

Lynnfield High School Athletic Handbook



2025-2026

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I. Introduction

This handbook includes information regarding policies, practices and regulations that govern the athletic program and should help to answer a variety of questions about interscholastic athletics at Lynnfield High School. It is intended to outline the expectations of student-athletes and parents/guardians.

If questions or concerns are not answered within this handbook, please speak with a member of our coaching staff or feel free to contact the athletic department.

II. Athletics Department Mission Statement

It is the mission of the Lynnfield High School Athletic Department to foster the academic, social, and citizenship values of our school to our student-athletes through effort, instruction, and competition, by nurturing competitiveness, cultivating an environment of consistent improvement, focusing on skill development and enjoyment, and demonstrating life skills. Our student-athletes, parents/guardians, coaches, and administrators contribute to this mission each day in our effort at practices, competitions, and all athletic activities.

III. Athletic Department Philosophy

The athletic program at Lynnfield High School is an integral part of one's total educational experience. Athletics offer students the opportunity to participate in a wide variety of activities that can teach important life skills. The program is committed to the physical, emotional, social and mental development of all who participate. We aim to inspire, develop and support student-athletes in their pursuit of academic and athletic excellence. Participation in athletics is an honor and all athletes are expected to exhibit the highest level of conduct in all areas. Student-athletes not only represent their team, but their school, community and families.

Athletics at Lynnfield High School are open to all students who meet and maintain the standards of academic eligibility as set forth in the student handbook; meet basic physical health qualifications and are good citizens in the Lynnfield High School Community.

IV. Athletic Department Program Objectives

Lynnfield High School student-athletes will effectively:

- ***Develop a spirit of healthy competition*** in practice and on the playing field to get the most effort out of themselves, their teammates, and their opponents, and carry over into the classroom and beyond into the lives of the student-athletes.
- ***Focus on continuing and consistent improvement*** in an objective manner by setting tangible SMART goals that are **specific, measurable, achievable, realistic, and timely**, and concentrating on controllable objectives, making them more responsible for their own growth.
- ***Concentrate their efforts on skill development*** each day, as well as developing a process-oriented approach to success, rather than merely striving toward the finished product by receiving frequent measurements of growth in both individual and team-building skills through communication from coaches and administrators.
- ***Find enjoyment in the area of athletics*** through building relationships with teammates and coaches, creating experiences that extend beyond the playing field, and generating a lifelong love for sport, competition, and physical fitness that transcends interscholastic athletics.

- ***Demonstrate life skills***, such as *teamwork*, by working with fellow teammates toward a common goal, *sportsmanship*, by treating opposing coaches, players, and spectators with respect, *empathy*, by respecting differences and working to create consensus, *citizenship*, by performing service for, and instilling pride in, their community, and *leadership*, by striving to be accountable for their actions.

V. Athletic Department Program Offerings

Fall Season

Football
Field Hockey
Boys Soccer
Girls Soccer
Boys Cross Country
Girls Cross Country
Golf
Girls Volleyball
Unified Basketball
Cheerleading

Winter Season

Boys Basketball
Girls Basketball
Boys Ice Hockey
Girls Ice Hockey (Co-op)
Boys Indoor Track
Girls Indoor Track
Wrestling (Co-op)
Swimming/Diving (Co-op)

Spring Season

Baseball
Softball
Boys Lacrosse
Girls Lacrosse
Boys Tennis
Girls Tennis
Boys Outdoor Track
Girls Outdoor Track

VI. Governing Bodies

A. Massachusetts Interscholastic Athletics Association (MIAA)

The Massachusetts Interscholastic Athletic Association (MIAA) is the governing body of high school athletics within the Commonwealth of Massachusetts. The Board of Directors is made up of a cross section of school officials from various districts throughout the state. The Board of Directors and its various sub-committees establish policy for all member schools.

Lynnfield High School is a member of the MIAA and is therefore governed by Association rules and regulations. The Lynnfield School Committee sets additional policies, rules and regulations. The MIAA organizes and establishes the guidelines for all post-season tournaments. All schools throughout the Commonwealth are responsible to govern themselves under the rules set forth in the MIAA Blue Book.

B. Cape Ann League

The Cape Ann League is composed of eleven schools and is divided into two divisions; Kinney and Baker. The Cape Ann League's athletic programs are established to provide students with opportunities to achieve the highest degree of sportsmanship, fair play and excellence in an atmosphere of mutual respect. The league's athletic programs enrich the educational development of all participants and help prepare students for leadership roles in society.

C. Lynnfield School District

Additional policies, regulations and rules are set by the Lynnfield School Committee, Superintendent and the Principal. Under MIAA guidelines, local communities are allowed to set additional policies, rules and regulations so long as they are more restrictive than those stipulated by the MIAA.

VII. Eligibility Rules and Guidelines

The Massachusetts Interscholastic Athletic Association (MIAA) and Lynnfield School Committee formulate rules and regulations governing interscholastic athletics at Lynnfield High School. Among the rules are age, residency, and scholastic eligibility qualifications. Specific information regarding these requirements may be obtained from your coach, the principal, and/or athletic director. Rules governing participation in any extra-curricular activity shall be the same as the rules governing the Massachusetts Interscholastic Athletic Association Eligibility Rules. The minimal eligibility standard for interscholastic athletics applies to all extracurricular activities in which students represent Lynnfield High School. If a student fails to meet the eligibility requirements, the student may not participate in athletics.

The student's participation in any co-curricular activity, including but not limited to intramural or interscholastic athletics of any nature, is conditioned on compliance with all applicable laws, district policies (including but not limited to policies relative to student conduct and discipline, bullying, hazing, harassment, and discrimination), all MIAA policies, and district values and behavioral expectations.

Additionally, students participating in voluntary co-curricular activities, including but not limited to intramural or interscholastic athletics, are required to return a signed release of liability to the director of the event/activity prior to engaging in the activity, event, or the commencement of the athletic season. As these activities are voluntary, the student's participation in an event, activity, or athletic season is conditioned upon receipt of the signed and returned release of liability form. Massachusetts law permits co-curricular activities, including but not limited to athletics. Release forms will be distributed by the Athletic Director (through online registration).

A. Academic Eligibility

Academic eligibility is determined at the end of each quarter. Students must pass the equivalent of four (4) major classes in any content area (see Elective Clusters in the Program of Studies for

courses that may be taken consecutively during an academic year to be considered equivalent to a full year course) to be considered eligible to participate in sports and other extracurricular activities. Students found ineligible will be given written notification at the end of each quarter and prior to the start of the school year. See MIAA Rule 58.

1. All grades will be based on the previous quarter, and not on the cumulative grade.
Exception: Only fall eligibility will be based on a cumulative grade from the previous school year.
2. Academic eligibility of all students shall be considered official only on the date when report cards have been issued to all students.
3. Incomplete grades may not be counted toward eligibility until they are made up following school policy.
4. A student cannot count for eligibility for any subject taken during the summer, unless that subject was pursued and failed during the immediately preceding academic year.
5. Transfer students to LHS are considered ineligible until cleared by the Athletic Director
6. Students may appeal their eligibility status if they have met all of the provisions made in their success plan. The appeal process will involve another meeting which will involve the parent and the principal as well as the guidance counselor, assistant principal, coach/advisor, and the student.

B. Age and Grade Eligibility

A student is eligible for athletics for twelve (12) consecutive seasons beginning with entry into the ninth grade. There are three athletic seasons during each school year: fall, winter, and spring. Students who are 19 years old prior to September 1 of the school year are not eligible for high school athletics. Students who are 16 as of September 1 of their freshman year are not eligible for athletic participation until meeting with the Athletic director.

C. Physical Examinations

Student-athletes must pass a physical examination each year before participation in any sport. This must be done prior to the first tryout or practice session. No student-athlete will be issued equipment or participate in organized practice, tryout, or scheduled contest until a current physical examination form signed by a physician has been given to the Athletic Trainer, Athletic Director or school nurse. **In order for a physical examination to be considered current and valid, it must have occurred within the preceding thirteen (13) months or will otherwise be considered expired.** Student-athletes whose physical examination expires during a season must submit a physical examination form certifying a new physical examination prior to the expiration date of their last physical examination in order to continue participation without interruption.

D. Registration, Parent/Guardian Permission & Medical History

A student-athlete must be registered with the LHS Athletic Department through Family ID prior to the first organized practice or tryout. Prior to participation both the parent/guardian and student-athlete must take the online concussion training course at www.nfhs.org, complete online registration, and provide an up to date physical (within 13 months). All other information required for athletic participation must also be acknowledged and completed during registration.

E. Activity Fee

There is a \$600 one time Activity Fee to participate in athletics. The athletic activity fee is non-refundable. Student-athletes who leave a team voluntarily or who are dropped from the team by the coach, athletic director, or principal for disciplinary or scholastic deficiencies are not eligible for a refund. Any student-athlete who pays a fee and is cut from a team will have their fee applied to another sport or refunded in full.

Any student-athlete on free and reduced lunch will pay half of the activity fee. Additionally, if a family is experiencing a unique financial hardship or if a family needs to use a payment plan, they may request in writing to the Athletic Director within one week from the first day of practice or tryouts.

The activity fee must be paid within one week from the first day of practice or tryouts. Permissible penalties for non-payment include the loss of privilege to participate in extracurricular activities.

F. MIAA Bona Fide Team Member Rule

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Athletes cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs.

- First Offense: Student-athlete is suspended for one (1) contest and shall not participate in the next scheduled interscholastic competition that is part of their regular season schedule or in tournament play.
- Second Offense: Student-athlete is suspended for an additional 25% of the season and is ineligible for tournament play immediately upon confirmation of the violation.

Please plan ahead. If there is a conflict, student-athletes should be communicating with their coaches and the athletic director. There is a waiver process that can be completed with the MIAA in order to avoid the aforementioned suspensions from athletics.

G. Attendance Requirements

Regular attendance at school is the cornerstone of a successful education. All student-athletes must be in school in order to participate in a practice or game. Excessive tardiness or dismissals without proper documentation will count as an unexcused absence. In certain situations, permission to participate may be given by the Principal and/or Athletic Director.

No student may take part in any after-school activity, practice or contest on the day that they are absent from school, has been dismissed due to illness, has failed to report to school before 9:00 a.m. or has been dismissed (without proper excusal documentation), without the consent of the administration.

VIII. Conduct and Behavior Expectations

Participation in LHS athletics is a privilege that comes with responsibilities. Student-athletes are expected to exhibit the highest level of conduct both on and off the field and to show respect for everyone they come in contact with at Lynnfield High School: coaches, school staff, teammates, game officials, opponents, and spectators. Facilities and school-issued equipment must also be respected.

Student-athletes are expected to behave as role models for others. Along with students participating in clubs and activities and those achieving academically, student-athletes are informal leaders who can influence the values and norms within Lynnfield High School and within the Town of Lynnfield.

A. Student-Athlete Code of Conduct

Each student-athlete has a responsibility to maintain a proper attitude and to respect teammates and others. It is essential that the student athlete subscribes to the rules of sportsmanship and applies these principles through word and deed. A student athlete must agree to the following principles:

1. Maintain an adherence to rules, standards and policies.
2. Take pride in setting good examples in appearance, conduct, language, and sportsmanship.
3. Demonstrate the ideals of sportsmanship and fair play in all competitive situations.
4. Respect coaches, officials, teammates, opponents, and game administrators.
5. Exhibit the ability to accept victory or defeat in a proper manner.
6. Compete within the spirit of the game and follow appropriate rules and regulations.
7. Demonstrate concern, courtesy and compassion.
8. Be an example of good sportsmanship and encourage others to do the same.
9. Be a positive influence for teammates and others.

B. Athletic Discipline

All of the following behavior is unacceptable and will result in discipline ranging from suspension, dismissal from the team and potentially disqualification from athletic participation. All circumstances will be reviewed by the Athletic Director and may be reviewed by the administration.

1. Insubordination to a coach by a student-athlete will be taken very seriously.
2. Any use of foul language or the use of an obscene gesture directed towards a coach, official, opponent or spectator.
3. Any student-athlete who uses a slur based on race, ethnicity, disability, religion, or sexual orientation or gender identity, whether verbal or in symbolic form, before, during or after a contest, whether directed at an opposing player or anyone else, will, in addition to any consequence imposed under the LHS Code of Conduct, be subject to athletic consequences.
4. Theft of personal or athletic department property.
5. Deliberate destruction/vandalism of personal or athletic department property including but not limited to equipment, locker room, or fields.
6. Unexcused absence from practice or contest.
7. Repeated unexcused absences from practice and/or contest will be viewed as quitting and the student-athlete will no longer be considered a member of the team.
8. Any other acts deemed inappropriate by coaching staff or the administration while representing Lynnfield High School.

C. School Discipline: Detention

A student-athlete with a school discipline obligation or detention is expected to fulfill the discipline obligation before reporting to practice and/or a game. A student-athlete may be removed from a team for excessive disciplinary problems. The student-athlete may be reinstated upon sufficient evidence of improvement, as determined in the judgment of the Principal, Athletic Director, or coach. It is expected that student athletes at Lynnfield High School shall be model citizens both in and out of school.

D. School Discipline: Suspension

Participation in athletics and extracurricular activities is a privilege, and student-athletes represent themselves, their team, their school, and their community when they compete or participate in athletic or extracurricular events. We hold high expectations for our student-athletes and activity participants, and we expect that they will act as good citizens in the school, at school sponsored events, and in the community at all times.

- MIAA Good Citizen Rule 63 : Students may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.

E. Chemical Health

The Lynnfield High School Athletic Department is committed to providing for the general fitness, health and wellness of all students in the Lynnfield Public Schools. The primary objective of this policy statement is to address the challenge of substance abuse by student-athletes. It seeks to furnish student-athletes with a well-defined code of conduct that is soundly based on the MIAA Rules and Regulations. The resultant regulations strive to set a high yet realistic standard of conduct for Lynnfield High School student-athletes; one that will be fair, firm and consistent in its application. It must be recognized that no policy can or will be effective without the combined efforts and support of all members of the Lynnfield High School Community (students, parents/guardians, coaches, faculty and administration).

MIAA Rule 62.1: 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, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAPE pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

First Violation: When the Principal finds, following an opportunity for the student to be heard, that a violation of this policy occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 25% of all interscholastic contests and meetings/events in that sport or of school sponsored extracurricular activities in which the student participates.

In addition, at the discretion of the Principal, the student may be required to participate in and complete a program that focuses on one of the following areas: health education, chemical dependency, or substance abuse counseling or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Such a program, if required, will be paid for by the parent/guardian of the student. The high school principal, in collaboration with a chemical dependency treatment or counseling program, will verify that the student has completed such a program.

In regard to interscholastic sports and other competitive extracurricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and attendance at the competition site will be determined by the high school principal. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student-athlete plays only football: violates the rule in winter and/or the spring of the same academic year: the student-athlete would serve the penalty/penalties during the fall season of the next academic year).

Second Violation: When the Principal finds, following an opportunity for the student to be heard, that a second violation has occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 60% of all interscholastic contests in that sport and/or of school-sponsored extra-curricular activities in which the student participates.

In addition, the student will be **required** to participate in an approved chemical dependency, treatment, or counseling program. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Such a program, if required, will be paid for by the parent/guardian of the student. In order to be reinstated, the student must submit a certificate of completion from the chemical dependence, treatment, or counseling program. The high school principal will verify that the student has completed such a program. If a student does not complete the program, the student shall lose eligibility without delay for one calendar year in all athletic and extracurricular activities.

In regard to interscholastic sports and other competitive extracurricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student-athlete plays only football: violates the rule in winter and/or the spring of the same academic year: the student-athlete would serve the penalty/penalties during the fall season of the next academic year).

A student may not participate in interscholastic competition or participate in school-sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence, treatment, or counseling program and have served the suspension from the sport or activity.

Third or Subsequent Violation: When the Principal finds, following an opportunity for the student to be heard, that a third or subsequent violation has occurred, the student shall lose eligibility without delay for one calendar year in all athletic and extracurricular activities.

In addition, the student will be required to participate in an approved chemical dependency, treatment, or counseling program. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. Such a program, if required, will be paid for by the parent/guardian of the student. In order to be reinstated in the subsequent calendar year, the student must submit a certificate of completion from the chemical dependence, treatment, or counseling program. The high school principal will verify that the student has completed such a program. If a student does not complete the program, the student shall lose all eligibility to participate in all athletic and extracurricular activities.

After a finding of a third violation, a student will not be allowed to attend any practices or extra-curricular activities in any capacity during the loss of eligibility period. A student may not return to interscholastic competition or participate in school sponsored extracurricular activities until they have submitted a certificate of completion from the chemical dependence or treatment program and have served the suspension from the sport or activity.

Additional Information:

1. When a student-athlete has been designated as a team captain—and then subsequently is found in violation of these regulations, the student-athlete will lose all rights to continue to be a captain of that sport and forfeit the rights to be selected a captain in any other sport for one calendar year from the date of the violation.
2. These regulations will be reviewed by the athletic department, health-wellness department, and administration on an annual basis to address changes that may be occurring in the use of illegal substances by students.

Prior to any chemical health violation a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

F. Altercations

Student-athletes should be aware that MIAA regulations impose a one or two contest suspension for fighting during an athletic contest. A second offense resulting in a suspension from all athletic activities during that season for a period of one year from the date of second disqualification.

Student-athletes that are suspended are required to take a National Federation of High Schools (NFHS) on-line class "Sportsmanship It's Up To You". (Rule 72.8 in MIAA rulebook). A student-athlete who physically assaults an official shall be expelled from the activity immediately and banned from further participation in all sports for one year from the date of the offense. A student-athlete who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall not participate in that sport for one year from the date of the incident.

G. Hazing

The term "hazing" as used in sections eighteen and nineteen of Chapter 269 of Massachusetts General Laws, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical, or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which subject the student to or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 17: Whoever is principle organized or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars \$1,000.00 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment.

Section 18: Whoever knows that another person is the victim of hazing as identified in section seventeen and is a t the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punishable by a fine of not more than five hundred dollars (\$500.00).

Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each group or organization and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization, or individual has received a copy of said sections.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has adopted a disciplinary policy with regard to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulation governing the content and frequency of such reports and shall forthwith report to the Attorney General any such institutions which fail to make such report.

H. Taunting

Taunting MIAA Rule 48.1 “Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates; needles; intimidates or threatens one based on race, gender, ethnic origin or background; and conduct that attacks religious beliefs, size, economic status, speech family, special needs or personal characteristics.

Examples of taunting include but are not limited to: “trash talk”, defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including “in the face” confrontation by one player to another and standing over/straddling a tackled or fallen player, etc.

[MIAA Taunting Policy Brochure](#)

I. Locker Room Expectations

1. Student athletes are expected to respect the locker facilities, showers, and general areas of the athletic wing. We expect the student athletes to take pride in their facilities by using trash barrels and keeping their athletic facilities in good condition.
2. In the interest of student safety and compliance with MA State Laws, district policies, values, and expectations, coaches and/or other school staff will routinely monitor locker room activities. Such monitoring may include physical presence by coaches or other staff in locker rooms. While monitoring students in locker rooms, all coaches and staff will give appropriate consideration to student privacy. Students seeking increased privacy when changing clothes/uniforms may utilize individual stalls and/or privacy curtains or screens where available, and are encouraged to address any privacy related concerns with the coach or building principal.

J. Daily Commitment

Student-athletes should plan to make a **daily** commitment to their sport. At the sub-varsity level, some teams might not practice or play on weekends. Coaches will do their best to establish the times for practices in advance of the season and especially for school year vacations. The times for all practices will also remain as announced by the coach, but there may be extenuating circumstances that would require time changes. The coach will notify student-athletes of any changes as soon as possible. It is important that a coach be notified if a student-athlete is not going to be present at a practice or contest. All coaches expect their student-athletes to be present at all team related activities. A coach may suspend a student-athlete from practice or contests for unexcused absences. Student-athletes may be excused from team activities for illness, academic, family medical, religious, or bereavement reasons. Prior notification is expected unless there are extenuating circumstances.

K. Sportsmanship

Sportsmanship is the **number one priority** for all coaches, student-athletes, and parents/guardians representing the Lynnfield High School athletic program. It is expected that all parties present at an event display the highest level of sportsmanship. Players, coaches and spectators should treat opponents, game officials and visiting spectators with respect. All

athletic events are conducted in accordance with the rules and regulations of the MIAA. Any form of taunting of officials or players will not be tolerated at any Lynnfield High School athletic event. Likewise, profanity, objectionable cheers or gestures have **no place** at an athletic event, be it at Lynnfield High School or at another venue.

The MIAA reserves the right to “warn, censure, place on probation or suspend up to one calendar year any player, coach, team, game or school official or school determined to be acting in a manner contrary to the standards of good sportsmanship.” Lynnfield High School, in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any athletic event, home or away.

The ideals of good sportsmanship, ethical behavior, and integrity should permeate all interscholastic athletics in our community. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Our athletic fields should be the laboratory to produce good citizens reflecting “fair play” in every area of life.

Expectations for Parent/Guardians, Guests, and Spectators

- Game attendance is a privilege and not a license to verbally assault others.
- Respect the entire playing of the National Anthem.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible.
- Respect fans, coaches, and participants.
- Be a fan...not a fanatic.
- Recognize outstanding performances on either side of the playing field.

Suggested Positive Behavioral Guides

- Applaud during introduction of players, coaches, and officials.
- Accept all decisions by officials.
- Treat competition as a game, not a battle.
- Search out opposing participants to recognize them for outstanding performance.
- Applaud at the end of a contest for performances of all participants.
- Demonstrate concern for an injured player, regardless of the team.
- Encourage supporting people to display only sportsmanlike conduct.

Unacceptable Behavior

- Yelling or negative chanting or gestures toward an opponent.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Taunting or trash talk.
- Blaming loss of game on officials, coaches, or participants.
- Using profanity or displays of anger that draws attention away from the game.

L. Appropriate Use of Technology

Appropriate use of technology and social media will be monitored. Any comments made by student-athletes that are part of the Lynnfield Athletic Program which are profane, obscene, offensive, sexually explicit, inappropriate or objectionable will not be tolerated. Anything that is linked to a student-athlete's name that is published on the internet should be respectful and of a

positive nature. Due to the **zero tolerance** stance of this type of behavior this system occurs as follows:

1. For the first offense, the parent/guardian and the student-athlete will be notified and a discussion will take place with both the student-athlete and the parent/guardian about the negative actions and the possibility of suspension from the team for disciplinary actions.
2. For the second offense, the parent/guardian and the student-athlete will be notified and a discussion will take place about the participant's removal from the team for disciplinary actions.

IX. Additional Information

A. Tryouts

Student-athletes try out voluntarily and for some programs and there is a risk of not being selected to a team. It is the judgment of the coaches, which dictates the selection and number of participants for teams. There are some teams that student-athletes must try out for and risk being cut. Prior to the tryout period, the coach will provide an explanation of their expectations. The number of days allotted for tryouts is at the discretion of the coach. Student-athletes cut from one team are encouraged to try out for another so long as there is space on that team. Student-athletes who are cut will be informed as to the reason why they did not make the team. Student-athletes should be aware that playing for a team in a previous season does not guarantee a roster spot the following year. Additionally, if a student-athlete is unable to attend a tryout and would like to make up a session(s), the student-athlete must have documentation to establish an excused absence.

Cuts may be made for a variety of reasons which include, but are not limited to:

1. Size of squad
2. Safety concerns
3. Ability level
4. Facility restrictions
5. Coach to student-athlete ratio
6. Practice management/considerations

B. Transportation

When traveling to away contests, student-athletes must be properly attired as designated by their coach and must use the means of transportation designated by the school.

A parent/guardian may request to transport their student-athlete by submitting the [**Travel Release Form**](#) at least **24 hours** in advance to the athletic director for approval. This form can be found on the athletic website or in the athletic office.

C. Equipment

All student-athletes are responsible for the equipment issued to them during the course of the season. Equipment must be returned at the end of the season, and prior to the next season or graduation. Student-athletes failing to turn in all issued equipment, or returning equipment

damaged through misuse, are responsible to pay the current replacement cost. In the event that the equipment is found and/or returned after the payment, a refund may be made.

- Parents/guardians will be notified that their student-athlete owes equipment or must pay the replacement cost.
- A student-athlete will be denied participation on any Lynnfield High School athletic team until equipment has been returned or paid for.
- Failure to return athletic equipment will result in a student obligation that will prohibit the student from attending school sponsored activities.
- A senior student-athlete who has failed to return LHS issued equipment or failed to pay for LHS issued equipment may have their high school diploma withheld until the equipment is returned or payment is made.

D. Playing Time and Team Placement

There are many benefits to be gained by participation in athletics at the high school level. Student-athletes learn, among other things, the importance of hard work, discipline, goal setting, selflessness, commitment, accountability, sportsmanship, confidence, and leadership. There are many different ways to define success as it relates to a team sport; and individual playing time should not be one of them. If a student-athlete has a question about playing time, the student-athlete should discuss it with the head coach at a proper time and in a proper environment. Every student-athlete should keep in mind that they are a part of a team and everyone's role in a team sport is important regardless of how much someone plays in any particular game.

Being a member of a team at Lynnfield High School does not guarantee a certain amount of playing time but there are some guidelines: Playing time is influenced by many factors, a great many of which are unique to the sport. **Some factors which help determine playing time include:**

1. Athletic ability in the sport
2. Attitude and work ethic
3. Attendance
4. Commitment to the team
5. Citizenship in school and in the community

There are many decisions made on a regular basis by members of the coaching staff. These include, which student-athletes should start a contest, who should play what position and the amount of playing time. These very difficult coaching decisions are made only by members of our coaching staff after weighing a considerable number of factors. The coach has sole responsibility for all playing time decisions.

Varsity Teams: This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on winning. To reach this goal, the most competitive, skilled team members, as it relates to each individual team's philosophy, will get the most playing time. There are many ways to help a team be successful and it's each team member's responsibility to find a way to help the team reach its potential. There are many decisions made by the coaching staff during the course of a season. These include which student-athletes should be starters, who should play what position, and how long

each athlete should play. These decisions are made only by the coaching staff and are approached with the best interest of the team as the top priority.

Sub-Varsity Teams: This is the developmental level where student-athletes learn individual and team skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern playing time. Some of the most important are: attendance at practice, effort, attitude, commitment and athletic skill.

Vacations: Every team member is expected to be present for all team practices and games. Because of scheduling parameters, many of our teams practice and play during scheduled school vacations. As coaches plan practices and prepare game lineups, it is important to know which student-athletes will be available. **Students-athletes who plan to be absent for an extended period due to vacation or a planned extended absence, must discuss this situation with the coach prior to tryouts.** Student-athletes who choose to go away on vacation and miss part of the season, must make up the number of practices missed prior to being able to participate in a contest. Student-athletes are also subject to team rules for vacations or extended absences that may be more extensive than the athletic department requirements. Furthermore, all student-athletes should be aware that if they leave the team for a vacation or extended absence they run the risk of losing their position. There is no guarantee that the student-athlete who has left for a vacation or extended absence will continue to play in that exact position when they return.

E. Team Captains and Captain Selection Process

The election/selection of team captains is a very important aspect of any team. Student-athletes look to their peers for leadership. To ensure that an unwanted leadership role is thrust upon any individual, it is asked that those interested in serving as a team captain step forward and apply for that position.

A team captain should:

1. Be a student in good academic standing
2. Combine ability and skill with a great attitude.
3. Be a positive leader who sets a good example both on and off the field.
4. Communicate effectively with coaches and teammates.
5. Have good discipline and work habits.
6. Be committed to their teammates and coaches.

Captains may be elected by teammates and/or appointed by the head coach. This will be left to the discretion of the coach. In all cases, the coach must communicate the intended procedure prior to the selection process for choosing captains.

F. Nutritional Needs

It is essential that all student-athletes are educated regarding their nutritional needs and the consequences that may result from poor nutrition and eating disorders. If you are concerned about your eating behaviors, it is essential that you seek professional medical assistance. Talk to your coach, the athletic trainer, guidance counselor, school psychologist, or nurse. They are there to help you. Take advantage of their expertise.

A student-athlete who practices or plays in a high school game during the day should spend the evening eating a nutritional dinner, studying to maintain good grades and going to bed at a reasonable hour. Proper diet and rest are essential for maintaining good academic and athletic performance.

G. Communication and Conflict Resolution

Parenting and coaching are both difficult vocations. Understanding each of these roles and establishing healthy open lines of communication, fosters better acceptance of the respective responsibilities and support of all student-athletes. Effective communication is vital and requires the participation, dedication, and sacrifice of parents, student-athletes, and coaches.

From your student-athlete's coach, parents/guardians can expect communication regarding:

- a. The coach and program's philosophy
- b. Program and team behavioral and performance expectations
- c. Information regarding the location and times of practices and games
- d. Team activities
- e. Interest from non-Lynnfield High School coaches regarding your child's future athletic opportunities

From parents/guardians, coaches can expect:

- a. Attendance at student-athlete & parent/guardian team meeting
- b. Concerns about the health and well-being of their student-athlete expressed directly to the coach
- c. Notifications of schedule conflicts with as much advance notice as possible
- d. Support for the program and the commitment essential for success & excellence
- e. Encouragement for *all* players on the team to excel regardless of role
- f. Appropriate positive behavior at games and matches

Conflict Resolution

While your student-athlete is involved in interscholastic athletics, they will experience rewarding and inspiring moments. There may also be periods when things may not go the way you or your student-athlete had wished for. At this point, encourage your student-athlete to speak directly to their coach regarding these situations. Dealing with issues is a vital part of the development young adults must go through to be successful later in life, and these difficult but productive conversations are all part of that process of personal growth.

Please, ***do not approach a coach before, during, or after a practice or game.*** These particular times may be emotional for both the parent/guardian and coach and may not necessarily promote objective analysis or resolution. Please allow **24 hours** to pass before communication.

Chain of Communication

Athletic involvement can be highly emotional and very time consuming. From time to time conflicts and issues between a student-athlete and their coach may arise. It is imperative that any conflict and/or issue be addressed as directly as possible so that it can be resolved promptly. Every effort should be made to resolve all issues at the lowest possible level. The expected chain of communication is:

- a. Meeting between student-athlete and coach
- b. Meeting between student-athlete, parent/guardian, and coach

- c. Meeting between student-athlete, parent/guardian, coach, and athletic director
- d. Meeting between student-athlete, parent/guardian, coach, athletic director, and principal
- e. Meeting between student-athlete, parent/guardian, coach, athletic director, principal, and superintendent

Appropriate concerns for discussions with coaches:

- a. The emotional and physical treatment of your student-athlete
- b. The health and well-being of your student-athlete with regards to injuries
- c. Advice from the coach to help facilitate your student-athlete's improvement
- d. Concerns about your student-athlete's behavior
- e. Concerns about your student-athlete's academic performance
- f. Advice regarding your student-athlete's post high school athletic/education opportunities

Coaches make judgment decisions based on what they believe to be the best for all student-athletes involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

Inappropriate concerns for discussion with coaches:

- a. Team strategy and play calling
- b. Playing time and role on the team
- c. Officiating
- d. The athletic performance of another student-athlete

H. Parent/Guardian Behavior at Athletic Events

Participation in an interscholastic contest or event is the culmination of hours of preparation throughout the course of a season. This preparation is at the direction of the head coach. The complete attention and focus of each team member is required in order to effectively implement this preparation on the athletic field. With this in mind, parents/guardians should completely refrain from direct communication with or influencing student-athletes as they participate in an interscholastic contest unless there is an injury or safety issue. Supporting the efforts of student-athletes by being a vocal fan is encouraged; ***attempting to influence game action by "coaching" student-athletes from the sidelines or stands is strictly prohibited.*** This behavior detracts from the ultimate goals of high school athletics. Because of this, Lynnfield High School reserves the right to dismiss a parent/guardian or spectator from any event where this behavior becomes problematic.

At Lynnfield High School we: Let the players play, let the coaches coach, let the officials officiate – and let the parents/guardians ***positively*** cheer for their child during the game.

I. Non Discrimination Statement

The Lynnfield Public Schools do not discriminate on the basis of sex in the educational programs or activities which they operate, and are required by Title IX not to discriminate in such a manner. In addition, no child shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges and courses of study of such public schools on account of race, color, sex, gender identity, religion, national origin,

disability, or sexual orientation. All members of the school community are expected to show understanding of and respect for differences among people. Each student has a right to be free from discrimination, including verbal or physical attack based on race, gender identity, national origin, religion, sex, disability, or sexual orientation. Violation of another person's civil rights will result in disciplinary action, which may include but is not limited to detention, suspension, or expulsion, and possible legal action for civil rights violations.

J. Athletic Trainer and the Athletic Training Room

Because of the nature of athletics, physical problems do arise; problems ranging from minor bump and bruise to major injuries. The athletic training room serves to help athletes receive the best possible health care. Lynnfield High School is fortunate to have a highly qualified and skilled athletic trainer as a member of the athletic staff.

On school days, the athletic training room will open after school until the conclusion of the last practice session or home game. During weekends, holidays and school vacations, the athletic trainer will be on duty only for games, practices or scrimmages.

At certain times of day and during different seasons the athletic training facility gets crowded, and the athletic trainer is extremely busy. During these times, only student-athletes who need treatment or taping should be present. Athletic training services will be granted on a first come, first served basis on practice days. On game days, student-athletes will be treated in an order that will allow bus or game commitments to be met.

In the event of an injury at a home game, the athletic trainer will provide immediate care. At an away game, the host school's medical personnel are responsible, if the Lynnfield High School athletic trainer is not present. All injuries, during practice or games should be communicated to the athletic trainer at the first possible chance.

Should a student-athlete sustain an injury outside of LHS athletics that necessitates medical intervention, the student-athlete shall communicate such injury to the athletic trainer as the injury may impact a student-athlete's ability to participate. Medical professionals may limit athletic participation following such injuries.

After any injury, a student may not return to competition without clearance by the athletic trainer. In some instances, this may also include written documentation from a doctor.

K. Concussion Information

Lynnfield High School follows the prescribed State of Massachusetts Athletics Concussion Policy. The policy is designed to be a comprehensive program that has a focus of prevention, management and return to activity procedures for any student who incurs a brain injury. Please refer to the LHS Athletic website for the full Lynnfield High School Concussion outline and policy.

Student-athletes, who plan to participate in any athletic program at Lynnfield High School, must complete a computerized concussion test to establish a baseline normative score. The test is scheduled by the athletic trainer; administered online and must be completed prior to participating in athletics.

Parents/guardians and student-athletes are required to be annually trained by taking an online course through the National Federation of High Schools Concussion Course; the Centers for Disease Control and Prevention course and/or other recognized educational programs.

Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the practice or competition and may not return to practice or competition that day. Whenever a student-athlete is suspected to have sustained a concussion while participating in the athletic program, the injured student-athlete's parent/guardian shall be notified in a timely fashion.

Should a student-athlete sustain a concussion outside of athletic participation, the parents/guardians shall notify the Health Office prior to the student-athlete returning to school. A Head Injury Report Form, the district's Return to Play protocol and a Return to Participation Form shall be filed.

Any student-athlete diagnosed with a concussion shall not return to play until cleared in writing by an appropriate health-care professional, as determined by the Department of Public Health, and successful completion of the state mandated return-to-play protocol, to include successful completion of the Impact Test.

L. Offseason Rules and Regulations

There are no requirements or expectations for Lynnfield student-athletes involving participation in out-of-season activities, nor will there be any consequences if they chose not to participate in out-of-season activities (MIAA Rule 40-41 Clarification, MIAA Position on Out-of-Season Activities). Out-of-season activities include camps, travel leagues, clinics, and private coaching. Furthermore, between seasons a coach may only conduct meetings with team candidates to elect captains, collect and issue equipment, to provide for physical examinations, to conduct legitimate fundraising events, and/or to offer wellness workshops or activities (MIAA rule 40.1).

According to MIAA rule 40.4, "Voluntary conditioning sessions open equally to all students in a school and which are entirely devoid of sports-specific activity may be conducted between seasons provided no candidate is either required to participate or penalized for not doing so."

THERE ARE NO FORMAL "CAPTAIN'S PRACTICES" within LHS Athletics.

M. Team Rules

Lynnfield High School coaches are authorized to establish and enforce appropriate team rules for their specific sport which must be followed by the student-athletes in order to participate in that sport. These rules supplement, but do not replace or supersede and cannot conflict with, the rules set forth in this Handbook, LHS Student Handbooks, and LHS Policies.

N. Helpful Information for Forming and Maintaining Student Support Organizations/Booster Groups

When a student support organization is newly established, the following elements are normally part of its makeup typically, start-up organizations will provide the following information to the administration:

1. Name of the Organization
2. Constitution and Bylaws
3. Names and contact information of officers
4. Brief Description of Organization's Purpose
5. List of specific annual goals and objectives
6. The group's financial records should be available for review by the school or designee at any time.
7. Any other requests by the school or designee should be made readily available.

A constitution normally includes the following five elements:

1. Name and purpose of the organization
2. Membership
3. Executive Board or Officers
4. Method of Amendments to the constitution
5. Adoptions or ratification of constitution and any subsequent amendments

Bylaws normally include the following six elements:

1. Duties and powers of officers
2. The composition and membership of committees
3. Successions
4. Elections and qualification for office
5. Finances
 - a. Statement of internal controls, authorization of financial activities
 - i. Who shall approve prior to any commitment

Meeting schedule:

1. For regular and special sessions
2. Time, manner, frequency
3. What constitutes a quorum
4. Who shall conduct meetings

Legal Requirements:

- [To register as a non-profit corporation through the Secretary of the Commonwealth of MA](#)
- [To register as a public charity through the Attorney General's Office](#)
 - Articles of organization
 - Current officers
 - Bi-Laws (need to be established)
 - IRS letter designating 501(c)(3) status
 - Initial registration fee of \$100 to "Comm. Of MA"
 - Short Form PC (or Form PC)
- [To apply for 501 \(c\)\(3\) status \(Form 1023\)](#)
- [To obtain an Employment Identification # \(EIN\)...Form SS-4.](#)
- It is recommended that student support organizations maintain accurate records of all financial activity, particularly information related to sources of support (i.e. contributions, grants, sponsorships, and other sources of revenue).

Annual Maintenance of an SSO

There are several legal obligations that must be fulfilled by SSOs during the course of the year. These include filing taxes, maintaining records and possibly other obligations. Below are links to websites and forms that relate to these activities:

Important Documents and Contacts:

- [Secretary of Commonwealth of MA](#)
- [Annual Report](#)
- [Annual Filing Requirements for Your 501\(c\)\(3\) Organization](#)
- [Attorney General's Office](#)
- [Massachusetts Public Charities Annual Filing Requirements](#)
- [Fund-raising Form \(Form PC\)](#)
- [Internal Revenue Service](#)
- [Annual Tax Filing Form 990](#)

Student Support Organizations & Retention of Records

Since voluntary organizations experience frequent turnover of officers and members, it is important that the activities of the organization be clearly documented and that a procedure for retaining those documents is established.