

MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT



COACHES MANUAL

Mount Greylock Regional School
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According to the Mount Greylock School Committee Policy, the co-curricular and athletic programs at Mount Greylock should always conform to the general objectives of the school. At no time should the programs be emphasized to the detriment of the total educational program. Faculty advising, whether it be leading a club, directing a play, or coaching athletics, is an essential component of all levels of the program. All members of the co-curricular and athletic staff must maintain the highest standard of ethics, abide by the rules, regulations and officials' decisions that govern each activity, recognize each participant as an individual, conduct themselves in a manner befitting their responsibilities, and develop the kind of rapport with the total school community that will improve the total educational program.

FOR THE SAFETY OF ALL PARTICIPANTS, COACHES SHOULD ADHERE TO THE FOLLOWING MIAA AND MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT REGULATIONS:

SUPERVISION: Students should never be left at the school or other location alone. A coach needs to stay with any remaining athletes after any event until their ride appears. The coach does not leave the property until all student program participants have left. This includes home/away contests, scrimmages, fundraisers, team gatherings, and the Lanesboro Mobil bus drop-off.

ALCOHOL: There should be NO ALCOHOL present at team functions, including team dinners and banquets.

INJURIES: An accident report should be completed for **EVERY** injury sustained during a team event. The form should be turned into the nurse or athletic director by the end of the next day. No coach should permit a player to participate in a practice or contest when such participation might reasonably involve higher than normal risk of injury. If a player is brought to the emergency room or another medical professional during the sport season, or if a player receives an injury serious enough to temporarily prevent them from participating, a written note from a medical doctor clearing that athlete for athletic participation must be given to the school nurse or athletic director before the athlete may begin to participate in a practice or contest again.

HEAD INJURIES: According to the Mount Greylock Concussion Policy approved by the school committee in accordance with the Massachusetts State Law *“Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day. The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition. The coach also must provide this information to the parent in writing, whether paper or electronic format by the end of the next business day. The coach shall complete, by the morning of the next business day, a Report of Head Injury Form to be turned into the athletic office.”* The athlete should be given a school head injury information packet to bring with them to the physician’s office. If a student is hit in the head during practice or a competition, immediately call their parents. Do not put the student on a bus without parental permission. Notify School Nurse or Athletic Director (and submit the “Report of a Head Injury Form”) by the next morning. **This is the procedure for all head injuries, not just concussions.**

EVENING AND HOLIDAY ACTIVITIES: Teams may not hold a practice that extends beyond 5:30pm on school days. Exceptions may be granted by the appropriate administrator if permission is obtained in advance from the Principal, parents of students involved have been notified, appropriate transportation has been arranged, and the activity is over by 9:00pm. Weekend, holiday and vacation practices, as well as all activities scheduled before 8:00am on a school day, must be approved in advance. Such activities cannot be mandatory. In no case may such practices/events be held on both Saturday and Sunday of the same weekend.

WEEKEND AND AFTER-SCHOOL ACTIVITIES: No practice or activity that occurs on a weekend can be mandatory. If you have a practice and an athlete does not attend, that athlete cannot be penalized. Students that arrive late to practice with a pass from their teacher/advisor cannot receive playing time penalties, though asking students to notify you in advance of the after school conflict is recommended.

WEATHER/EMERGENCIES: If there is THUNDER OR LIGHTNING, everyone must find cover for 30 minutes. The clock starts again after each sound/sighting. In the event of a possible emergency while in the building, please be sure to follow the school evacuation procedures. If the alarm sounds, everyone must leave the building and gather at the South-East Corner of the Parking Lot. Do not remain in the building.

INTERRUPTED CONTESTS (Berkshire County Rules):

If a contest within Berkshire County must stop due to weather or an unforeseen event:

- In the sports **football, soccer, lacrosse, and basketball** if a game is stopped (weather or building concern), and is unable to continue after at least one half has been completed, the game will be ruled complete. It is not necessary to start the second half. If the score is tied in a sport that is unable to end in a tie, the contest will resume at the point of interruption on the next available date. If the sport can officially end in a tie, the score at the last moment played, will be considered the final score. If a contest has not reached completion when interrupted, it shall begin from the point of interruption on the next available contest date for both schools involved.
- In **cross country**, the games committee at the site (comprised of all coaches in attendance at meet within specific gender that are not involved in a conflict. If the number of coaches available is an even #, the coach whose team with the lowest gate# at that meet will be removed from the committee) will determine if a race can be considered complete. Any race that has started, but is not deemed complete, will be restarted at the discretion of the games committee, a new date will be determined by the AD's.
- In **golf**, the match is considered final if five holes have been completed. Only the score of those five holes for each golfer can be used.
- In **volleyball**, the contest will be considered final if three sets have been completed. The score at the final moment of completion will be the final score.
- In **hockey**, the game will be considered final and the score final if two periods have been completed. The score at the last moment played, will be considered the final score.
- In **wrestling**, the match is considered final if 7 weight classes have been completed.
- In **baseball and softball**, if a contest has become official and is forced to stop, the contest will resume after the last completed inning. The contest will begin again for any contest that cannot be deemed official.
- In **tennis**, a match is considered final if either team has won three matches. If not, the match will be resumed at the point of interruption. Individual match points and serving status should remain.
- In **track**, if a meet is stopped due to weather or another safety or technical concern, it will be deemed final if one team has earned 71 points. If neither team has attained 71 points, continuation of the contest will begin at the point of interruption. An interrupted event should be re-started. If both schools agree not to finish the meet, all records and officials times from the interrupted competition stand and can be used for qualifications standards.
- There are currently no Berkshire County interrupted contest policies for **Alpine or Nordic Skiing**.

SPORTSMANSHIP/BEHAVIOR: If an athlete is ejected from a contest, the MIAA rule states that the student must complete the online sportsmanship course before becoming eligible to participate again. This is also true at MG for any athlete removed from a contest as a fan, in which they will also miss a game in their own sport. Adults must complete the "Role of a Parent" Course. Athletes ejected from a contest shall not participate in the next scheduled contest (two contests for baseball, hockey, and soccer). A two game suspension will be given to any student for fighting, punching, kicking, or spitting at an opposing player.

TRANSPORTATION: With written permission, students can ride home with their parents. They should never ride home from a contest with someone other than their own parent. Reminder, the only allowable drop off is at the Lanesborough Mobil (not Williams Inn and not someone's house). If you are choosing to stop at the Mobil Station you either have to assign a parent to remain until all students have been picked up OR the bus must remain. If school transportation is not available or appropriate, all drivers must have an approved CORI through the District, must be 25 years of age, and permission must be obtained from all parents involved. No student transportation shall be permitted.

BOOSTER ORGANIZATIONS: All booster organizations should follow the School District Guidelines for fundraising, accounting, and purchasing. All coaches should be aware of the District Regulations and should ensure that booster members for their program are adhering to current policy. Please remind you booster leaders that at the end of this season, each booster club must provide the school with information from the season. This must include the current balance of the account, and descriptions and amount of all outgoing and incoming funds.

FUNDRAISING: Each organization is allowed one major fundraising activity per year. Any group that wishes to schedule a fundraiser must obtain permission from the Activities Director. All fundraising activities must also adhere to the Booster Organization Guidelines.

ADDITIONALLY, COACHES SHOULD BE FAMILIAR WITH THE FOLLOWING STUDENT POLICIES:

ELIGIBILITY POLICIES:

ACADEMIC ELIGIBILITY: In order to participate in athletics, a student may not receive more than **one failing grade** during their most recent marking period, regardless of the course. The Athletic Director will inform coaches if a student is in danger of failing a course and the final list of students that have become ineligible each quarter. Athletes who are not academically eligible are able to practice with a team, but cannot wear a uniform or be included on a team roster.

ATTENDANCE: A student athlete who is absent from school, who has not been in school for **five consecutive** academic periods, who has been dismissed for an unexcused reason, or dismissed by the school nurse will not be permitted to participate in any activity or event on that day. The only exceptions to this rule are a school field trip or a religious obligation. Students are able to receive a waiver for important appointments, but must see the Athletic Director at least 24 hours in advance to complete the waiver request form. Whenever possible, an attendance eligibility list will be sent to coaches during the day to assist with this rule. (Note: Excused/Unexcused absences are based on the published school attendance policy. A common excused dismissal is a doctor's appointment, leaving without permission or with only a parent note is considered unexcused)

DISCIPLINARY ATTENDANCE: A student athlete who has been suspended from school for disciplinary reasons is not eligible to attend or participate in a tryout, practice, or contest while the suspension is in effect. The athlete is not eligible until reinstated in school. Additionally, MIAA and other school game/practice suspensions do not begin until the athlete is reinstated.

STUDENT IN GOOD STANDING: Mount Greylock students that are not in good standing will receive a two week social probation from all school activities including athletic contests, dances, field trips, and other events. To remain in good standing students must be passing their classes, arrive to school on time, follow the school driving rules, not owe for any material, and not be a chronic offender of school rules. See school handbook for details.

GENERAL POLICIES:

DRUGS AND ALCOHOL: From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, be in the presence of, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes); marijuana; steroids; or any controlled substance. The athletic office will notify you if there is a violation and of the number of contests the athlete is suspended for (consecutive 25% - 1st offense, consecutive 60%- 2nd offense).

BONA FIDE TEAM MEMBER RULE: A member of a school team cannot miss a practice or competition in order to participate in a non-school athletic activity/event in any sport. Violation of this rule will result in the loss of 25% of a season on the first offense, and an additional 25% as well as loss of post season play for a second offense.

TRANSPORTATION: Students are expected to ride the provided transportation to and from all events. A coach may allow students to ride home with their own parent (not a friend's parent) as long as a note from that parent has been received. If school transportation is not available or appropriate, all drivers must have an approved CORI through the District, must be 25 years of age, and permission must be obtained from all parents involved. No student transportation shall be permitted.

HAZING: Coaches should ensure that all team members are aware of and complying with the Massachusetts Hazing Policy. This policy is included in the student handbook and extra copies are available in the Main Office.

BEHAVIOR: A student who is disqualified from a contest shall not participate in the next scheduled contest (two contests for baseball, hockey, and soccer). A two game suspension will be given to any student for fighting, punching, kicking, or spitting at an opposing player. Please also remember that a student-athlete removed from a contest as a fan for inappropriate behavior will miss the next scheduled contest in their sport.