

WEST HARTFORD PUBLIC SCHOOLS  
50 South Main Street  
West Hartford, Connecticut 06107

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Revised 2018

WEST HARTFORD PUBLIC SCHOOLS  
50 South Main Street  
West Hartford, Connecticut 06107

Dear Student-Athlete:

When you were granted the privilege of participating in West Hartford athletics, you automatically became a very visible member of our community. As a West Hartford student-athlete, you have an obligation to your school, your team, but most importantly to yourself, to uphold the highest standards of conduct both in and out of the competitive arena, you are an example to your fellow students.

While it is natural to want to win, no one can win all the time. Don't lose sight of the simple pleasure of playing the game or competing. Being a winner extends far beyond what the final score is in a competitive match; it is a style that is projected by an individual at all times. The true measure of a winner is that of someone who gives his or her best effort, supports others in the quest for success, and respects others while striving to fulfill both team and individual goals. Surpassing others in athletic competition means nothing, if personal integrity, fair play, and the pure joy and excitement of participation are sacrificed along the way.

Remember, sports are supposed to be fun!

Sincerely,

Mr. Thomas Moore  
Superintendent of Schools

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## **WEST HARTFORD ATHLETIC DEPARTMENT MISSION STATEMENT**

The philosophy of the Athletic Department is to offer an excellence based interscholastic athletic program that is an integral part of the educational philosophy and goals of the West Hartford Public Schools. We believe that:

- ❖ Athletics teaches and promotes values.
- ❖ Athletics contributes positively to the overall climate of the schools and community.
- ❖ Participation in athletics develops respect for others.
- ❖ Participation in athletics fosters positive growth and development.
- ❖ The athletic program offers an equal opportunity for participation for all students who meet eligibility requirements.
- ❖ Participation in athletics promotes personal improvement and excellence.
- ❖ Participation in athletics fosters fitness, good personal habits, and exemplary behavior.
- ❖ Participation in athletics provides for a varied athletic experience.
- ❖ Participation in athletics is a privilege.

We believe that when an individual makes a commitment to giving his or her best effort to their individual and team goals, the experience in athletics becomes a rewarding and a realistic preparation for a successful future.

### **Goals:**

1. To create an atmosphere that will promote good sportsmanship and the overall value of sport.
2. To provide opportunities for students that will enhance physical and emotional development.
3. To provide opportunities that will engender a positive self-image.
4. To promote and nurture good citizenship.
5. To foster social sensibility and moral responsibility.
6. To contribute to the participant's growth in physical fitness, skill acquisition, emotional maturity, and social interaction.
7. To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible.
8. To sponsor a wide variety of interscholastic sports in each of the three sport seasons for all students.
9. To maintain a high standard of credible and positive performance and conduct on and off the field.
10. To provide high quality leadership for all athletic programs so as to exemplify to student's a desired behavior to be developed from each athletic program.

**Objectives:**

1. To nurture a proper attitude toward winning and losing.
2. To offer opportunities for cooperation, self-discipline, and commitment.
3. To develop an understanding of physical fitness concepts.
4. To educate coaches and student-athletes about athletic fitness training and nutritional concerns.
5. To promote competitive activity as part of the total educational program while demonstrating concern for the student's total emotional development.
6. To promote the benefits of a sound mind and body.
7. To abide by all school and conference rules and regulations.
8. To appreciate individual differences through teamwork and competition.
9. To inculcate in students responsibility for their actions.
10. To offer students the opportunity to develop their physical selves to their maximum potential.
11. To strive to improve students' skills to gain proficiency in their chosen athletic activity (ies).
12. To develop students' self-discipline, respect for authority and commitment to hard work.
13. To place the team and its objectives higher than personal desires.
14. To work together with others to achieve common goals.
15. To value efforts and contributions of peers and teammates.
16. To provide equitable programs, available facilities, certified personnel, and financial support to operate and to manage athletic activities.
17. To insure that student-athletes and coaches are in compliance with all conference, CIAC, and school rules.
18. To provide available resources from the board of education, town council, and the community.
19. To meet all conference, CIAC, and school eligibility requirements.
20. To require all coaches to assist and support the athletic department in insuring that all student-athletes follow and uphold the rules set forth in the student-athlete handbook.

## **INTRODUCTION**

All student-athletes are governed by regulations formulated by the Connecticut Interscholastic Athletic Conference (C.I.A.C.) in which all Connecticut high schools hold membership.

The C.I.A.C. organization insures standardized and fair regulations for which all schools must follow.

Athletic activities in the West Hartford high schools are further governed by their membership in the Central Connecticut Conference.

## **TEAM LIMITATION**

The West Hartford athletic program is established to offer opportunities for student-athletes to compete on organized teams or as individuals against student-athletes from similar high schools.

In any given year, it may be necessary for the coach(es) of the athletics teams to limit the number of student-athletes representing the school in seasonal competition. Depending on the number of student-athletes interested in joining a sports team, coaches may be required to reduce the size of their team due to safety concerns, space limitation, and the availability of coaches.

We encourage coaches to involve as many students as they can without compromising the safety of their sport. Athletic coaches will be responsible for selecting student-athletes to compete on athletic teams. The selection process may exclude some student-athletes from becoming a member of a team.

- Transfer after Team Limitations or “Cuts”: A student-athlete may transfer to another sport with the consent of the coach(es) prior to that team’s first athletic contest (in accordance CIAC Bylaws: In-Season Rules)
- Coach’s Discretion: The head coach will determine whether or not a student-athlete can register for a particular sport after try-outs have been completed. (Prior to the team’s first athletic contest.)
- Transfers: Exceptions may be made at the discretion of the head coach and athletic director for transfer students and students whose academic eligibility has been reinstated. Student behavior and academic standing will be taken into strong consideration.
- There is a ‘no cut’ policy for the Conard-Hall Girls Ice Hockey Co-op team.
- Senior student-athletes are not entitled to be a member of a Varsity team.

**Junior Varsity Athletics**: JV opportunities exist to provide those student-athletes, who are unable to participate on the varsity squad, an opportunity to develop skills, gain experience and appreciate the game. Being a member of a JV team does not guarantee that a student-athlete will automatically move to the varsity level the following year. The development of student-athletes should be the prime objective of a JV squad while at the same time acknowledging the value of winning, learning, and enjoying being a member of a team.

**Freshman Athletics**: Freshman athletic programs are designed to provide ninth-grade students with the opportunity to participate in an instructional yet competitive setting. These programs will teach the basic skills of the sport and afford athletes an opportunity to gain valuable knowledge and experience, as well as the skills necessary for JV competition. Freshman athletes may, on occasion, participate in JV or Varsity contests, respectively. Decisions of this nature are based on the evaluation of the athlete’s abilities by the coaching staff. These decisions should not be misinterpreted as an absolute to move to the next level of competition.

## LENGTH OF SEASON

All student-athletes are considered in season beginning with the CIAC first practice date and ending with the Finals of the CIAC tournament, regardless of whether of not the individual or individual's team is still actively participating. In addition, any individual who is still participating in post-season play (e.g. all-star games, all-state, and all-New England or other competitions) while representing his/her high school or region are still considered in season.

### Central Connecticut Conference (CCC)

#### League Members:

Avon	East Catholic	Manchester	Rocky Hill
Berlin	Enfield	Middletown	Simsbury
Bloomfield	East Hartford	New Britain	South Windsor
Bristol Central	Farmington	Newington	Southington
Bristol Eastern	Glastonbury	Northwest Catholic	Tolland
Bulkeley	Hall	Plainville	Wethersfield
Conard	Hartford Public	Platt	Windsor
E.O. Smith	Maloney	RHAM	

#### Sports offered by season:

FALL	WINTER	SPRING
Cheerleading	Boys Basketball	Baseball
Boys Cross Country	Girls Basketball	Softball
Girls Cross Country	Cheerleading	Boys Golf
Field Hockey	Gymnastics	Girls Golf
Football	Boys Ice Hockey	Boys Lacrosse
Boys Soccer	Girls Ice Hockey	Girls Lacrosse
Girls Soccer	Boys Indoor Track	Boys Tennis
Girls Swimming & Diving	Girls Indoor Track	Girls Tennis
Girls Volleyball	Boys Swimming & Diving	Boys Track and Field
	Wrestling	Girls Track and Field
		Boys Volleyball

## POLICIES AND PROCEDURES FOR STUDENT-ATHLETES

Drug and Alcohol Regulations for Students Participating in Athletics Extra-Curricular and Co-Curricular activities

### Background

The regular Board disciplinary policies and procedures as stated in Board Policy #5520 pertaining to student drug and alcohol use and abuse supersede this contract. When those procedures have been completed, the provisions of this contract will immediately commence.

The West Hartford Board of Education and the school administration recognize that the use of chemical substances is a significant health problem for many adolescents, resulting in negative effects of behavior, learning, health, and the total development of each individual. The misuse and abuse of chemical substances affects extra-curricular, co-curricular and athletic participation and the development of skills related to these activities.

The West Hartford Board of Education and the school administration firmly believe that the use of alcohol, illegal drugs, and/or the misuse or abuse of prescribed or legal drugs is counter productive to the physical well-being and development of students. It is our belief that all students are responsible to abstain completely from the possession, sale, use and/or misuse or abuse of prescribed or illegal drugs. There are however, additional consequences beyond Board Policy #5520 for students who participate in extra-curricular, co-curricular, and athletic activities who violate this contract.

### Extra-Curricular, Co-Curricular, and Athletic Activities

Students who violate Board Policy #5520 (Drug and Alcohol Policy) are excluded from participation in extra-curricular, co-curricular, and athletic activities for the duration of their suspension or expulsion. This regulation, however, is applicable whether the prohibited activity occurs on or off campus. **In the case of a student being ineligible to participate in a co-curricular activity due to violation of these regulations, the student's grade will not be affected due to missing a performance.**

**If a student is involved in or has admitted to a drug and/or alcohol violation(s) during the academic year, exclusion from participation will begin immediately if the student is participating in an extra-curricular, co-curricular, and/or athletic activity, the period of exclusion from participation will begin upon the commencement of the next activity.** (Please note that students who participate in a fall activity in which the first practice/meeting is held prior to the start of the academic year are subject to these regulations as of the first practice/meeting.) In addition to regular school discipline, the following consequences of violating these regulations will be enforced. Violation will be cumulative while a student is enrolled at a school level (i.e., high school):



## **FIRST OFFENSE:**

- A. The student shall be suspended from the activity or team for a period of four consecutive calendar weeks. When applicable, days will carry over into the next activity or season.
  - 1. The student will be referred to the Student Assistance Team (SAT), and in a timely manner, the student and parent/guardian will meet with an approved drug and alcohol counselor for an evaluation. If a student refuses to participate in the evaluation or the recommended plan of assistance, the student will not be eligible to participate in the activity until both are completed.
  - 2. A student whose intention is to return to the team and/or co-curricular and extra-curricular activity at the end of the suspension must attend all practices. The student must also attend all contests and/or performances but may not participate.
  - 3. The student is restricted or removed from all school leadership positions for one calendar year to run consecutively upon the completion of the activity or team suspension.

## **SUBSEQUENT OFFENSE:** Should a subsequent violation occur, the following will apply:

- A. The student shall be suspended from the activity or team for a period of sixteen consecutive calendar weeks. When applicable, days will carry over into the next activity/season.
  - 1. The student will be referred to the Student Assistance Team (SAT), and in a timely manner, the student and parent/guardian will meet with an approved drug and alcohol counselor for an evaluation. If the student refuses to participate in the evaluation or the recommended plan of assistance, the student will not be eligible to participate in the activity until both are completed.
  - 2. A student whose intention is to return to the team and/or co-curricular and extra-curricular activity at the end of the suspension must attend all practices. The student must also attend all contests and/or performances but may not participate.
  - 3. The student must complete 10 hours of community service. The student must obtain approval from the Assistant Principal prior to beginning his or her community service.
  - 4. The student is restricted or removed from all school leadership positions for one calendar year to run consecutively upon completion of the activity or team suspension.

## **Self Referral**

When a drug dependency problem is identified by the student or by a parent's referral and the dependency involves the use of substances that are in violation of the Board of Education's Drug & Alcohol Policy, the student will not immediately be suspended from the team and/or activity. Self

referral may not be used to turn in oneself after violating the Drug & Alcohol Policy in an attempt to avoid penalty. The steps to be taken are:

1. The student will be referred to the Student Assistance Team (SAT), and in a timely manner, the student and parent/guardian will meet with an approved drug and alcohol counselor for an evaluation. The student and coach/teacher/advisor will collaborate with the Student Assistance Team (SAT) to develop a program of assistance utilizing the school's resources and outside agencies. The SAT will then monitor and report progress.
2. If the student fails to complete the program of assistance and/or violates the Drug and Alcohol Policy, the consequences for a first offense will be applied.
3. Self-referral will be held in confidence if desired by the student.

### **Referral Procedures**

When a substance problem has been identified by a team member, fellow student participant, teacher, coach, administrator or other concerned individual the following procedures will be followed:

1. The student will be referred to the appropriate coach, activity advisor, teacher or administrator, where he or she will be informed of the charges.
2. A hearing will be held by the principal's designee within five days of the student's referral, where the student will be given the opportunity to present his or her side.
3. The principal's designee will investigate appropriately, and render a decision within five school days of the hearing.
4. The student has the right to appeal the consequences of the violation of these regulations.

### **Appeals Process**

1. The appeal of the designee's decision should be made in writing to the school principal within three school days of the designee's decision.
2. The principal will render a decision within five school days.
3. The student may appeal to the superintendent or designee within three school days providing there is new evidence to be submitted.
4. The superintendent will render a final decision within five school day

### **STUDENT-ATHLETE TEAM CAPTAINS**

- A. Selection as a captain of an athletic team is an honor and a privilege.
- B. The captain's responsibilities begin when he/she is selected.
- C. Captains who violate the substance abuse policy will be removed as a captain regardless of whether or not the student-athlete is in season. Furthermore, other violations or infractions of the student-athlete code of conduct or of school rules may result in the student-athlete being removed as a team captain.
- D. Attend the mandatory captain's leadership meetings held throughout the school year.
- E. Set an example of sportsmanship and good behavior at all times.

### **STUDENT-ATHLETE BEHAVIOR**

- A. Any student-athlete who initiates a fight in the course of an athletic contest in which his/her team is participating may be immediately dismissed from the team for the remainder of the season.
- B. Verbal and/or physical abuse of officials or coaches by student-athletes may result in immediate dismissal from the team for the remainder of the season.
- C. Student-athletes will wear team uniforms while representing Conard or Hall High School and will refrain from wearing t-shirts with inappropriate logos including and/or endorsing profanity, alcohol consumption, and tobacco or drug use.
- D. Student-athletes must travel to and from contests on the team bus, accompanied by the coach.
- E. The following behaviors will be considered serious violations of the athletic code and school rules and may result in suspension from the team:
  1. Civil or criminal law infraction.
  2. Infraction of school rules requiring administrative action.
  3. Misconduct that is potentially detrimental to the athletic program, school, or school district.
  4. Hazing.

### **SOCIAL MEDIA / INTERNET POLICY**

Social networking sites such as Facebook, Twitter, Myspace, Instagram and open forums can be an important part of a young person's life and also pose a serious danger. Since participation in athletics is a privilege and not a right, an athlete needs to accept responsibility for appearing or posting on certain Web sites.

When visiting or appearing on an Internet Site, athletes of West Hartford Public Schools will maintain acceptable standards. These acceptable standards will be based upon the policies and regulations described in the High School's Student Handbook and individual team rules. Any posting or communication via social networking web sites, which disrupts either the educational or athletic environment or which advocates the violation of any school or team policy would be unacceptable. This would include but not be limited to:

- The consumption of alcohol or the use of illicit drugs
- Inappropriate sexually-oriented material
- Activities involving bullying, hazing or harassment
- Actions that depict or reflect bad sportsmanship

## **PARTICIPATION**

To participate in athletics you must:

- A. Pass a physical examination in the current school year and file the completed examination form with the school nurse.
- B. Register online and pay the registration fee of \$175.00 (for each sport season).

## **SPORTSMANSHIP**

### **Mission Statement**

The following policy of good sportsmanship has been developed by the Athletic Leadership Council at Conard and Hall High Schools.

*The Mission of the Athletic Leadership Council of the West Hartford Public Schools is to promote the ideals of a shared commitment towards excellence in athletics and education. By acting as a unified force, the council will assist in ensuring that a positive atmosphere is in place that is characterized by a nurturing environment, good sportsmanship, strong team spirit, dedication, and integrity as well as promoting self-satisfaction and empowerment of the individual while pursuing common ideals and values through interscholastic athletics.*

### **Ways to Promote and Show Good Sportsmanship**

- Exhibit spirit of benevolence and genuine concern for the opponent.
- Accept the results gracefully and act fairly and courteous at all times
- Maintain self-control in all circumstances.
- Applaud during the introduction of players, coaches, and officials.
- Accept all decisions of officials.
- Cheerleaders lead fans in positive school cheers, in positive manner.
- Shake hands between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war by always keeping contest in perspective.
- Coaches and players should seek out opposing student-athletes and coaches to recognize them for outstanding performances.
- Applaud at the end of contests for performances for all participants.
- Everyone should show concern for injured players, regardless of team.
- Encourage surrounding people to display only good sportsmanship conduct.

## **Expectations of Parents, Students, and Other Fans**

- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect decisions made by contest officials. Do not verbally assault officials, coaches, or participants.
- Respect fans, coaches, and participants.

## **Expectations of Student-Athletes**

- Accept and understand seriously the responsibility and privilege of representing their school and community.
- Always treat opponents with respect, shake hands prior to and after contests.
- Always respect the officials' judgement and interpretation of the rules. Never argue or make verbal or visual gestures which indicate disagreement. Abide by the rules of the contest and display no behavior that could incite fans.
- Cooperate with coaches, officials, and fellow participants to conduct a fair contest.
- Live up to high standards of sportsmanship established by the coach, captains, and athletic department.

### **ATTENDANCE**

- A. Student-athletes must be in attendance for the full school day in order to participate in athletic contests and practices.
- B. The student-athlete may make an appeal to the assistant principal if the school absence is due to a family emergency, college visitation or school-related activity.
- C. **Vacation Policy:** Students are expected to attend all practice sessions, including those scheduled during vacation periods. Parents are advised to check with the appropriate coach as to his/her policy on missing vacation practices. It is advisable to do this early in the school year so no misunderstanding arises relative to vacation periods.

### **LOCKER ROOMS**

- A. It is the student-athlete's responsibility to:
  1. Leave all your valuables at home.
  2. Keep your locker locked at all times.
- B. Student-athletes will vacate the locker room at the conclusion of the season.

***Note: The school will not be responsible for personal property.***

## ATHLETIC EQUIPMENT

- A. Student-athletes will be issued all necessary practice and game equipment and uniforms. Each student-athlete is **RESPONSIBLE** for his or her issued equipment and uniform. Uniforms and equipment are to be used and worn **ONLY** during contests in which the athlete is representing his/her school.
- B. Return of Equipment and Uniforms
1. Student-athletes must return all issued equipment and uniforms to their coach at the conclusion of the season.
  2. Student-athletes will reimburse the athletic department the replacement cost of any equipment or uniforms not returned.
  3. Student-athletes who do not return issued equipment/uniforms or reimburse the athletic department will not be allowed to participate in any other sport. At the conclusion of the school year student-athletes still owing equipment/uniforms will have report cards, transcripts, and diplomas withheld until all items are returned or paid for.

## REGULATIONS AND PROCEDURES FOR AWARDS

At the conclusion of each sports season, student-athletes will be presented appropriate awards at a team sports awards program. Athletic awards, which include letters, certificates, and/or numerals, are given to athletes at the discretion of the coach. All student-athletes, parents, and friends are welcome to attend the sports awards program.

- A. Varsity letters in all athletics shall be awarded by the school upon the recommendation of the coach who shall consider the following as requirements for an award:
- A player must have been regular in attendance at all practices.
  - A player must have observed all training rules and regulations.
  - A player shall have conducted himself/herself in a most exemplary manner both on and off the field, exhibiting good sportsmanship to his/her coach, teammates, and opponents.
  - A player must be in good academic standing.

**B. The following guidelines are to be used when awarding varsity letters:**

Varsity letters will be awarded to athlete upon the successful completion of an athletic season and at the recommendation of the head coach. Specific guidelines will be developed by each coach and clearly defined to all athletes.

**C. Additional awards will be earned as follows:**

- CCC All-Academic Team
- All student-athletes will be given certificates for participation.
- In addition, all freshmen student-athletes will receive graduation numerals. Only one set of numerals will be awarded to each student-athlete. For example, a student-athlete who competes in three sports will NOT receive three sets of awards.
- Elected team captains will receive a star insert for their varsity letter.
- Varsity letters will be awarded the first time the requirements are met for a letter with the sport emblem in the middle. Each time a varsity letter is earned in that sport, a bar will be given.
- A player who is dismissed from any team for disciplinary reasons shall not be eligible for an award.
- Managers should receive recognition in relation to their service rendered at the recommendation of the coach and approval of the athletic director.
- CCC and CIAC Championship patches will be presented to varsity team members, seniors on the team, and managers. Gym Banners will be ordered or updated accordingly.

**REGISTRATION FEE POLICY**

The Board of Education has established a policy charging student-athletes a fee for participating in athletics. To administer this policy the following guidelines have been established.

- A. A flat fee of \$175.00 per student per sport will be charged.
- B. Procedures are in place to support those who might not be able to pay.
- C. An annual cap per family has been set at \$700.00.
- D. The fee must be received before students participate in practices or games.
- E. The fee will be returned to students not making teams which have limitations on squad size. (e.g. soccer, basketball, ice hockey, baseball, softball, etc.)
- F. The fee will not be refunded to students who are dropped from a team for disciplinary reasons or academic reasons.
- G. A pro-rated amount of the fee, based on a percentage of the season remaining, will be returned to students, who because of injury sustained in the program, will be out for the remainder of the season.
- H. The fee will be paid when registration forms are turned in at each high school. Checks should be made payable to Conard or Hall Athletics.

***Note: Registration fees are used to fund all uniforms and equipment costs. They are also used to help pay for the officials for all sports.***

### **Conflict Resolution**

- The student athlete should present the conflict/issue to the coach as soon as possible to attempt to resolve the situation. Depending on the situation, an athlete may ask his/her team captain to approach the coach.
- If the conflict cannot be resolved between the athlete and the coach, the athlete should make an appointment to see the Director of Athletics.
- If the problem is still unresolved, then the athletes' parent should contact the coach.
- Only when the problem cannot be resolved with the coach should the parent contact the Director of Athletics.

These are the recommended steps to be followed for the resolution of a conflict/issue:

- a. Athlete > Captain
- b. Athlete > Coach
- c. Athlete > Director of Athletics
- d. Parent > Coach
- e. Parent > Director of Athletics
- f. Parent > Principal

**Areas that will not be discussed include the following: Playing time, discussions about other student athletes, and game strategies.**

*NOTE: It is inappropriate to discuss concerns immediately before or after an athletics contest.*



## INSURANCE PLAN

The town provides an insurance program to pay for valid claims on an EXCESS BASIS for injuries received while participating in the West Hartford Public Schools athletic program. The insurance company will, therefore, reimburse an amount up to a maximum of \$10,000 for all medical care; \$1,000 for all dental treatment, services and supplies as a result of any one accident not covered by your family's medical coverage (e.g. Blue Cross/Blue Shield, Major Medical Group Insurance, etc.) A claim form will be mailed home after any accident or injury.

### Claim Form – Completion Procedure

- A. Complete the claim in full.
  1. Form I/Section II – Coach/Athletic Trainer
  2. Form I/Section II – Parent/Guardian
  3. Form II – Parent/Guardian
  4. Form III – Attending physician or medical professional.
  
- B. Attach all bills not paid by your family coverage and your EOB's to the completed claim form.
  
- C. Return the claim form and the unpaid bills to the athletic office for processing.
  1. Do not send your claim form or bills to the insurance company directly. This will only delay processing of your claims.
  
  2. Claims for any single occurrence of injury should be filed within five (5) days of the accident. Only in special circumstances, and with the approval of the Town of West Hartford and the insurance company, will claims be honored up to fifty-two (52) weeks from the date of the accident.

***Note: Claims are not reviewed by the athletic department. All claims are sent to the town's insurance carrier for the final decision rendered.***

## C.I.A.C. ELIGIBILITY RULES

A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition. This is an eight semester attendance rule i.e., eight semesters of time not eight semesters of participation or competition rule.

### **(You are eligible):**

#### **A. If you are taking at least four (4) units of work or the equivalent;**

(Rule I.B.): A pupil cannot at any time represent a school unless taking at least four quarter Carnegie Units of work or its equivalent. "Equivalent" is any number of courses which are equal to one Carnegie Unit.

#### **B. If you have passed at least four (4) units or the equivalent at the end of the last regular marking period;**

(Rule I.A., I.B.): To be eligible for fall sports a pupil must have received credit toward graduation at the close of the school year preceding the contest in at least four (4) Carnegie Units of work or its equivalent for which he or she has not previously received credit. Credit must be earned during the same academic year. During the school year a pupil must have received a passing mark in at least four (4) quarter Carnegie Units of work or its equivalent at the end of the regular marking period next preceding the contest. Student eligibility will be determined for all students on the date that report cards are distributed or on the fourteenth calendar day following the end of the marking period, whichever comes first. No Carnegie Unit or equivalent for which the pupil has already received credit shall be included in those required by this rule. Scholastic failures cannot be made up for eligibility purposes in any manner until the next report, except that credits earned during the summer by any regularly approved board of education procedure will be accepted for the purpose of determining the eligibility of pupils desiring to participate in the athletic program of the school in September. Scholastic incompletes must be made up within ten (10) school days following the date that student eligibility was determined for the respective marking period as defined above.

**Incomplete grades are not to be considered as passing grades. Marking period grades (not semester grades)** are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period. To be eligible for fall sports a pupil must have received credit toward graduation for four (4) Carnegie Units of work for which he or she has not previously received credit. **The final academic average determines fall eligibility.** Semester courses or mini-courses completed earlier in the school year may be counted toward the four (4) units used in determining eligibility for fall season. Year-end failures may be made up through successful completion of LEA approved summer school work in courses failed.

### **(You are NOT eligible):**

#### **C. If you are twenty (20) years of age or will turn twenty (20) during a season;**

(Rule II. B.): The student shall not have reached his or her twentieth (20th ) birthday. A student-athlete will not be allowed to start a season\* or compete during a season in which his/her twentieth (20th ) birthday falls. (\*Season as defined in Article IX, Section II.D. and E of the CIAC Bylaws)

#### **D. If you have changed schools without a change of legal residence, with the exception of incoming freshman;**

(Rule II.C.): A pupil who transfers from a school to a CIAC member school during grade 10-11, or 12 without at the same time changing legal residence to another school district or school service area, or satisfying at least one of the following requirements must complete at least one year (365 days) of approved membership before being eligible for interscholastic competition in any sport in which he or she was a participant in the present or receding season during grades 10, 11, or 12 on the junior varsity or varsity team.

**Hardship Exception to the Transfer Rule (Rule II. C. #20):** Hardship-Eligibility may be granted to a transfer student who does not meet the CIAC Transfer Standard when sufficient evidence is provided. Hardship is defined as an unforeseeable, an unavoidable, and uncorrectable act, condition or event which causes the imposition of a severe burden upon the student or his/her family.

*Note: All hardship exceptions are reviewed by the CIAC Eligibility Committee.*

**Transfer Requirement # 19 (waiver) –** A student who does not qualify for the transfer rule using the above requirements may be granted eligibility if the student-athlete transfers for non-athletic reasons. Contact the Athletic Office for the waiver procedures for Requirement # 19.

**E. If you play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season (rule II.E.);**

**F. If you play under an assumed name (rule II.F.).**

*Note: Eligibility is determined by the athletic department. Use of any illegal player results in forfeiture of game(s) and/or season*

#### **IV. NCAA INITIAL-ELIGIBILITY FOR COLLEGE ATHLETES**

Students planning to enroll as college freshmen who want to participate in DIVISION I or DIVISION II athletics, must be certified by the NCAA Initial-Eligibility Clearinghouse. DIVISION III schools do not require students to be certified.

To begin the certification process, a student must go to the NCAA Clearinghouse website. Here, they will need to register and file a student release form. This form, as well as the required fee, must be submitted to the Clearinghouse. Once requested, an official student transcript will be mailed from the guidance office. In addition, when registering for the SAT or ACT, the student must request that scores be sent to the Clearinghouse.

The Clearinghouse website is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

From the NCAA Clearinghouse website, prospective student-athletes are able to access information needed to understand the Division I and Division II eligibility requirements, register with the Clearinghouse and access individual Clearinghouse records.

#### **General Information on the NCAA Clearinghouse Website:**

- Links to the NCAA website.
- Core-course listings for high schools.
- Online version of NCAA Guide for the College-Bound Student-Athlete.
- Online information about Division I and Division II initial-eligibility requirements.
- Online Frequently Asked Questions (FAQs).

#### **Prospective Student-Athletes:**

- Submit your Student Release Form (SRF) via the Web.
- Registered Students - Update your registration information (if necessary).
- Registered Students - Check your certification status.

## SPORTS MEDICINE

### A. Athletic Trainers

There are 2 certified Athletic Trainers available for all sports teams. The athletic trainers are available during the school year from 2 pm – 6 pm.

#### Training Room Rules:

- All injuries must be reported to the Athletic Trainer or the coach immediately and an injury report placed on file. Subsequent to any serious injury and prior to further participation in a sport, students must provide a signed medical release from a physician if a game or day of practice has been missed due to injury.
- The training room is designated as an area to help prepare, prevent, and recover from injuries occurring in an athletic setting. There is no loitering or spending time in the training room if no services are needed. It is imperative the Athletic Trainers are able to complete practice and pre-game services prior to beginning game time coverage.
- Training services will be granted on a first come, first served basis on practice days. On game days, athletes will be treated in an order that will allow bus and/or game commitments to be met.

### B. **Recovery/Post-Concussion Management**

Your brain needs time to heal. **Until you completely recover from your concussion, you will be held from all athletic activity.** Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

- Any athlete exhibiting signs or symptoms of a concussion will be withheld from play until evaluated by a healthcare professional, which includes the licensed athletic trainer.
- When an athlete is symptom free with normal daily activities (school, work, studying, etc), they will begin the “return to play (RTP) protocol” under the guidance of the athletic trainer. The RTP protocol consists of a 5 step gradual progression back to exercise. Each step is separated by at least 24 hours. If symptoms return during exercise, the athlete will have to repeat that step the next day and cannot advance until they are symptom free.
- **Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT)** is used as a tool in the return to play protocol to help the medical staff make a return to play decision.
- If the athlete has a neuropsychological baseline test (ImPACT), they will be given the test again prior to their return to full contact to ensure that their neurological function is back within their baseline. It is not the only piece of

information that is taken into consideration. The athlete must be free of all symptoms at rest and with exertion **and** ImPACT scores must be within baseline measurements. Prior history of concussion and other pertinent information will be taken into consideration when making a return to play decision. Each concussion is managed on an individual basis.

**The five step Return To Play (RTP) Policy:**

1. Easy aerobic activity (stationary bike, elliptical machine)
2. More sport specific aerobic activity (running, skating)
3. Non- contact sport specific drills (dribbling, shooting, passing, etc)
4. Full- contact practice
5. Game play