

Twinfield-Cabot Athletic Handbook

2023-2024



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The Co-curricular Handbook applies to all Varsity, JV, Middle School, sports at Twinfield and Cabot School.

TWINFIELD/CABOT ATHLETICS PHILOSOPHY

- Athletics should provide a wholesome opportunity to develop physical fitness, skill, individual development, and social development. These activities teach students' lifetime values such as commitment, discipline, hard work, leadership,

teamwork, and physical fitness, all of which are the foundation for academic success. Participation in athletic activities contributes to the physical, emotional and social health of our students and promotes a sense of unity and cooperation among athletes, the student body, and the Twinfield/Cabot community.

- Just as the school expects the best from its athletes, the students can expect the best that the school can provide in the way of staff and facilities to promote a valuable learning experience. Participation is encouraged. Twinfield/Cabot Schools acknowledge the importance of academics and athletics as partners in nurturing the physical, mental, and social growth of its students.
- At the Middle level and Junior Varsity level the development of skills, understanding of the game, and conditioning will be stressed while encouraging a positive winning attitude. At the Varsity level, winning will be stressed, not on an “at any cost” basis, but rather as the natural result of a superior work ethic, positive attitude, skill ability and a good basic knowledge of the game.

Twinfield and Cabot Schools are a member of the Vermont Principals’ Association and will follow procedures that are required by the VPA. Policies and procedures required by the VPA can be found on their website: vpaonline.org

REQUIREMENTS

REGISTRATION PROCESS

Registering for extra-curricular activities is now exclusively on-line. Directions can be found by clicking the link below:

[Greetings from Family ID](#)

SPORT PHYSICALS

Physicals are required each year for every student who will be playing on any middle school or high school sports team or club. A medical provider needs to fill out the following form ([Medical Provider Signature Page](#)) which then needs to be uploaded into Family ID. The student will become ineligible to participate in practices and games one year and one day from the date of the last physical as indicated on the medical provider signature page. Parents may request a 30 day extension. The extension request will

be granted if an appointment for a physical has been scheduled within the 30 days. Requests for an extension should be made to the athletic director. Any relevant medical information should be listed during the registration process. This includes medications, limitations, health concerns, instructions for coaches, etc.

INSURANCE

All players must have health insurance. The up to date health insurance information should be entered into FamilyID upon registration.

MEDICATIONS

Students needing medications before or during any sporting event or practice must submit a prescription order form or non-prescription order form to the school nurse along with the appropriately labeled medication. The school nurse will instruct the coach on procedures and guidelines and provide the coach with the instructions. (Example: bee sting kits, inhalers, allergy medication, pain relievers, etc.) Inhalers for students with asthma must be in the sports kit at all times.

CONCUSSIONS

All players and parents/guardians will receive information from the school on concussions. A parent/guardian will need to electronically sign a form upon registering for participation on FamilyID acknowledging that this information was received. A player will not be able to practice or play in a game until the form has been electronically signed via Family ID.

Once a player has been diagnosed with a concussion he/she will follow the [Gradual Return to Play Protocol](#) and will not return to play without being cleared by their doctor. Please be aware that concussion symptoms can be delayed and may even take a week to appear. Please report any symptoms even if your child has been cleared to return to play.

INJURIES

Injuries need to be reported and an accident report filled out by a coach if the accident happens during a team event. An accident form can be found here: [Athletic Accident](#)

[Form](#). A copy of the report needs to be given to AD and the school nurse. If an injury happens out of school the parent or guardian needs to make sure that the nurse is aware of the injury. The nurse may request a medical clearance before allowing an athlete to return to play.

SPORTSMANSHIP

The Twinfield and Cabot Schools expect that all athletes, students, coaches, parents/guardians, and spectators show good sportsmanship and respect the efforts of all the players, coaches, officials and spectators. Guidelines to be followed at sporting events:

- 1) Unsportsmanlike conduct and/or disrespectful behavior by the players, coaches, or spectators should be brought to the attention of the site supervisor. If you are not satisfied with the actions of the site supervisor, then you may bring concerns to the Athletic Director or school administration. This applies to both home and away games. It will be the site supervisor's decision whether to report the unsportsmanlike and/or disrespectful behavior to the opposing team's AD, and administration.
- 2) Remember that you represent the Twinfield/Cabot communities and your school.
- 3) Accept the decisions of the officials. They are human and will make mistakes, but this does not excuse disrespectful behaviors. Under no circumstances should a player, coach, or spectator make disrespectful comments to an official or yell at him/her over a call.
- 4) Recognize and applaud an exhibition of fine play. Cheer positively for all players.
- 5) Insist on courteous treatment of the visiting team and their fans. Never yell at or be disrespectful towards the opposing team or their spectators and coaches.
- 6) Respond to unfortunate situations in a respectful manner.
- 7) NEVER "coach" from the stands.

A spectator demonstrating unsportsmanlike, disrespectful, or disruptive conduct may be asked to leave the field/school immediately by the site supervisor.

A spectator who is asked to leave twice in one season, may be suspended for three home games.

A spectator who is asked to leave a third time in a season, may be suspended from home games for the rest of the season.

Any Twinfield/Cabot player who shows unsportsmanlike behavior will have to meet with the Athletic Director to discuss if they will be allowed to participate in the next game.

BEHAVIOR/CONDUCT EXPECTATIONS

Participating in co-curricular activities is a privilege and one of the participant's responsibilities is to be an ambassador of the Twinfield/Cabot Schools. A student's behavior, conduct and citizenship should ALWAYS be exemplary on and off the field/court. All athletes are expected to follow school rules and be respectful. Any athlete whose behavior is unacceptable during school hours or outside of school will meet with the Principal or Dean of Students and disciplinary action may be taken. Disciplinary actions could result in losing the privilege to participate in co-curricular activities for a period of time.

SUSPENSIONS

Students are not eligible to participate in athletics (practices, games or team events) on days that they have received an out of school suspension. If it is a day before a weekend, holiday, or vacation then the ineligibility will extend until the next school day. In order to regain eligibility, the student will need to work with the Student Support Center to create and follow a behavior plan that provides him/her the opportunity to exhibit good citizenship. Ineligibility may be extended based on the nature of the behavior that led to the suspension.

Students who receive an in-school suspension will be required to attend that day's practice or game to support their teammates but will not be allowed to participate in the practice or game.

If a student athlete is given a second suspension during an athletic season, then she/he may not be eligible to participate for the rest of the season. If a student athlete receives a third suspension, then they may not be eligible to participate for the rest of the school year.

DETENTIONS

If a student athlete is given a detention they can participate in practices and games as long as the detention is not during those activities. If a student is given detention after school, the student needs to serve the detention at that time regardless if a practice or

game is during the time of detention. If an athlete refuses to serve the detention, then the athlete will not be allowed to participate in the next game.

TWINFIELD/CABOT SCHOOL BOARD POLICY CO-CURRICULAR DRUG/ALCOHOL & TOBACCO USE

The Twinfield/Cabot Schools know the use of alcohol, tobacco and other drugs by students is an illegal and unhealthy practice. It is the policy of the Twinfield/Cabot School Boards to prohibit the use and/or possession of drugs including; alcohol, tobacco and illicit drugs by Twinfield/Cabot students. Students who are involved in co-curricular activities are representatives of Twinfield/Cabot Schools in the broad educational community. Therefore, specific standards of conduct are expected. The following actions will be in effect throughout the calendar year.

If a student is suspected of violating this policy, the student's case will be brought to the attention of the Principal/designee and dean of students. If it is determined that a student has violated the policy, then the student will be subject to the following consequences:

First offense- a student is suspended immediately for up to 85 school days from participation in any Twinfield/Cabot athletics. A student may request that the administration consider reinstatement before the full 85 days if he/she,

A) Can produce documentation that shows involvement in an alcohol/tobacco/drug education/counseling program that is conducted by a Certified Drug/Alcohol Counselor. Part of this program will involve an assessment by the counselor, which would include a urine screen.

B) Works with the SAP to provide education about alcohol, tobacco and/or other drugs.

C) The student will agree to a drug/alcohol screening if requested by the school.

If the student does not request reinstatement, the student can return to the activity after the 85 school day suspension.

Second Offense- the student is suspended from participation in all co-curricular activities for a period of up to one year from the date of the incident. Prior to reinstatement, the student must:

- A. Produce documentation that shows involvement in an alcohol, tobacco and other drugs education/counseling program that is conducted by a Certified Drug/Alcohol Counselor. Part of this program will involve an assessment by the counselor, which would include a urine screen.

- B. Work with an SAP counselor to provide education about alcohol, tobacco, and/or other drugs.
- C. Agree to a drug/alcohol screening.

NOTE: Any costs associated with this policy are the responsibilities of the students.

HAZING

It is the policy of TUS to provide a safe, orderly, civil and positive learning environment at all times. Hazing has no place at TUS and will not be tolerated. Accordingly, the TUS School Board has adopted a hazing policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Hazing is any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with TUS, and that is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

ELIGIBILITY

Attendance Policy

PARTICIPATION IN ACTIVITIES ON A DAY OF OR AFTER AN ABSENCE - In order to attend or participate in any extracurricular activity, a student is expected to attend school for the full day, on the day of the activity. The student will not be allowed to resume participation in activities until they have attended a full day of school. If the absence occurs right before a vacation, holiday or weekend, then the student would be ineligible to participate in activities the day following the absence as well. This includes but is not limited to athletics, dances, drama events, musical events and club activities. Exceptions to this policy must be approved by the administration in advance.

Co-curricular Sports Eligibility Policy (TBD)

PRACTICES/GAMES/TRYOUTS

A. PRACTICES:

- 1) Every athlete is expected to attend every practice.
- 2) Players who are recovering from injuries, are expected to attend practices to observe unless absent from school or have permission from the coach to be absent.
- 3) If an athlete cannot be at practice due to illness or for other reasons, they are expected to notify their coach BEFORE the practice. It is the athlete's responsibility to inform their coach. Failure to do so may result in the athlete not being able to participate in the next athletic event.
- 4) Excused absence is determined by the coach.
- 5) Two or more unexcused absences from practices or games, the athlete can be suspended from the team. A player who has an unexcused absence from the last practice before a game, will not play in that game. Although this states a player CAN be suspended from the team every student-athlete's circumstances and situation varies. If a suspension is being considered the Athletic Director needs to be involved in that discussion. If a suspension is being enacted the coach needs to get approval from the Athletic Director.
- 6) Coaches will refrain from discussing other teams players or coaches. If coaches have a concern pertaining to another coach or another team's player then they will communicate directly with the Athletic Director. If a parent brings you a complaint about an issue pertaining to the other team's player/s you will advise the parent to contact the players coach. If a parent brings you a complaint about an issue pertaining to another coach, you will advise them to communicate directly with the Athletic Director.
- 7) Players are expected to arrive at least 10 minutes before practice time. If players practice is not right after school, they are not allowed to remain in the school unsupervised. This includes the lobby. It is the player's responsibility to make other arrangements.
- 8) Practice attire must conform to the school dress code.
- 9) Practices will not exceed two hours.
- 10) Practices are "CLOSED DOOR", not open to the public or spectators.
- 11) Other rules and policies may be added by the coach to ensure safety and positive growth of all athletes.

B. GAMES:

- 1) Players must be dressed and game ready at least 30 minutes before the game start time.
- 2) Players must be aboard the bus at the scheduled departure time, the bus will not wait.
- 3) Players waiting for home games or away game departure are not allowed to wait in the school unsupervised.
- 4) All team members must travel to an away game on the bus, unless permission has been granted by the coach, approval has been given by the administration or athletic director. Players can only have permission to go home with parent/guardian if they have PRIOR permission from the coach and the administration or athletic director.
- 5) At away games, athletes will not leave the school or field until it is time for the team to board the bus.
- 6) All athletes must comply with the school rules in the student-handbook and athletic handbook during practices and away/home games.
- 7) Dress Code for away games in which a team does not travel in uniform or team outfits: Girls teams: skirts ,dresses or slacks, no jeans. Boys' Teams: dress shirt, ties, dress pants, no jeans.
- 8) Other rules and policies may be added by the coach, AD, or Principal to ensure safety and positive growth of all athletes at Twinfield/Cabot Schools.

C. TRYOUTS:

- 1) A student who wants to join the team after the season starts (preseason/tryouts), must meet with the Athletic Director before being allowed to practice. The AD will make a determination as to whether it is appropriate for the student to join the team. A player may be required to make up the number of practices he/she missed before he/she is allowed to play in a game. The AD will also make a determination as to placement on junior varsity or varsity.
- 2) All players trying out for a varsity sport will be considered for a position on the varsity team. When a junior varsity and varsity team exists, selections for the varsity teams will be based on ability and attitude. If a student (including seniors) does not make the varsity team, he/she will be eligible for the junior varsity team.
- 3) Selections for varsity teams will be made no later than the end of preseason. There is also the possibility that a jv player will improve to the point of being able to help the varsity team. This may result in the jv player being moved to varsity and a varsity player moved to jv.

D) 8th GRADE TRYOUTS FOR HIGH SCHOOL TEAM

- 1) If necessary, a Div 4 school has the option of using 8th graders on its high school teams if numbers are low in that sport.
- 2) If 8th graders are used, they play on the lowest level team that the high school offers. This means that if there is a jv and varsity team, the 8th grader has to play on the jv team regardless of their skill level. If no jv team is offered then the player will be allowed to play on the varsity team.
- 3) All 8th graders will be invited to try out but selection for the team will be based on how many slots need to be filled, skill, ability and attitude. The Athletic Director and Coaches will also consider whether the player is physically, mentally, academically and socially prepared to participate at the high school level.
- 4) If an 8th grader is moved up, they will have a chance to compete for a starting position just like any other player on the team.
- 5) High school teams need to know on the start date how many eligible players they will have on their roster. This will also determine how many 8th graders are moved up. The decision will be based on the start date numbers not the anticipated number at the end of the season. The numbers we will use are the following: Soccer- 18 Basketball 12 Baseball/Softball 13.
- 6) The use of the 8th grade student-athletes cannot eliminate a middle school team. The decision to bring up 8th graders will be determined by AD.

COMPETITION POLICY

A member of a school team is a student athlete who is regularly present for, and actively participates in, all team tryouts, practices, and competitions. Members of a school team are prevented from missing a middle/high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, combines or other athletic events. Whenever a conflict arises between the middle/high school team practice/competition and an out -of-school practice/competition on the same day, the middle/high school team practice/competition shall be honored by the student athlete. Priority must be given at all times to the middle/high school team, its practices, and its games unless permission has been granted by the school. It is expressly understood that permission shall not be granted on a regular basis.

PLAYERS RESPONSIBILITIES FOR UNIFORMS/EQUIPMENT

- 1) Players are responsible for their uniform and equipment. If a player loses or damages their uniform or equipment, they will be given a bill for that uniform or equipment.

- 2) Uniforms must be washed after each use. If they are not washed on a regular basis, then they become worn, difficult to clean, and acquire persistent odors.
- 3) If a player turns a uniform in at the end of the season that is not clean or stained the uniform will be returned to them so they can clean it.
- 4) Uniforms need to be turned in after each season. Players will be given a bill for the uniform and will not be allowed to play in a game for the next sport season until the uniform is returned.

LETTER SYSTEM (TBD)

CAPTAINS

Attributes of a captain should be:

- 1) Team leader
- 2) Leads by example
- 3) Good work ethics
- 4) Enforces positive thinking
- 5) Communicates well with teammates, coaches, and officials.
- 6) Good role model
- 7) Displays good sportsmanship
- 8) Follow guidelines, policies, and rules.

Method of choosing captains:

Choosing captains will not be based on grade level. Athletes must have attributes mentioned above. The coach will have final say over who is named captain and how captains will be chosen.

BOOSTER CLUB (TBD)

GUIDELINES FOR COACHES

No handbook can be all-encompassing and anticipate all potential problems that could arise. This handbook is no different. It is intended to act as a guide for the coaches in dealing with matters of concern in their respective athletic areas and in the overall athletic program.

Please keep in mind, coaches are first and foremost educators and should at all times exemplify the philosophy personified by the teaching profession.

COACHES' RESPONSIBILITIES

- Coaches are mandated reporters. They must report any or suspected child abuse.
- All coaches are required to take NFHS courses on Concussions, Fundamentals of Coaching, and First Aid. New coaches have one year to get their certification in Fundamental Of Coaching and First Aid, and must have it done before the start of their second year. All coaches must be certified on Concussions and must have this done before the season starts. The Concussion course has to be renewed every two years.
- Coaches must ensure that players have returned a medical form with doctor signatures indicating they had a sports physical and are covered by insurance. No player should participate if forms are not returned and updated every year. Forms need to be completely filled out before turning in.
- All coaches are required to be educated in CPR/AED. Information on opportunities to fulfill this requirement can be obtained from the Athletic Director. Coaches must meet this requirement before their first practice.
- Inform and explain training rules and regulations to team members and apply rules fairly.
- Comply with VPA standards and the Twinfield-Cabot Faculty Handbook. (ask office for copy of handbook)
- Coaches have an option to add team rules and should provide a written contract for all players outlining their added rules and expectations. This contract must be signed by all players and parents/guardians.
- Coaches are responsible for handing out and collecting uniforms. Players need to be told to return uniforms to the coach and not to the office or AD.
- Make sure players are properly taking care of their uniform and keeping in good condition.
- FIELD TRIPS: If planning a field trip with their team, a coach needs to fill out a field trip request form from the office and have all required signatures before the trip is finalized. A list of all the players and permission forms from parent/guardian should be given to the office.

PRACTICES/GAMES

- Enforce all school policies and state regulations.
- Any practice schedule changes must be approved by AD.
- No Sunday practices unless permission is granted by AD or Principal. This includes volunteer practices or captain practices.
- Must ensure that only acceptable athletic shoes and uniforms are worn for games and practices. All cleats and spikes are to be removed before entering the building.
- Ensure the care and maintenance of the gym, fields and equipment.
- If a problem is noticed with fields/court or equipment, please notify maintenance or AD as soon as possible.
- Only team members participating in the sport are allowed at practice unless permission is given by AD or Principal.
- If the coach cannot be at practice or game, a suitable replacement must be found or practice is canceled and the game forfeited if it can't be rescheduled. The replacement must be certified in mandatory courses, completed background check, and been approved by CCSU. No team should be left unsupervised.
- Control and secure the locker room after games and practices. Make sure locker rooms and fields are left in a reasonably clean and neat condition (this includes away games).
- Require athletes to put personal belongings in their locker during practices and games. Lockers can be assigned by the Maintenance Director.
- Be the last person to leave on your team after practices or games or make arrangements for your players to be supervised by another staff member.
- Medical Kits need to be kept filled and available at practices and games.
- Health forms need to be on hand at practices and games.
- Ensure good sportsmanship always.

LIGHTNING POLICY

The VPA policy on lightning procedures for outdoor interscholastic activities is the following: (1) When thunder is heard or lightning is seen, students and spectators must leave the field and go inside. (2) Once lightning has been recognized or thunder heard, teams must wait at least thirty minutes (thirty minute rule) before resuming activities. Any subsequent lightning or thunder after the beginning of the 30-minute count should reset the clock and another count should begin. (3) When in doubt ... use good common

sense -- the safety of students is your most important responsibility. (4) Stay away from tall or individual trees, lone objects, standing pools of water, and open fields. Avoid tallest objects in the field. Do not take shelter under a single tall tree. (5) If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body's surface area. DO NOT LIE FLAT. (6) Pay more attention to the lightning threat than the rain. It need not be raining for lightning to strike; lightning can strike far from the rain shaft.

TRAVEL

- Coach rides on the bus to and from the games. If unable, then the AD needs to be notified and a qualified sub will replace you.
- Encourage all players to ride the bus.
- Make sure if the player does not ride on the bus, then a note is signed and dated by parent/guardian. The player must only leave with parent/guardian and prior permission must be given by AD or Principal/Dean of Students.
- Carry roster on the bus and account for who is on the bus.
- Control behavior on the bus.
- When the boys and girls team travel together, one team will sit in the front and the other in back. Or one team on each side.
- Account for players by headcount whenever the team boards the bus.

INJURIES

- Injured team members must be attended to immediately using the team trainer or acceptable first aid procedures or methods.
- All injuries must be reported to the AD. If on weekend, send email to AD and nurse that day and make sure the report is handed in on Monday.
- Notify parents of any significant injury, especially to head, neck, and back injuries, as well as any difficulty a student has experienced with asthma or other medical conditions during the course of play. Consult with a school trainer or school nurse if you are unsure of how to handle a particular medical situation.
- Players with significant injuries which have occurred since a player's sports physical must have clearance in writing from their physician or physical therapist

before resuming participation in a sport. This notification should be forwarded to the school nurse by the coach for filing with the student's health record.

- Latex Gloves: Latex gloves must be worn whenever there is the possibility of coming into contact with any body fluids when treating an injury, particularly blood. The nurse will provide latex gloves for each medical kit upon request.

ATHLETE/PARENT/COACH COMMUNICATION

Appropriate concerns to discuss with coaches:

- 1) The treatment of your child, mentally, emotionally, and physically.
- 2) Ways for athletes to improve.
- 3) Concerns about your athlete's behavior.

Issues not appropriate to discuss with coaches:

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

There are situations that may require a conference between the athlete, parents/guardians and coach. It is important that everyone involved has a clear understanding of the other's position. Please do not attempt to confront a coach before or after a game or practice. These can be emotional times for athletes, parents, or coaches. Meetings of this nature do not promote resolution. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue and concern.

- 1) Players, parents, and coaches meet to discuss issues of concern.
- 2) If a player, parent, or coach feels that another meeting is needed, then a second meeting with ALL parties involved will be set up with the AD. Meetings will be scheduled and will not happen during practice times or right after games.
- 3) After the first two meetings, if no resolution, then a third meeting with the Principal or Dean of Students present can be requested by either party.

FUNDRAISING

All individual or team fundraising efforts need to be approved by the Athletic Director prior to any attempt at advertising or collection of money. Each team must set up a team specific account with the school. Any deposits should be made within 24 hours of collection.

Duplicate events within a calendar year will be avoided.