletics.

## **14. Safety/ Risk of Participation:**

QMHS strives to provide student athletes with a safe and enjoyable environment in which to participate,

and strives to reduce potential safety hazards. In spite of protective equipment and the supervision of our coaches, there are some inherent risks associated with athletic participation. Athletes can severely injure themselves whether they are cautious or not. Athletes need to be constantly aware and vigilant of the possible dangers associated with athletics and they must inform the coach immediately if they become ill or injured. In extremely rare cases, there are serious permanent injuries and even fatalities that occur every year to athletes who participate in interscholastic athletics. All athletes and parents need to be aware of and understand this very real possibility. Coaches and administrative personnel will endeavor to act in a prudent manner in order to prevent foreseeable accidents and injuries. When athletes or teams use school athletic facilities such as the gyms, weight room, courts, fields, etc., a coach or teacher must provide supervision. During the academic day, athletes may not "work out" or participate in any unsupervised athletic activity.

#### **15. Injury Policy:**

If an athlete has been seen by a physician for an injury or illness related or unrelated to a school sport, that athlete will not be allowed to return to practice or games until he/she submits to the coach, school nurse and athletic director a signed and dated written document from a physician giving the date the student athlete is cleared to return to participate in practices and games. Parents cannot waive liability in the State of Virginia. While injured the student athlete is still considered a valuable member of the team. Unless excused by the coach the athlete will be required to attend all practices and games. An injured player who fails to attend practices and games without the coach's permission will no longer be considered a member of the team and will no longer be a letter candidate. Athletes are required to report all injuries to their coach. Coaches must report all injuries to the athletic director. Coaches will contact the athlete's parent /guardian when an injury occurs or immediately after the practice or game to inform them of the circumstances involved. Coaches must also file an injury report with the school nurse within 24 hours.

#### **16. School Health Policy Concerning Medications:**

If a student-athlete is under medication prescribed by a physician, it is both the parent and the athlete's responsibility to inform the school nurse and his/her coach. The student athlete must abide by the medication guidelines within the QMHS student agenda. If an athlete is required to have medication with him / her at practices or games and he or she is without, that athlete will not be allowed to practice or play.

#### **17. Enhancements and Supplements:**

QMHS strongly opposes the use of any substance that is not approved by the FDA, the surgeon general, or the American Medical Association for use by student athletes for the purpose of increasing physical development, strength, or athletic performance. Student athletes who are found in violation of this policy shall be directed to the principal for disciplinary action.

#### **18. Drugs and Alcohol:**

The use of Drugs and Alcohol will not be tolerated. The list of controlled substances include alcohol, stimulants, street drugs (including but not limited to marijuana, heroin, and cocaine), anabolic steroids, hormones and analogues, diuretics, and any other performance enhancing substances. Athletes will be dismissed from the team if found to be consuming, possessing or dealing illegal drugs and possessing or consuming alcohol either on or off base. Depending on the severity, measures to be considered may include suspension and expulsion from school.

## **19. Eligibility (General):**

The DAC, VISAA and QMHS all have eligibility requirements. The DAC and VISAA policies will not be reprinted here in this handbook. Selected portions of QMHS requirements will be highlighted.

Only bona fide students are allowed to compete on teams. A “bona fide student” is one who is properly enrolled as a full-time student, attends classes regularly, and is in good standing according to school regulations. Home school students are not eligible to participate in DAC and VISAA athletic contests. “Good standing” requires, among other things, behavior befitting school rules and regulations in place for classroom conduct. If disciplinary action is taken, the student athlete may be restricted from play on a team until the student has changed his/her behavior to meet the criteria of good conduct. QMHS administrators make this determination. No student athlete will participate in team athletic practices or contests before duly enrolling in QMHS which requires acceptance through the admissions process.

## **20. Eligibility (Grade Level/Age):**

The DAC and the VISAA specifies the following grade level/age restrictions. Upon entering the 9th grade, a student athlete has eight consecutive semesters of athletic eligibility. A student athlete who will not complete graduation requirements at the end of eight semesters will not be allowed to participate any further in DAC and VISAA athletic events. Attending any academic classes while classified as a senior at any school marks the student’s last year of eligibility. Seniors are allowed only two semesters of eligibility. No second year senior that transfers, repeats or is reclassified as a senior will be permitted to participate in DAC, and VISAA athletics. Postgraduates are not eligible to participate in the DAC, and VISAA. Participants must not yet have reached their 19<sup>th</sup> birthday before August 1 of that school year.

## **21. Eligibility (Academics):**

Student athletes must meet DAC, VISAA and QMHS academic requirements to be eligible to participate in sports. Summer school courses (with prior approval from the Principal) may be counted to meet this requirement. These requirements apply to new transfer students as well as returning students. Additionally, QMHS requires its student athletes on middle school and varsity teams to have a minimum overall grade point average of 2.0 and must have no F’s during the current interim progress reporting period and/or at the current nine week quarter marking period. Grades used to determine eligibility will be recorded on the 4 1/2 week interim progress reporting period and again on the quarter grade report cards. Seniors must have a passing grade in all subjects required for graduation in order to participate. Semester grades are not used to determine eligibility. Students become eligible for play or ineligible for play immediately upon issuance of progress reports /report cards for each quarter. For example, if a student fails one course and/or has less than a 2.0 overall average when the quarter progress notices or when the quarter grades are issued at 2:15 pm, that student is ineligible for play later that day. Similarly, a previously academically ineligible player may become eligible for play later in the day if the progress report or the quarter report card issued at 2:15 pm shows the required academic achievement. Athletes who have been found to be academically ineligible to play can continue to practice if approved by parents and the head coach if there are remaining games that can be played at the beginning of the next reporting period. Ineligible players are also allowed to take part in the team photo. Academically ineligible students at seasons end are not allowed to attend end of season banquets and dinners, not allowed to attend end of season awards assemblies and not eligible for end of season awards, letters. Ineligible athletes are also not allowed to travel with their former team, sit on the team bench or assist their former team in any capacity with the athletic event. If an athlete is suspended from school he/she will not be allowed to practice or play while suspended.

## **22. Eligibility (School Attendance):**

Participation in practices and games hinges on school attendance. In order for a student to participate in a weekday practice or game, the student must be in school the full day. The only exception is an appointment approved by the administration. A note from the appointment official (physician, dentist etc...) is required before an athlete is allowed to practice or play in a game. Field trips, medical / dental appointments, and special family situations ( i.e. funerals, weddings, parents promotions and awards presentations) are generally considered excused absences. Please communicate all known absences ahead of time with your child's coach and/or the athletic director. If the absence is excused, there is no specified minimum number of classes required for eligibility to play that day. If a student athlete's absence from school is unexcused (for even a single period), he/she is not eligible to participate in athletics that day. The administration (not the parent or coach) determines if absences are excused. Shopping, hunting, or missing class to return home to retrieve forgotten uniform items or academic work are examples of unexcused absences. Absence due to illness is generally considered an excused absence (with regard to making up work, etc.) Students leaving school due to illness will not be allowed to return for practice or to participate in any event that day. Unless approved by the administration / athletic director , students who are in school but are unable to participate in physical education without a valid excuse could be held from attending practices or games that day. A student suspended from school is not eligible to practice or play during his/her suspension.

## **23. Athletic Programs Offered:**

QM/HS encourages student participation in athletic programs. The school will field as many athletic teams as possible, based on student enrollment and interest in the sport. In addition to competitive teams at the varsity level, when possible, the school will field middle school teams (varsity teams are targeted to be filled first). QM/HS currently has 15 extracurricular sports programs shown below.

### **Quantico Middle /High School Athletic Teams**

**Fall:** Varsity Football, Varsity Boys & Girls Cross Country, Varsity Girls Volleyball, Varsity Cheer, Middle School co-ed Soccer

**Winter:** Varsity Boys Basketball, Varsity Girls Basketball, Varsity Cheer, Middle School Boys Basketball, Middle v School Girls Basketball, Middle School Cheer

**Spring:** Varsity Baseball, Varsity Softball, Varsity Boys Soccer, Varsity Girls Soccer

## **24. Season Length:**

The DAC and the VISAA determines the start and finish dates for each of their athletic contests. QMHS Coaches may conduct off season not mandatory practices on a not to interfere basis with other on-going sports teams. Finish dates are often determined by the DAC and VISAA playoff dates. A team's record based on the quality of teams it defeats usually determines whether or not it will play in post season DAC and VISAA tournaments.

## **25. Team Selection / Tryouts:**

The opportunity to participate on an athletic team is a privilege, as well as a responsibility; it is not an entitlement. Students should understand that by joining a team, they are accepting the benefits of

participating as well as the responsibility and commitment to that team. As a general rule, students “try out” for varsity and middle school teams, with cuts and selections determined by the coach. Therefore, a student may or may not be selected for the team. Students in grades 8-12 are eligible to play on varsity teams. 7<sup>th</sup> graders are also eligible to run varsity cross country in invitational cross country meets only. 7<sup>th</sup> graders are NOT allowed to run in DAC/VISAA sponsored events. Students in grades 7-8 are eligible to play on all middle school teams. Students in the 6<sup>th</sup> grade will only be allowed to play on a middle school team if there are not enough 7<sup>th</sup> and 8<sup>th</sup> graders trying out to adequately fill a middle school team. All 7<sup>th</sup> and 8<sup>th</sup> grade students will be selected to play on a middle school team before any 6<sup>th</sup> grader is allowed to tryout. Participation on a team in previous years does not guarantee a student selection to a team for the current year. In determining roster size (number of selected students) each head coach must consider safety, effective coach/student management ratio, scrimmage opportunities, playing opportunities, remaining years of eligibility, facility size, equipment and uniform availability in addition to other more obvious factors such as athletic ability. Non-selection may be required, but must be undertaken with great care to fairness. A student cannot be selected in absentia (i.e., have not made tryouts) to a team that is considering making non-selections. Unless there are not enough uniforms, a student must be afforded a minimum of three practice/tryout sessions with the head coach before consideration for non-selection. Incoming transfer students will not be penalized for transferring schools. Transfer students will be given a reasonable time after arriving to make the team. Transfer students will be allowed three tryouts. Talents of two students are rarely equal, but for the sake of policy clarification: If two students have equal talent, the student who played previous seasons (especially those who showed dedication in practicing and supporting the team despite little playing time) should be given selection priority over a student of equal talent who has not played on the school team previously. If a player makes a team roster and then fails to abide by team or school policies that player may be suspended for a game(s) or that player may not be allowed to complete the season.

Athletes who subsequently quits a team after tryouts are completed or after earning a roster position are not eligible to tryout or play for a different sport during that same season. Only head coaches, not assistant coaches, shall propose a student for non-selection. The athletic director will scrutinize the coach’s selection process to ensure fairness and adherence to the above policy.

Coaches therefore nominate candidates for non-selection with the Athletic Director’s review. Coaches shall then inform each individual in a private conference that they have not been selected for the team. Coaches shall not post a list of non-selected /selected players. Player/parent concerns in this subject area should be addressed directly with the head coach. As roster sizes and non-selection procedures differ among sports, and may fluctuate slightly from year to year, the head coach will determine what is in the best interest of the program. Parents should not purchase expensive clothing or equipment until they are certain that their child has been selected for the team.

## **26. Player Position:**

If selected to a team, student athletes may be utilized in a variety of positions at the coach’s discretion. Playing a specific position in previous years does not guarantee that the student will play that same position the current year. Playing a position on some other team (e.g., community league, travel ball, etc.) does not entitle the student a similar position on a school team. Coaches utilize players according to the skills of the QMHS team and skills of the opposing team players. This is not a concern that coaches will address with parents. Player positions are left up to the discretion of the coach.

## **27. Playing Time:**

Once a student is selected for a team, he/she is not guaranteed playing time. The team’s coach determines the amount of playing time afforded to each player. The coach’s determination is based on many factors, including player skill, effort, attitude, opponent capabilities, safety and score. Various players may be offered playing time as these factors permit, if the coach feels these substitutions are prudent. No player is guaranteed playing time on the varsity or middle school teams. Playing time is usually a function of

player development during practice. In general, if a player improves through practice, he/she may earn more playing time. Parents must understand this time-tested axiom. At the varsity level, the commitment is to field the best possible teams. Middle school teams should be considered the transitional level between middle school and varsity-level teams. While coaches desire to give all middle school team members playing time, it is not guaranteed. Middle School teams are considered introductory; middle school athletes exhibiting the appropriate attendance, attitude, and work habits can usually expect to participate in all contests within reasonable limits of practicality. This is not a concern that coaches will address with parents. Playing time is left up to the discretion of the coach. It is the coaches' responsibility to make clear to the student athlete what his/her role is on the team.

### **28. Starting Lineup:**

All players are expected to be at all practices. Coaches have latitude to start or not to start any player based on (among other things) athletic ability and performance at practice. Coaches have the latitude to not-start a player or cheerleader who frequently misses practice or who misses the last practice prior to a contest. Each coach provides players and parents with specific rules with the necessary consequences outside of the above stated rules regarding practices and participation in games. The rules and regulations may vary with each coach and program. This is not a concern that coaches will address with parents. The starting line-up is at the discretion of the head coach.

### **29. Lettering:**

To be considered a letter candidate an athlete must have adhered to all team rules, must have completed the entire season, must have been academically eligible throughout the entire season and must have attended all practices and games unless excused by the coach. The coaches make the decisions on whether or not an athlete is lettered. Coaches will explain the requirements in their parent letter. Earning a letter may also require participation in a certain number of practices and games, as deemed appropriate by the head coach. If the coach has determined that an individual athlete has fallen short of the criteria but the athlete has added significantly to the team then the decision to letter an athlete has to be and will be left up to the coach. The head coach has the authority to take special circumstances into consideration when determining who will be awarded letters. An injured player is still considered a valuable member of the team and unless excused by the coach, the athlete must attend all practices and games to be considered a member of the team and as a letter candidate. Parents are expected to discuss concerns with the coach prior to raising them to the athletic director. Parents are expected to discuss concerns with the athletic director prior to bringing them before the assistant principal and principal

### **30. Managers:**

Team manager positions are highly recommended in all team sports. Conscientious managers are very valuable members of any team. Interested students should contact the head coach of the particular sport before the season begins. Managers for middle school teams will be in grade levels 6 through 12 however 6th graders are not allowed to travel to away games unless they are a rostered player. Managers for high school teams will be in grade levels 8 through 12.

### **31. Player Game Ejection:**

Any player or players removed from a contest by game officials due to a flagrant foul/unsportsmanlike conduct will be suspended one game. Players suspended for a game are allowed to participate in practice sessions only. Athletes ejected from a non-conference game will not be permitted to play the

following game whether it is a conference or non- conference game. The ejected player will not be allowed at the game site on the day/night of the suspended contest. Athletes ejected from a conference game will not be allowed to play the following conference game. If the ejection came on the last game of the season whether it was a conference game or not that player will not be allowed to compete in the first conference playoff game. If that team does not play in a conference playoff game at the end of the current sport season then that athlete will sit out either the first non-conference game or the first conference game in that sport the following year.

### **32. Athletic Dress Code:**

QMHS students who attend athletic events as spectators / fans are expected to adhere to the school's standard dress code. Athletes are not allowed at any time to enter a school, a gymnasium, an eatery or any other establishment wearing headwear or head phones. Athletes will be fully dressed, either in athletic uniform or in civilian clothes. Headgear will not be worn neither will music systems of any kind be taken in to the above mentioned places. Athletes are expected to clean up after themselves and to be polite and respectful when in the presents of others. Student athletes shall comply with the standard student dress code with the following modifications. At no time are student athletes to wear school-issued uniforms for: everyday wear, physical education classes, work, social events, school wear except on game days or when approved by the coach. Uniform items are not to be worn by anyone other than the athlete that it was issued to. Coaches are required to supervise the dress of their teams to ensure that the prescribed game day uniforms items are worn appropriately and by all members of the team.

#### **Teams on game day are allowed to wear the following:**

1. Cheerleading. Each squad member is allowed to wear her/his cheer uniform or cheer wind suit to school on game days, and to/during the games.
2. Football. Each player is allowed to wear his game jersey (tucked-in) to school on game days, and to/during the games. A collared shirt is not required under the jersey.
3. Volleyball. Each player will wear appropriate civilian attire (dress pants or skirt with a dressy top (no t-shirts) to school on game days. This ensemble will be worn until changing into uniforms immediately prior to the game. As an alternative, each player may wear her warm-ups to school on game days if approved by the coaches (all players must dress alike). If a player has completed her contest, and then is a spectator for a subsequent contest that evening, she will dress in a manner that positively represents QMHS. This may be accomplished by wearing the original ensemble, or by wearing an approved alternative, such as a team wind suit, etc. Hats shall not be worn.
4. Boys' Basketball. Each player is allowed to wear dress pants and a dress shirt /team jackets to school on game days. This ensemble will be worn until changing into uniform immediately prior to the game. If a player has completed his contest, and then is a spectator for a subsequent contest that evening, he will dress in a manner that positively represents QMHS. This may be accomplished by wearing the original ensemble, complete with tie, or by wearing an approved alternative, such as a team wind jacket/suit, etc. Hats shall not be worn. Shirts must be tucked in at all times.
5. Girls' basketball. Each player will wear dress pants or skirt with a dressy top or team jackets (no t-shirts) to school on game days. This ensemble will be worn until changing into uniform immediately prior to the game. If a player has completed her contest, and then is a spectator for a

subsequent contest that evening, she will dress in a manner that positively represents QMHS. This may be accomplished by wearing the original ensemble, or by wearing an approved alternative, such as a team wind jacket /suit, etc. Hats shall not be worn.

6. Soccer. Each player will wear his/her game jersey (tucked-in) to school on game days, and to/during the games. A collared shirt is not required under the jersey.

7. Baseball and Softball. These sports require each athlete to change into his/her uniform immediately prior to departure for "away" games or immediately prior to entering the contest area for home games. The standard QMHS dress code policy is in effect until time to change for games.

If players desire exceptions to/relief from the student athletic dress code requirements above, they should consult their coach, who in turn should consult with the athletic director. The athletic director brings requests for policy exceptions/changes to the principal. Coaches will issue disciplinary actions to student athletes who fail to comply with dress code requirements. Student athletes who fail to adhere to policy may be given limited playing time or they may be denied playing time in a game, or they could be removed from the team for egregious infractions.

### **33. Security:**

Security is the responsibility of each individual athlete. Coaches will inform all athletes that all uniforms, sports bags and personal items must be locked in a locker. Coaches will issue locks and lockers to all athletes. All QMHS equipment/uniforms that are lost, stolen or damaged either at home or at away games will be the athletes' responsibility and the athlete will be required to replace or reimburse QMHS for all lost, damaged or stolen equipment /uniforms. It is highly recommended that your athletes leave all high value items at home especially when at away games. Athletes will not leave personal items unattended. The locker room is not supervised during practices or games. Coaches will not be held responsible for lost or stolen player personal valuables or uniform items.

### **34. End of Season Locker Room Turnover:**

Athletes and coaches will ensure that all lockers are empty and thoroughly cleaned. Remove all dirt and trash from all lockers even if they were not assigned to any player. Locker room cleanup must be accomplished within a few days of the end of the season. Other athletes from other teams are waiting to use the lockers. Teams should not have to wait for your locker to become available. As soon as the locker room is cleaned, swept and rid of trash coaches will inform the athletic director. The athletic director will request that the custodians wash and disinfect the locker room prior to the next team moving in.

### **35. After-School / Holiday / Weekend Practice Guidelines:**

The following policies and time limits apply to practices:

Middle School teams will practice no longer than 1.5 hours per day. Varsity teams will practice no longer than 2 hours per day. We do not normally practice on holidays or weekends or have early morning practices on school days unless prior permission is given by the athletic director. These practices, for varsity teams only, may be allowed for extenuating or special circumstances. Varsity Teams may practice no longer than 1.0 hour after each exam day. Attendance at every practice is required however practices on weekends or holidays will not be made mandatory unless the team

is preparing for a tournament / playoff game. One unexcused absence from practice is reason for dismissal. Notes, calls or emails from parents are required when an athlete will be absent from a practice or game. Additionally, notes, calls or emails from parents or teachers are required when athletes are late for practices. Athletes at school will notify their coaches if they will be late or if they will not be at a practice or game. Asking another player to inform the coach is not acceptable. Varsity practices generally last 2 hours beginning at 2:30 pm unless otherwise directed. It is the coach's responsibility to communicate the starting and ending times to the athletes and parents. A coach must be in attendance if a student athlete chooses to remain after practice to improve his/her skill level. No team may practice without a coach or teacher in attendance. Please understand, however that practices are an integral part of the athletic process where coaches determine the abilities and capabilities of their athletes as well as building team cohesiveness. Missing practices for any reason may jeopardize the amount of playing time an athlete might receive.

### **36. Sports Schedules and Directions:**

The athletic department attempts to schedule around holidays, band/choral concerts, plays, exams etc. however every other school is trying to do the same. The athletic director will make every effort to avoid conflicts with major school events while still trying to meet our commitments with other conference schools. All sports schedules are posted on the school's website. Check the website daily for the most recent updates and the most current schedule. Schedules may change daily due to weather, and other conflicts. DODEA policy does not allow directions to and from QMHS to be posted on the school's web site. Please refer to the team opponent on the QMHS teams schedule and then go to MapQuest / Google Maps for directions. Coaches are responsible to have directions for all away contests.

### **37. Inclement Weather Policy/ Practice and Game Cancellations:**

When weather forces the school to close, there will be no practice or games that day unless there is approval from the athletic director. If the school has not closed students should assume practice or games will be held unless there is an official announcement made or posted. Any practice or game which is cancelled due to weather or for any other reason will be announced in school during class breaks or at other times of opportunity throughout the school day. Game cancellations will also be immediately placed on the QMHS athletic web site for that particular sport. Check frequently the particular sports schedule in question for the latest update. When conference games are cancelled make up games have to be rescheduled as per our agreement with the DAC. Non-conference games will not be rescheduled if a mutual date cannot be found.

### **38. Early Dismissal from School for Away Games:**

It is the policy of QMHS and the athletic director to schedule all athletic contests so that athletes miss a minimum of class time for travel to away games or home games. When teams are dismissed early for scrimmages or games, it is the responsibility of the student-athlete to meet with his/her teacher to get all academic assignments for all classes) prior to leaving for the sporting event. Upon returning the next day, students will be responsible for the work covered or announced in the classes that they missed. Students shall be prepared for all classes on game days, because they will be required to attend all classes if the games or scrimmages are canceled.

### **39. Concurrent Non-School Athletic Participation:**

Athletes who choose to play for other recreational sports teams on or off base during the QMHS athletic season will be required to attend all QMHS practices, games and any other team related commitments. If an athlete misses or decides to leave early or arrives late to a practice or game because of a recreational sports conflict that athlete will be dropped from the QMHS team. QMHS expects athletes to meet their commitment to the school team first if they choose to participate in another activity or play for another team (e.g., community ball, travel ball) during the same season. A player must communicate clearly his/her interest in participating in another activity to the school team coach before the team tryouts begin. Athletes must understand that their commitment to the school team has a significant impact on other members of the team. Coaches must address this issue with the parents prior to tryouts.

### **40. Multisport Participation:**

The athletic director will determine if a student is permitted to participate in more than one school sport in a season. The athletic director would only allow this to occur if the athletic director was concerned that one of the teams might have to forfeit the remainder of the season due to a lack of players. If approved by the athletic director, the student would have to be a regular member of both teams participating in daily practices for both sports and participating in at least two scheduled contests for both teams during the regular season.

### **41. Specialization of Sports:**

It is the belief of the QMHS's athletic department that specialization in one sport during the high school years, to the exclusion of others, and too often at the expense of other equally valuable and wholesome activities, is at variance with the basic philosophical premise of American education. QMHS seeks to produce well rounded individuals with interests and abilities in many areas both academic and athletic. It is therefore the goal of QMHS athletic department to limit specialization in sports and to promote a better rounded student-athlete. A student athlete should be encouraged to allow themselves the experience of participating in more than one sport during the school year.

### **42. Weight Room Guidelines:**

The weight room must always be supervised by a coach or an adult assigned supervisor. A student athlete will not be allowed unsupervised in the weight room to work out. Athletes are reminded of the following:

- Absolutely no horseplay allowed.
- Never interfere with a person who is lifting.
- Always lift with a partner.
- Make sure the area is clear before lifting.
- Make sure collars are snug.
- Return weights to rack.
- Spot carefully. Concentrate on the lifter.
- Keep the weight room clean. Do not bring food, glass bottles, etc.
- Protect the lower back; head up, buttocks down when lifting; spread the chest; lock the lower back.
- Help and encourage each other.

#### **43. Relationship with Teachers:**

Athletes are expected to be examples of good behavior in all aspects of their school life. If a faculty member reports an incident of unacceptable behavior or negative classroom attitude, the act will be discussed with the player and disciplinary action if necessary will be determined by the coach, athletic director or the principal.

#### **44. Academic Homework / Assignments:**

Athletes are expected to complete all academic assignments whether they are in class or not. Athletes should inform their teachers well in advance when they will be absent from their classes due to an athletic activity. Returning home late from an athletic activity is no excuse for not being prepared to attend class the following day. Athletes should always bring their books with them on all away athletic activities. Failure to keep up with academic assignments during a sport season will result in disciplinary action which could include game suspension.

#### **45. Game Admissions Fee Policy:**

Admission fees to QMHS sporting events shall be at the following rates:

- Varsity Football—Adults \$ 5:00---Students \$ 3.00--under 5, No Charge
- Varsity Basketball—Adults \$ 5:00, Students \$ 3.00---under 5, No Charge
- Middle School Basketball--Adults \$3.00, Students \$2.00---under 5, No Charge

#### **46. Athletic Uniform Upkeep and Equipment Issue:**

The player and parents are directly responsible for the care and maintenance of all uniforms/equipment issued to the player. Parents should wash all uniforms as prescribed by the manufacturer on a weekly basis. Parents should also ensure that stains on uniforms be washed and removed quickly. Holes in uniforms/equipment are required to be stitched and lost buttons or broken zippers are required to be replaced. Parents will be expected to do this type of preventive maintenance.

#### **47. Athletic Uniforms and Equipment Turn –In:**

Equipment and uniforms are on a temporary loan basis, and are to be used only when authorized by the coach. Uniforms are not to be worn for leisure. Athletes are responsible for any school-issued uniforms and equipment during the season and must return these items (washed) within seven days following the last scheduled game. If an athlete fails to wash and return all issued uniforms prior to the athletic awards assembly that athlete will not be allowed to sit with the team at the awards assembly. The awards for this athlete will be given to the athlete separately by the coach when all issued uniforms are returned clean or when full restitution has been made for all lost, stolen or damaged uniform items. Athletes who remain delinquent will not be allowed to participate in another sport or any school activity until all uniforms and equipment are returned or paid for. Parents will be notified and will be billed for the replacement cost of the damaged or lost uniforms or school-provided equipment. For seniors, diplomas and transcripts will be withheld until restitution has been made. Costs for replacing missing items will be assessed as soon as the season ends.

#### **48. Team/Player Transportation to and from Games:**

Athletes are responsible for getting themselves to and from practices and games held at QMHS. School transportation is not provided for these activities. It is the school's intention to safely transport all student athletes to and from all practices, contests and activities not held at QMHS unless specified otherwise prior to the activity. Base transportation school buses are the primary mode of conveyance. When base transportation is used, students will embark/disembark at QMHS. School transportation is not provided to/from the homes of individual student athletes. All team members shall travel on school provided transportation to "away" contests unless otherwise specifically excused by the athletic director/school administration. The expectation is for students to travel to away contests with their team, to promote safety and facilitate game preparation. In the event that male and female athletes travel to games together, they will be seated separately, separated by coaches / chaperones.

#### **49. Policy for Use of Alternative Transportation for Athletes to Away Games:**

Alternative transportation to "away" games should be very rare. Students should not expect the athletic director to approve alternative transportation to "away" contests merely for student or parents desire or preference; alternative transportation to "away" contests will be considered when it is a logical/ practical option or a logistical necessity. Students shall not "inform" the coach that they are using an alternative mode of transportation; they shall discuss it in advance and they should properly request it in writing. The coach will then forward their written request to the athletic director. There must be a legitimate need for the alternative transportation, and the athletic director via the coach must receive written authorization from the student's parent/guardian before a student athlete will be considered for alternative transportation. Separate travel requires pre-approval from the athletic director otherwise the player will not be allowed to play. On the second offense, failing to adhere to this policy will result in suspension or removal of the athlete from the team for the remainder of the season. The athlete will no longer be recognized for individual or team awards.

Such authorization must be specific. For example, the parent/guardian must specifically coordinate with the coach: that the parent/guardian plans to transport their athlete or that the parent/guardian approves of the student riding with another (specified) responsible adult or that the parent/guardian approves of the student driving themselves. In the rare case in which a student athlete might be riding with another student athlete, the parent/guardian of the student who is driving and the parent/guardian of the student who is riding must specifically approve of the arrangement in writing. It is the student's responsibility to communicate practice and game start/end times and pickup times to parents. This communication is especially critical in event of early contest conclusions, late contest conclusions/overtime, etc.

#### **50. Transportation Policy for Athletes from Away Games:**

At the conclusion of away contests, coaches expect all team members to include team managers to return home with the team on the team bus however requests from parents will be considered. Athletes who wish to accompany another adult family member or a parent of another team member from a game must provide the coach a note from his/her parent /guardian requesting permission to do so. If required, the coach will consult with the athletic director to solve student athlete transportation challenges.

## **51. Team Bus Behavior / Chaperone Policy:**

Only players, coaches, managers and approved chaperones are allowed to travel on the team bus with athletic teams. Team managers are selected by head coaches. Chaperones are required to be approved in writing by the school's administration prior to being allowed to chaperone and travel on the team bus. Chaperones must complete a background check prior to being approved to chaperone. Athletes and all passengers will obey all bus safety regulations. While riding the bus all passengers must:

1. Obey instructions of the bus driver
2. Be seated immediately and remain seated
3. Be courteous
4. Keep heads and hands inside the bus
5. Not yell or throw anything out of the windows of the bus
6. Avoid littering inside the bus
7. Keep bus isles clear
8. Wear appropriate attire on the bus at all times.
9. Not change in and out of uniform on the bus when opposite gender athletes, chaperones, bus drivers and /or coaches are present.

Athletes and coaches are responsible for cleaning the team bus(s) after each away contest. If the Base motor transportation office reports that a team has left the bus in a state of disorder that team will no longer be allowed to consume food/beverages on the bus for the remainder of the remainder of the sport season. Coaches must ensure that the bus drivers do not engage in any unsafe motor vehicle activity. Report all motor vehicle violations immediately to the athletic director by cell phone.

Always do your best to ensure the safety of your athletes whether riding to and from away games and activities.

## **52. Pre / Post Game Meals at Away Contests:**

For many "away" contests, athletic teams will stop to eat before their game and prior to returning to QMHS. The costs of these meals are borne by the student athletes. Student athletes should travel with enough money to eat either one or two meals prior to returning to QMHS. Consumption of food items is allowed on the bus however athletes are responsible to clean the bus prior to the bus returning to base transportation. Eating on the bus is a privilege. Athletes will lose this privilege if the bus is not left clean.

## **53. Hazing / Bullying / Horseplay / Harassment:**

Unprofessional locker room, bus, and on or off school campus behavior such as hazing, bullying, horseplay, harassment will not be tolerated. Hazing is a very serious criminal offense. QMHS does not condone or allow any verbal, written, or physical assaults or harassment in any form, including hazing or similar activities. Any activities that humiliate, tease, harass, injure, or potentially injure as part of a ritual of belonging to any club, team, gang, or group are strictly forbidden. There is zero tolerance for inappropriate locker room behavior: snapping of towels, slap boxing, wrestling, slapping, hitting, and any other similar behavior. Game or season suspensions to include school suspension or expulsion may be issued for this conduct. Such behavior may be considered harassment, assault or assault and battery. Coaches are required to inform all players at the beginning of the season of the possible penalties and possible disciplinary actions if involved in this inappropriate conduct. Any student who is exposed to an assault, harassment, or hazing, or suspects that such activities are occurring, should immediately report the matter to a coach, teacher, or administrator.

#### **54. Social Media / Photographs:**

Participating on athletic teams is a privilege at QMHS. The use of social media by a QMHS athlete that is considered to be unbecoming or inappropriate may result in discipline including suspension or removal from leadership positions and or the team. Depending on the severity of the inappropriate behavior, school suspension or expulsion may be recommended. Inappropriate behavior includes but is not limited to:

- Using derogatory language or remarks about QMHS administrators, teachers, coaches, teammates, opposition and other students.
- Making demeaning statements about or threats to any third party.
- Taking incriminating photos, or statements depicting violence, bullying, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported felony theft or felony criminal damage to property.
- Indicating knowledge of an unreported school or team violation, regardless if the violation was unintentional or intentional.
- Taking photographs and videos of athletes in locker rooms, and shower areas at any time.
- Taking photographs and videos of athletes without the prior approval of the athlete(s).
- Posting of inappropriate photographs and videos of anyone on social media.

#### **55. Athletic Awards Assemblies:**

The athletic achievements and accomplishments of the athletic teams and individuals are celebrated at the end of each of the three athletic seasons at an athletic awards assembly. At the assembly each head coach recognizes his/her players and highlights of the season. Players may receive certificates, letters, or trophies in recognition for their athletic achievements. DAC and VISAA awards are also presented to selected athletes. Families are encouraged to attend this special event to honor each middle school and varsity athlete.

#### **56. Outstanding School Debts:**

Any athlete who owes QMHS books, uniforms, fees, equipment or reimbursements of any kind will not be allowed to try out for a sport, attend practices or play in any games or join any extracurricular activity until all items have been turned in, fees paid or restitutions made.

#### **57. Concussion in Sports: Headwear**

All athletes playing football or any sport requiring a helmet (football) will be instructed to never use the helmet to butt, ram or spear an opposing player. This is in violation of all athletic rules and can result in severe head, brain or neck injury, paralysis or death to an athlete and to an opponent. There is a risk that these injuries may occur as a result of accidental contact without the intent to butt, ram or spear. No helmet or headwear can prevent all such injuries.

#### **58. A Parent's Guide to Concussion in Sports:**

**VIRGINIA LAW CONCERNING POLICIES ON CONCUSSIONS IN STUDENT-ATHLETES IN HIGH SCHOOL SPORTS.**

## FROM THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

Effective 7/1/2011, Virginia law and Quantico Middle/ High School requires that in order to participate in any athletic activity, each student-athlete and their parent/guardian shall review the following information on concussions provided in paragraphs 57, 58 and 59. After reviewing this information describing the effects of concussions, each student-athlete and their parent/guardian shall sign the acknowledgement of risk form acknowledging, receipt, review, and understanding of such information.

The National Federation of High School (NFHS) sports has implemented a standard rule change in all sports dealing with concussions in student-athletes. The basic rule states: Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional a certified athletic trainer (ATC) or a medical doctor.

### **What is a concussion?**

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

### **Concussion Facts**

1. It is estimated that over 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System)
2. Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
3. A concussion is a traumatic injury to the brain.
4. Concussion symptoms may last from a few days to several months.
5. Concussions can cause symptoms which interfere with school, work, and social life.
6. An athlete should not return to sports while still having symptoms from a concussion as they are at risk for prolonging symptoms and further injury.
7. A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### **What are the signs and symptoms of a concussion?**

Appears dazed or stunned	Headache
Confused about what to do	Nausea
Forgets plays	Balance problems
Unsure of game, score, opponent	Dizziness
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish
Loses consciences	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior or after hit	Confusion

## **What should I do if my child has a concussion?**

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice. Continuing to participate in physical activity after concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents and coaches are not expected to “diagnose” a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion and if you are suspicious, then your child must stop playing.

## **How can a concussion affect schoolwork?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long term memory, concentration, and organization. In many cases it is best to lessen the athlete’s class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

## **What Can I do?**

8. Both you and your child should learn how to recognize the “Signs and Symptoms” of concussion as listed above.
9. Instruct your child to tell the coaching staff if he or she experiences such symptoms.
10. Emphasize to administrators, coaches, and other parents your concerns and expectations about concussion and safe play.
11. Monitor sports equipment for safety, fit, and maintenance.
12. Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
13. Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

## **Other Frequently Asked Questions.**

### **Who decides if an athlete has been concussed?**

An MD (Medical Doctor), DO (Doctor of Osteopathy), PA (Physician’s Assistant), ARNP (Advanced Registered Nurse Practitioner) or ATC (Certified Athletic trainer) is empowered to make the onsite determination that an athlete has received a concussion. If any one of these individuals has answered that “yes”, there has been a concussion, that decision is final.

### **Once a concussion has been diagnosed who can issue authorization to return to practice / competition in the sport?**

Once a concussion has been diagnosed by one of the above listed on-site providers, only an MD or DO can authorize subsequent return to play, and such shall be in writing to the administration of the school. School administration shall then notify the coach as to the permission to return to practice or play.

**Can an athlete return to play on the same day as he/she receives a concussion?**

No, under no circumstances can an athlete return to play in that event that day.

**Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussion injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sports or other at-risk participation when symptoms of concussion are present and recover is ongoing.

**Is a “CAT scan” or MRI needed to diagnose a concussion?**

Diagnostic testing, which includes CT (“CAT”) and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), they are not normally utilized, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

**What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest in the days following a concussion. As the symptoms lessen, you can allow increased use of computers, phone, video games, etc., but the access must be lessened if symptoms worsen.

**How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases symptoms may last for several weeks, or even more. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school work, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

**When in doubt, sit them out!**

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child’s physician and explain what has happened and follow your physician’s instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple instructions he or she should be taken to the emergency department immediately.

**59. QMHS Return to Play Protocol Following a Concussion:**

*The following protocol has been established in accordance to the National Federation of State High School Associations and the 3<sup>rd</sup> International Conference on Concussions in Sport, Aug 2009 and will be adhered to by all QMHS coaches:*

**When an athlete shows ANY signs or symptoms of a concussion:**

- The athlete will not be allowed to return to play in the current game or practice. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time. Concerns over athletes returning to play too quickly have led state lawmakers in Virginia and other states to pass laws stating that no player shall return to play following a concussion on that same day and the athlete must be cleared by an appropriate health-care professional before he or she are allowed to return to play in games or practices.
- **If an athletic trainer (ATC) is not available onsite, coaches will use the “Concussion Sideline Checklist Card” to quickly assess the athlete’s symptoms and cognitive state. These cards are kept in each team’s medical kit for quick access during practices and games. Concussions should be suspected in the presence of any one or more symptoms.**
- The athlete should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.
- The athlete should medically be evaluated following the injury that day.
- Return to play must follow a medically supervised stepwise process
- Quantico Middle High School Athletic Policies require all head coaches to immediately notify parents/guardians the day when head injuries occur during practices and games.

The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion. Once an athlete no longer has symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions he or she should proceed with an activity in a step-wise fashion to allow the brain to re-adjust to exertion.

**On average the athlete will complete a new step each day. The return to play schedule should proceed as below following medical clearance:**

Step 1 (Day 1): No exertional activity until asymptomatic for seven consecutive days.

Step 2 (Day 2): Mandate clearance only after seven consecutive days of rest by a neurologist before resuming any athletic activity. If symptomatic, the athlete would drop back to step one.

Step 3 (Day 3): Light aerobic exercise such as walking or stationary bike, etc. No resistance training.

Step 4 (Day 4): Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.

Step 5 (Day 5): Non-contact training / skills drills

Step 6 (Day 6): Full contact training in practice setting following clearance from a health care professional knowledgeable in the care of sports concussions.

**If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.**

**60. Parent-Player Free On-Line Concussion Education Course:** The NFHS has developed a new free 20-minute on-line coach education course-Concussion in Sports- What You Need to Know. All QMHS coaches are required to complete this on-line concussion course prior to the start of their team’s first practice. This course is also required to be completed by all parents and athletes.

GO to [www.nfhslearn.com](http://www.nfhslearn.com)

**61. QMHS PRE-SEASON HEAT – ACCLIMATIZATION – PRACTICE POLICY**

A proper heat –acclimatization plan in secondary schools is essential to minimize the risk of exertional heat illness during the preseason practice period. Progressive acclimatization is especially important during the initial three to five days of summer practice.

As part of an ongoing effort to reduce the number of heat-related athletic injuries in secondary schools, the National Athletic Trainers' Association (NATA) and the Inter-Association Task Force for Preseason Secondary School Athletics, along with the Virginia High School League (VHSL) and Quantico Middle High School recommends that these "Preseason Heat –Acclimatization Guidelines for Secondary School Athletics" be implemented by all secondary school athletic programs.

The following Preseason Heat-Acclimatization –Practice Policy are to be followed by all Quantico Middle School coaches for all preseason conditioning, training, and practice activities in a warm or hot environment whether these activities are conducted indoors or outdoors.

The heat-acclimatization period will be defined as the initial 14 consecutive days of preseason practice for all student–athletes. All student-athletes including those who arrive at preseason practice after the first day of practice will follow the 14-day heat acclimatization period.

## **62. QMHS 14-Day Heat-Acclimatization Practice Protocol:**

**The heat acclimatization period is defined as the initial 14 consecutive days of preseason practice for all student athletes. The goal of the acclimatization period is to radically increase exercise heat tolerance and enhance the ability to exercise safely and effectively in warm and hot conditions.**

- Prior to the first official contest a student-athlete shall have had a minimum of 14 and a maximum of 30 regular daily sessions of training and practice.
- Days 1-5 of the heat –acclimatization period consist of the first five days of formal practice. During this time, athletes may not participate in more than one practice per day.
- Total practice should not exceed three hours in any one day.
- During days 1-2 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, shoes and a helmet should be the only protective equipment permitted.
- During days 3-5, only helmets shoes and shoulder pads should be worn with control contact allowed.
- Each individual player, regardless of when he/she reports for practice, must undergo the first three days of wearing protective equipment limited to shoes and helmets and the next two days shall be limited to helmets, shoes and shoulder pads with control contact.
- Beginning on day 6, all protective clothing may be worn and full contact may begin.
- Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. When a double-practice day is followed by a rest day, another double- practice day is permitted after the rest day.
- On a double-practice day, neither practice will exceed three hours in duration. Student-athletes will not participate in more than five total hours of practice. Warm-up, stretching, cool-down, walk through, conditioning and weight- room activities are included in part of practice time. The two practices will be separated by at least three continuous hours in a cool environment.
- Athletes will be allowed to play in an official contest on his/her 15<sup>th</sup> day of training.
- Fifteen or thirty practice sessions means fifteen or thirty calendar days, not counting Sundays, and has no reference to the actual number of times the team of players appears and reappears for daily practice sessions.

### 63. QMHS Thunder / Lightning Policy:

Decisions regarding the suspension and resumption of practices or games will be based on the following guidelines. Coaches are required to follow the following policy.

- All QMHS head coaches are required to monitor local weather conditions before and during practices and games.
- On the first day of practice, the head coach should explain to all assistant coaches and the team what measures will be taken if severe weather strikes.
- When inclement weather is a possibility, the coach should explain our policy to the officials and opposing coaches as early as possible.
- QMHS coaches will instruct visiting teams to abide by QMHS policy.
- All practices and games will be immediately suspended during thunder and lightning storms or when the potential for such a storm exists. The key word is potential: these storms travel very quickly. The sound of thunder is an indicator of a storm.
- If thunder is heard and/or lightning is seen, coaches must stop play or practice immediately and must move all team members to an inside shelter (school, building or bus). Plan ahead if the shelter is at a distance. It is not necessary for a game official to make this decision.
- The athletic site shall be cleared of all persons immediately by QMHS event administration.
- Play or practice may not resume until the potential danger of the storm has passed. Storms can bounce from hill to hill and return with little warning. Keep track of time. No team will return to the field until 30 minutes after thunder is last heard, or lightning is last seen.
- MOST IMPORTANT: The coach must keep in mind the safety of the student athlete. Weather and field conditions are the coach's main concern before he/she places the team back on the field. The contest officials are only guides, and if the coach does not agree with their judgment to resume suspended play, he /she should be cautious and not be persuaded to play.

### 64. QMHS Athletic Participation/Parental Consent/ Physical Examination (SPORTS PHYSICAL):

Each student athlete must present to the school nurse via the coach, a sports physical prior to becoming a member of any athletic squad attesting that he/she has parental permission to play and has been found physically fit by a licensed physician. **An athletic participation/parental consent and physical examination form is required (available via the school website) prior to team tryouts.** An athletic participation /parental consent form and physical examination must be completed for each school year. The school nurse will maintain a record of the Athletic Participation / Parental Consent / Physical Examination. Please make sure that Part IV of the physical form is completely filled out. If Part IV is not filled out completely it will be returned. Coaches will submit team rosters to the school nurse. The school nurse will then provide all coaches the DoDEA study trip report forms that all coaches are required to have in their possession at all times when with their teams.

## **65. Points of Contact:**

All coaches are required to have in their possession the following phone numbers;

QMHS Athletic Director: cell 540-843-4272—work 703 432-1380

Principal: 770-880-9879

Assistant Principal:

Emergency contact numbers of parents of all players and managers.

Base Motor Transportation Dispatch: 703-784-2254

Base Ambulance: 911--703-784-2686

Marine Corps Base Quantico Air Facility Weather Office for Heat Conditions: 703-784-2468

## **PARENT OR LEGAL GUARDIAN PERMISSION / ACKNOWLEDGEMENT OF RISK**

By its nature, participating in interscholastic athletics includes risk of injury which may range from minor, to disabling, to even death. Although serious injuries are not common in supervised school athletic programs, it is impossible to completely eliminate the risk. Participants must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. By following these basic steps participants can help reduce the chance of injury.

**This form must be completed by a parent/guardian, student athlete and then submitted to the QMHS athletic director via the athlete's coach within 48 hours of receipt in order for a student being declared eligible for athletics.** Parents or students who do not wish to accept the risks in this warning should not sign this permission form. Without this signed permission form the athlete will not be eligible to practice or play. Coaches will strictly adhere to this policy.

By signing below we acknowledge that by our signatures that we have read and agree to abide by the QMHS Players/ Parents / Coaches /Athletic Policy Handbook and that we have received notice of the requirements within. As the parent/guardian, I have reviewed the Players/ Parents/ Coaches Athletic Policy Handbook with my son/daughter and we both recognize the responsibility to adhere and to assist in enforcing the standards of player and parent behavior.

**Our signatures below also acknowledge that we both understand the inherent risks in participating in interscholastic athletic activities and that we both have read and understand the information provided on the effects of concussions and on the proper management of concussions.**

I agree that I will not hold Quantico Middle High School or anyone acting in its behalf responsible for any injury occurring to the below named student in the proper course of such athletic activities or travel.

I hereby give (athlete name) \_\_\_\_\_ permission to participate in athletics at Quantico Middle High School for the \_\_\_\_\_ school year.

Signature, Parent / Legal guardian \_\_\_\_\_ Date: \_\_\_\_\_

Parent Home Phone \_\_\_\_\_ Parent Work Phone \_\_\_\_\_

Parent cell phone number \_\_\_\_\_

Parent home email \_\_\_\_\_ Parent work email \_\_\_\_\_

24 hour emergency contact number \_\_\_\_\_

Signature, Student Athlete \_\_\_\_\_ Date: \_\_\_\_\_

## **COACHES POLICY AGREEMENT ACKNOWLEDGEMENT**

**This acknowledgement form must be signed by all Head coaches and submitted to the Athletic Director within 48 hours of assuming his / her duties. The coach's signature signifies that the coach has read and agrees to abide by all policies within the QMHS Players/ Parents / Coaches Athletic Policy Handbook.**

Coaches' Signature \_\_\_\_\_ Date: \_\_\_\_\_