



CANTON HIGH SCHOOL  
COACHES HANDBOOK  
2011 -2012

## TABLE OF CONTENTS

Preface.....	4
Athletic Philosophy .....	4
Athletic Department Mission Statement.....	4
Goals.....	5
Division of Skill .....	5-6
Code of Ethics for Canton Coaches .....	6-7
Athletic Expectations .....	7
Duties and Responsibilities of Coaching Personnel .....	8-11
Coach Media Relations .....	11-12
Policies and Procedures for all Student/Athletes .....	12
Substance Abuse Policy.....	12-14
Appropriate Behavior .....	14
School Attendance .....	15
Absence from Scheduled Practice .....	15
Locker Rooms .....	15
Athletic Equipment (Player) .....	15
Vacations .....	15
Bus Behavior .....	16
Weight/Fitness Room .....	16
Hazing .....	16
Performance Enhancing Drugs Policy.....	16
Changing Sports .....	16
Gymnasium Procedures .....	16
School Suspensions.....	17
Conflict Resolution.....	17
Athletic Requirements for Participation.....	18
Athletic Teams & Organization of New Teams .....	18
Sports Award Assembly .....	19
Awards .....	19-20
Budget .....	20
Building Use .....	20
Inclement Weather and Early Dismissal Guidelines .....	20-21
Captain Practices .....	21

Captain Selection .....	22
Coaches Certification .....	22
Out of Season Coaching .....	22
Connecticut High School Coaches Association .....	23
Ejection Rule .....	23
Eligibility .....	23-24
Emergency Medical Procedures.....	24
End of Season Responsibilities .....	25
Equipment (Coach) .....	25
Evaluation .....	25
Fundraising .....	25-26
Game Personnel .....	26
Lightning .....	26
Mailboxes .....	26
Medical Services .....	26
NCAA Clearinghouse .....	27
Parent Permission.....	27
Physical Examinations.....	27
Practice Cancellation .....	27
Recruitment.....	27
Release from Class .....	28
Scheduling .....	28
Scrimmages/Jamborees .....	28
Team Bench .....	28
Team Pictures .....	28
Title IX.....	29
Transportation .....	29-30
Tryout Policy .....	30-31
Volunteer Coaches.....	31
Mandatory Child Abuse Reporting .....	31
Appendix .....	32

## **PREFACE**

The purpose of this handbook is to serve as a guide to your coaching duties and responsibilities. The handbook contains procedures, regulations and paperwork required of the Canton Department of Athletics. The information compiled will provide consistency among and between all coaches, interscholastic teams, and student athletes. Each coach will follow the procedures and regulations set forth and provide paperwork requested as well. **This handbook is to be kept as a reference guide.**

## **ATHLETIC PHILOSOPHY**

The athletic experience is an essential part of many students overall education. Athletics plays a significant role in developing positive self-esteem and a sense of well-being. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are integral parts of our athletic program. To this end, the goal at every level of athletics is to strive for excellence. Student growth and development is positively impacted when students engage in a strong academic program and participate in a strong athletic program.

While learning fair play, teamwork and self-discipline, student athletes must be challenged at the level or skill they bring to the sport. Student athletes, male and female, shall be afforded the opportunity to participate at the most appropriate level to achieve optimal personal growth. Student athletes must have the opportunity to develop their skills and reach their maximum potential in a well-coached environment.

## **ATHLETIC DEPARTMENT MISSION STATEMENT**

The Canton Department of Athletics strives for excellence by providing opportunities for student athletes to participate in programs that are designed to develop meaningful standards of athletic performance, leadership, commitment to one's team, critical thinking, problem solving, self - discipline, self- confidence, scholarship, community service and relations and appropriate conduct within the educational and social environments of Canton High School and Canton Middle School.

## **GOALS**

1. To encourage student athletes to achieve success by maintaining academic eligibility rules and to keep athletics in proper perspective.
2. To develop good citizenship, honesty, emotional control, dependability, and respect for rules, property and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain a high standard of credible and positive performance and conduct on and off the field.
5. To teach and emphasize the fundamental skills of the various sports as a necessary ingredient in achieving the individual and team success.
6. To stress the importance of physical fitness, conditioning, health habits, and safety in athletics.
7. To provide opportunities to develop lasting friendships with teammates and opponents.
8. To provide a well planned and well balanced program of interscholastic athletics for as many secondary school students as possible.
9. To provide high quality leadership for all athletic programs so as to exemplify to students a desired behavior to be developed from each athletic program.
10. To provide opportunities for the development of unity, belonging, team pride, teamwork and commitment.

## **DIVISION OF SKILL**

The Canton Middle School athletic program will be designed to meet the developmental needs of students through appropriate intramural and interscholastic activities. The athletic program at this level will emphasize exploration of various sports, the strengthening of fundamental skills, teamwork, sportsmanship, health and safety. It is the Administrations intent that the programs promote opportunities for involvement of all team members in practices and play. The Administration supports intramural activities for students not participating in interscholastic activities or when financial, staffing or other concerns require the school to limit the number of students participating in interscholastic activities.

The list of current available intramural activities and interscholastic activities will be provided at the start of each school year.

Junior Varsity athletic programs offer those students in grades nine through twelve who do not yet possess the skills required of Varsity athletes the opportunity to participate in a competitive setting. Junior Varsity athletes are in the process of gaining valuable knowledge, experience and advanced skills required for Varsity competition. Exemplary sportsmanship is a high priority and winning is a goal.

Occasionally, Junior Varsity athletes may participate in Varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This should not be misinterpreted as an absolute move to the Varsity level.

The Varsity athletic program is an advanced program. Students in grades nine through twelve who compete at the Varsity level must exhibit high level skills and abilities. Varsity athletes are program leaders both off and on the field/court. Exemplary sportsmanship and winning are high priorities.

## **CODE OF ETHICS FOR CANTON COACHES**

The function of a coach is to teach attitudes, proper habits, knowledge and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student athletes and, therefore, shall never place the value of winning above the value of character building.

The coach must constantly uphold the honor of dignity of the teaching profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse and under no circumstances shall authorize the use of these substances.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with contest, state, league, and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with booster clubs and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials or against each other. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student athletes special consideration. It is unethical for coaches to scout opponents by any other means than those adopted by the state high school athletic association and league.

## **ATHLETIC EXPECTATIONS**

All coaches, student athletes, parents/guardians, and administrators will be responsible and accountable for promoting and upholding the athletic department's expectations.

### **All student-athletes are expected to:**

- Recognize that academic achievement comes first
- Communicate openly with coaches and parents/guardians about all matters pertaining to his/her sport
- Attend and arrive on time for practices, games, meetings, etc.
- Promote school spirit as a representative of his/her sport while demonstrating support for all school programs and extracurricular activities
- Understand playing time is at the sole discretion of the coach

### **All parents/guardians are expected to:**

- Understand that coaches have autonomy in all decisions regarding playing time, style of play, strategy, line-ups, playing time, etc.
- Demonstrate support and enthusiasm for the entire team rather than their son/daughter exclusively
- Be positive and constructive in the development of their child as a student-athlete
- Communicate in a reasonable manner to the appropriate authority regarding athletic concerns
- Understand they are role models

### **All coaches are expected to:**

- Communicate openly and clearly with all athletes, parents/guardians, and administrators
- Advise parents your philosophy as a coach and expectation of their son/daughter
- Advise parents and student/athlete of the transportation policy
- Regularly participate in professional development opportunities to enhance, improve, and stay current with best coaching practices
- Help develop each student-athlete in fulfilling his/her potential regarding the strategy, skill, fitness, and psychological aspects of the respective sport
- Make decisions regarding all team matters
- Understand they are role models

### **All administrators/athletic directors are expected to:**

- Appoint, maintain, and support competent and knowledgeable coaches
- Require regular participation in professional development opportunities for coaches
- Supervise all coaches in a fair and thorough manner.

## DUTIES AND RESPONSIBILITIES OF COACHING PERSONNEL

### A. Head Coach Job Description

**Qualification:** (Please note: If qualification #1 or #2 is not met, the coach may not be hired.)

1. Possess valid Connecticut teacher certification/ Five year renewable Coaching Permit.
2. Possess valid CPR/AED and Standard First Aid Certificates.
3. Must have successfully completed Concussion Module #15 and completed the Concussion and Head Injury Annual Review pursuant to Public Act No. 10-62.
4. Has previous successful coaching experience in assigned sport.
5. Has substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

**Job Goal:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**Reports to:** Athletic Director and/or Principal

**Supervises:** Students

**General:**

1. The success of athletic programs has a strong impact on the community's image of the entire school system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

#### **Duties and Responsibilities:**

- a) Be responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction. Abide by all rules of the C.I.A.C. and the NCCC as they pertain to the respective sport.
- b) Arrange for pre-season meeting with students and parents to provide information and discuss team rules, regulations, and expectations for your program.
- c) Coach's individual participants in the skills necessary for excellent achievement in the sport involved.

- d) Distribute and discuss the following items with all student/athletes (secure necessary signatures)
  1. C.I.A.C Regulations
  2. Student-Athlete Handbook
  3. Athletic Contract
  4. Parent Consent/Emergency Card
  5. Medical Consent/Physical Statement Form
  6. Eligibility Requirements
  7. Plan and conduct all practice sessions
  8. Be responsible for technical development and supervision of all levels in assigned sport
  9. Provide athletic website address, cantonschools.org or casciac.org, listing team events and practices
- e) Promote respect by example through appearance, manners, behavior, language, and conduct.
- f) Ensure proper warm-up and conditioning programs in an effort to reduce risks of injury.**
- g) Supervise assistant coaches, assign duties and conduct staff meetings as necessary at all levels. Perform coaches evaluations at the completion of season on all assistant coaches compensated by the district that they supervise.
- h) Properly supervise all athletes at practice, in transit and at games.**
- i) The locker room area must be properly supervised at all times when in use by student athletes.**
- j) Inspect all equipment oversee the issuance and collection of equipment/uniforms. **All uniforms and equipment must be returned within two (2) weeks of the athlete completing the sport, either at the end of the season, or on leaving the team.**
- k) Maintain an equipment inventory, keep records, enforce rules regarding care of equipment and advise the Athletic director as to reconditioning needs. Provide copy of inventory record to the Athletic Director.
- l) Monitor academic progress of team members during the season.
- m) Be responsible for drafting and submitting budget request no later than the first week of October.**
- n) Submit proper end of season information (award lists, end of season report, schedule, etc.)
- o) Assist students in college placement.
- p) Support youth programs by offering clinics and other assistance in an effort to provide program continuity.
- q) Assure that no athlete participates without proof of proper pre-participation screening and informed consent from parents/ guardians.
- r) Be selective with comments about staff members and athletes when discussing the sports program with the community. If you can't say anything positive; don't say it unless in the privacy of a coaches' meeting.**
- s) Purchasing procedures are the responsibility of the Athletic Director. In the event a coach does not obtain a purchase order, from the Athletic Director, the school WILL NOT be**

**obligated to pay the invoice and that coach will be held personally responsible for the invoice.**

- t) Under no circumstances are coaches to collect checks or cash from any student-athlete or parent/guardian.**

**Terms of Employment:**

- a) Salary and work period to be established by the board of education in compliance with rules and regulations.

**Evaluation:**

- a) Will be conducted by the athletic director and reviewed by the principal in accordance with performance responsibilities.

**B. Assistant Coach Job Description**

**Qualifications:**

1. Valid Teacher Certification/Five Year Renewable Coaching Permit.
2. Valid CPR and Standard First Aid Certificates.
3. Pervious coaching experience in assigned sport.
4. Has knowledge and background in the assigned sport

**Job Goal:**

- a) To carry out the aims and objectives of the sport as outlined by the head coach, athletic director, and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success. To help each participating student achieve a high level of skill, an appreciation for the value of discipline, sportsmanship, and an increased level of self-esteem.

**Reports to:** Head Coach

**Supervises:** Students

**Duties and Responsibilities:**

- a) Support the head coach in conducting the athletic program of the particular sport and the total athletic program of the Canton Public Schools.
- b) Coach individual participants in the skills necessary for excellent achievement in the sport involved

- c) Assist the head coach in carrying out his/her responsibilities. (Pre-season, in-season, and post-season)
- d) Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
- e) Plan and schedule with the head coach a regular program of practice (including holiday or vacation periods).
- f) Be responsible for the junior varsity and/or freshman programs where deemed possible.
- g) Properly supervise student-athletes at practice, in transit, and at games
- h) Has a thorough knowledge of all the athletic policies and assumes the responsibility for implementation of such policies.
- i) Maintain discipline and work to increase morale and cooperation within the school sports program and school community.
- j) Promote respect by example through appearance, manners, behavior, language, and conduct.
- k) Perform other duties that are consistent with the nature of the position and that may be required by the head coach.
- l) In the case of emergency or authorized absence of the head coach, assume all responsibilities here in designated as those of the coach.

**Terms of Employment:**

- a) Salary and work period to be established by the board of education in compliance with rules and regulations.

**Evaluation:**

- a) Will be conducted by the head coach in conjunction with the athletic director and reviewed by the principal in accordance with performance responsibilities.

**COACH MEDIA RELATIONS**

Parents, players, and fans enjoy reading results of our competition in the local newspapers. It is important, that the coach foster a relationship with the reporters in the area. All home game results, team and individual statistics and other pertinent information should be forwarded to the Hartford Courant. The Courant can be reached at 860-241-6653. In reporting scores please be sure your information is accurate including the spelling of athletes' names.

**DO'S:**

When talking to reporters, be positive about your program. (This is hard sometimes after a loss, but the writer will gladly report your frustration.)

If you lost a game, don't dwell on the loss, but build up the performance of the players. "We lost, but I was encouraged by the effort the kids showed during the fourth quarter"

Mention players by name, and have the players interviewed by the reporters.

### **DON'T'S:**

Don't go on and on about how terrible your team played. (Look for positives)

Don't let your frustration with officials become part of your conversation.

## **POLICIES AND PROCEDURES FOR ALL STUDENT/ATHLETES**

### **A. Substance Abuse Policy**

Substance Abuse Policy –  
Canton High School has a clear and concise policy regarding possession and use of drugs, alcohol, and/or tobacco (pp. 12 and 14-21 in the Student Handbook) during the normal school day and at school activities consistent with public high schools across the state of Connecticut. However, the administration and staff are also very concerned with the use and abuse of alcohol and other drugs, (including steroids) as well as the use of tobacco among our students beyond the school day.

Concerns include:

- The danger it poses to our young people academically, physically and emotionally.
- The adverse effect it has on students involved in training regimens and performance-oriented activities.
- The negative impact substance abuse has on how the abuser is perceived by her/his school, community, team or activity.
- The potential for serious accidents.
- The illegality of the act.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, Canton High School will work to educate, prevent, and intervene in the use and abuse of alcohol, tobacco and drug substances by the entire school population during and beyond the school day. The administration, enforcement, and monitoring of this policy is the responsibility of the principal, assistant principal, athletic director, and other professional staff members as designated by the principal. A faculty committee made up of the guidance counselors, the school psychologists, and teachers deals with these issues acting as the Student Intervention Team (SIT).

If students should violate any of the drug, alcohol, or tobacco regulations during the school day or at school-sponsored activities, consequences will be levied as outlined in the CHS Student Handbook. In addition, the following rules, regulations, and procedures shall be used by district personnel when

responding the use of alcohol, drugs, or tobacco during and/or beyond the normal school day by a student engaged in athletics governed by the CIAC:

**First Offense for Violation of Drug, Alcohol, & Tobacco Regulation:**

If the athlete admits to the violation to the coach or school representative, the athlete shall be suspended from the team for a period of ten (10) school days from the initial meeting. The student-athlete will be given the opportunity to present her/his side of the story. The athletic director will hear the evidence presented and make a determination whether the student violated the athletic policy regarding use of a substance.

During this suspension period, the athlete and parent/guardian will meet with the school counselor (psychologist or social worker) for an assessment. Additional sessions may be required at the discretion of the school counselor. The athlete must attend and participate in all practices. The athlete must attend all contests but may NOT participate and may NOT be in uniform.

If the athlete does not admit to the violation in the initial meeting, and it is subsequently shown or admitted that a violation did occur, the athlete shall be suspended from the team for a period of twenty (20) school days from the time that a violation was determined. The athlete must also perform ten (10) hours of school/community service. The student must also comply with the three conditions set out above. Failure to comply with these conditions will result in the student's disqualification from all athletic programs for one calendar year.

The suspension provided by this regulation may extend into another team's season.

**Second Offense for Violation of Drug, Alcohol, & Tobacco Regulation:**

Should a second violation occur, the following procedure will apply:

If the athlete admits to the violation in the initial meeting with the coach or school representative, the athlete shall be suspended from the team for the remainder of the season and for any additional period as determined by the athletic director and principal. The student-athlete will be given the opportunity to present her/his side of the story. The athletic director will hear the evidence presented and make a determination whether the student violated the athletic policy regarding use of a substance.

If the athlete does not admit to the violation in the initial meeting, and it is subsequently shown or admitted that a violation did occur, the athlete shall be suspended from all athletic programs for one calendar year.

The suspension provided by this regulation may extend into another team's season.

### **Involvement on Further Teams after Second Offense:**

Any further participation in the athletics program shall be contingent upon a recommendation of the school counselor and coach. The final decision will be that of the athletic director and principal.

### **Reinstatement:**

In order to be reinstated after a second offense prior to the end of the school year, a student must show evidence of a medical evaluation and have participated in a counseling program deemed appropriate by a faculty committee that includes the athletic director, a school administrator, the school psychologist and/or social worker, the student's guidance counselor, and two members of the teaching faculty.

### **Appeals Procedure:**

A student had the right to appeal and action taken as a result of the Drug/Alcohol Regulation and Procedures. That appeal, if made by a student, may be made verbally or in writing to the principal or assistant principal within five (5) school days of the action.

Appeals Board – an appeals board, consisting of a school administrator, Director of Athletics, and two members of the teaching faculty will meet within three (3) school days from notification of request for appeal.

Appeals Board Hearing- the student will present pertinent information relating to the nature of his/her appeal. The student may be accompanied to the hearing by a parent, guardian, or teacher advocate. The Appeals Board will reserve the right to question the student or request additional information.

Appeals Board Decision- the Appeals Board will render a written decision within seven (7) school days from the close of the Appeals Board Meeting.

NOTE: Any action taken by Canton High school regarding use/abuse of drugs/alcohol beyond the school day as outlined above will not impact on the education of the student during the normal school day and is intended to impact only on the extra-curricular activity program, unless Board of education Policy is violated.

## **B. Appropriate Behavior**

1. Any student/Athlete who initiates a fight will be dismissed immediately from the team.
2. Verbal and/or physical abuse of officials or coaches by student/athletes may result in immediate disciplinary action from the team.
3. The following behaviors will be considered serious violations of the athletic code and school rules and will result in disciplinary action:
  - a. Civil law and criminal infractions.

- b. Theft or malicious destruction of individual, private or school property.
- c. Misconduct by an athlete that is potentially detrimental to the athletic program, school or school district.

### **C. School Attendance**

- 1. Athletes will be allowed to participate in practice or contest only if they are in school by 10:30am on that day. Students who are absent from school may not participate in any athletic event during that afternoon or evening. The principal when arranged in advance may approve individual exceptions.
- 2. **Unexcused single period absences during a given day may cause an athlete to be withheld from practice or contests on that day.**

**D. Absence from Scheduled Practice** - A team will only function effectively when all participants are present. Any player who skips practice is hurting himself/herself and the team. A player must notify the coach in person of any practice he or she is required to miss. The coach will determine if the excuse is acceptable.

**E. Locker Rooms-** The student athlete is responsible to keep their locker locked at all times and to refrain from bringing any valuables to school.

### **F. Athletic Equipment**

- 1. The student/athlete is responsible for all uniforms and equipment that is assigned to him/her.
- 2. All equipment will be returned within one (1) week from the completion of the sport, either at the end of the season, or on leaving the team. Head coach will ensure all athletes comply.
- 3. If items are lost or abused, the student/athlete will be required to pay for a replacement.
- 4. Uniforms are to be worn only at scheduled practices, contests or on game day. Uniforms should be washed after EACH use.

**NOTE: Athletes who do not return equipment/uniforms are ineligible to participate on additional athletic teams throughout the year. In addition, if uniforms or equipment are not returned the student-athlete and or parent/guardian will be sent a bill for the replacement of uniform/equipment including shipping costs. Graduating seniors will not receive their diploma until they have met the above responsibilities.**

**G. Vacations** – Team members are expected to attend practices and contest during vacations that fall within the team season. Parents should make family vacation plans with the student/athletes commitment in mind.

**H. Bus Behavior** – Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contest. Any athlete(s) involved will pay for any damages to the buses. Said athlete(s), by this behavior, will be subject to dismissal from the team and school discipline.

**I. Weight/Fitness Room** - Student-athletes must be accompanied by a certified coach, teacher, or administrator when using the weight/fitness room equipment. Clean and disinfect daily surfaces that are touched on a regular basis. This includes benches, fitness room and weight room equipment. Wrestling mats **MUST** be cleaned **DAILY** before and after use. This would include use by the physical education classes.

**J. Hazing** - Hazing is **prohibited** at all times. Hazing activities of any type are inconsistent with the educational goals of the school system. “Hazing,” means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose.

**The term hazing includes, but is not limited to:**

Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

**Note: The school district will act to investigate all complaints of hazing and will discipline the athlete accordingly. Discipline may include suspension and or expulsion from school.**

**K. Performance Enhancing Drugs Policy** – A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances shall be declared **ineligible** for all CIAC-controlled activities for **one hundred eight (180) school days** on each occurrence.

**L. Changing Sports** - Prior to the opening of each season, athletes will be allowed to transfer from one sport to another only on mutual agreement of the two coaches involved. An athlete who drops from the squad after the first contest is not permitted to join another squad during that season.

**M. Gymnasium Procedures** - No one is allowed in the gym unless it is his or her designated practice period. At no time is it permissible for individuals or groups to work out in the gymnasium, unless under direct supervision of a coach. Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport. Teams “in season” will have priority on gymnasium use.

**N. School Suspensions** – Students may not participate in any game, contest, and practice or school activity on any school day while suspended from school. This includes contests at away sites. The suspension is in effect until the student is readmitted to classes by an administrator.

**O. Conflict Resolution** – Participating in athletics can be emotional and time consuming experience. From time to time, conflicts between student athletes and coaches may arise. The following process is in place for student athletes and their parents to follow to resolve conflicts and/or issues between coaches and athletes.

**Step 1: Individual Student – Coach Contact**

The student involved is to speak to the coach about the problem as soon as possible.

**Step 2: Parent/Student – Coach Contact**

The parent/student should set a time to meet individually with the coach. Meetings will not be scheduled 24 hours prior to or immediately following a contest or during an active practice session, or during a time when other coaches, parents or athletes are present.

**Step 3: Parent/Student Athlete – Athletic Director contact**

If satisfactory resolution is not reached through direct contact with the coach, the parent/student athlete should contact the athletic director. If the meeting with the parent/student athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

**Any comments, concerns or issues brought to the attention of the Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.**

**Step 4: Parent /Student Athlete- Administrator/AD/Coach contact**

If after Step 3, satisfactory resolution has not been reached, the parent and student athlete should contact the building principal to schedule a meeting with all concerned parties.

**Step 5: Parent/Student Athlete – Superintendent**

If there is no resolution at Step 4, the parent/student athlete should contact the superintendent to schedule a meeting with all concerned parties.

## **ATHLETIC REQUIREMENTS FOR PARTICIPATION**

*“Participation in athletics is a privilege and not a right”*

In order to participate in any sport at Canton the following requirements must be met:

1. Sports Health Assessment Form completed by physician and parent/guardian and submitted coach.
2. Parent/Athletic Acknowledgement/Emergency Medical Form completed and submitted to the coach.
3. All eligibility requirements must be satisfied. Student-Athlete Sports Contract submitted to athletic director. (Appendix B)

## **ATHLETIC TEAMS & ORGANIZATION OF NEW TEAMS**

Sport offerings at Canton High School include the following:

<b><u>BOYS</u></b>	<b>Fall</b>	<b><u>GIRLS</u></b>
Football (V, JV)		Field Hockey (V, JV)
Soccer (V, JV)		Soccer (V, JV)
Cross Country		Cross Country
		Volleyball (JV)
	<b>Winter</b>	
Basketball (V, JV, F,)		Basketball (V, JV,)
Wrestling (V, JV)		Indoor Track
	<b>Spring</b>	
Baseball (V, JV)		Softball (V, JV)
Tennis		Tennis
Outdoor Track		Outdoor Track
Golf		Golf
Lacrosse (V, JV)		Lacrosse (V, JV)

Athletic teams may be added to the athletic program if there is sufficient student interest, adequate funding, opportunities to develop a viable and competitive schedule, and the necessary facilities.

## **SPORTS AWARD ASSEMBLY**

At the conclusion of each sports season, student athletes will be presented letters, metal insignias, and certificate awards according to their participation level. These awards will be presented at a Sports Award Assembly. The Athletic Director shall be responsible for coordinating the awards format at the end of the season. Student athletes will be informed by their coaches as to the date and time of the assembly held in their honor.

Guidelines for Sports Award Assembly:

1. Opening remarks – Athletic Director
2. Introduction of Coach(s) by Athletic Director (order will be predetermined by Athletic Director)
3. Coach – Keep remarks to seven (7) minutes or less. There are parents in the audience who care only about their athlete. Play by play description of the season will make the presentation drag and takes away from honoring the teams.
  - Thank you to all who helped with your season.
  - Keep comments about season brief and positive.
  - Make sure every player is introduced by name.
  - Be positive (no excuses need to be made for anything).
4. **EVERY SEASON IS A SUCCESS!!**

## **AWARDS**

### **AWARD REQUIREMENTS:**

#### **Varsity**

Varsity letters will be awarded to athletes upon the successful completion of an athletic season and the recommendation of the head coach. First time Varsity players will receive a Varsity Letter “C” and each subsequent year, they will receive a pin. Specific guidelines will be developed by each coach and clearly defined to all athletes. A player shall have conducted themselves in an exemplary manner both on and off the field, exhibiting good sportsmanship to his /her opponents, teammates and coach.

#### **Junior Varsity**

All members of a sub varsity team who have successfully completed an athletic season in a particular sport are to be awarded a Junior Varsity Letter.

## **Manager**

Manager awards will parallel the regular awards system and will be made only upon the recommendation of the coach.

## **AWARD RECIPIENTS:**

All recipient award/letter/Scholar-Athlete certificate winners **MUST** be present to receive their awards. Failure to attend may result in the forfeiture of awards. Players may receive permission from their coaches to be absent and remain eligible to receive awards.

Athletes **MUST** have completed the season in good standing to be eligible to receive any such awards.

## **BUDGET**

Each varsity coach is responsible for assisting the Athletic Director in the preparation of the proposed budget for his/her sport. When preparing budgets, careful consideration should be given to quality, cost, and present inventory on hand. Use catalogues that are current and be specific when indicating item (include model #, sizes, brand name and cost (include shipping coast)). Budget requests are to be submitted to the A.D. no later than October 10th.

## **BUILDING USE**

The Athletic Director, in cooperation with the coaches involved, will schedule the gymnasium usage. Careful consideration will be given to:

- a. Equality of male and female teams.
- b. Sufficient practice time for all teams.

During inclement weather, when the gym usage may be great for outside sports teams, every effort will be made not to disrupt the activities of the indoor sports that are also in season. The indoor sport planned has first priority.

Practice on non-school days may be scheduled only after consultation with the Athletic Director. The Athletic Director will notify the community usage service of the times the building will be in use and the personnel authorized for the activities.

## **INCLEMENT WEATHER AND EARLY DISMISSAL GUIDELINES**

### No School:

- All practices and games are canceled, unless special arrangements have been made with the Athletic Director.

### Early Dismissal:

- All practices and games are canceled for the remainder of the day, unless special arrangements have been made with the Athletic Director.

## **CAPTAIN PRACTICES**

The term “Captain’s Practice” usually means the team’s captain organizing and conducting practice sessions for the sport without adult supervision. The CIAC and the NCCC does not in any way sanction, encourage or condone “Captain’s Practice” in any sport. Knowledge of this activity and a coach’s involvement in this is a clear violation of the season limitations eligibility rule. There is also a serious practical consideration. CAS counsel advises that if it can be demonstrated that a school is allowing “Captain’s Practice,” the liability responsibility for an injured athlete may be quite serious.

## **CAPTAIN SELECTION**

To be appointed a team captain for a Canton athletic team is a distinction. Characteristics of a team captain include the following: Leadership, Integrity, Knowledge, Courage, Decisiveness, Dependability, Initiative and Example.

### **Selection of Team Captains:**

The team captain is the liaison between members of the team and the coaching staff. The final decision for team captain is the responsibility of the head coach(s).

At the varsity level, seniors should be preferred for a team captaincy. However, should there be no qualified seniors; a junior may be selected at the discretion of the coach.

Other than the selected team captain, individual game or match captains may be selected by the coach.

### **Summary:**

A good captain is one who, by example, will lead his/her teammates to follow the rules set by the team and the coaches.

A good captain is not involved in a popularity contest. A leader should gain the respect, confidence and trust of his/her teammates.

## **COACHES CERTIFICATION**

Individuals who wish to coach in the State of Connecticut must be at least 18 years of age, hold a high school diploma or its equivalent, successfully completed a standard first aid course and CPR/AED that are current, and possess a **five-year renewable coaching permit** or a **temporary emergency coaching permit, to**

**include Concussion Module #15.** Applications for these permits are available in the Athletic Director's office.

Effective July 1, 1999 all certified teachers who serve as coaches must hold a "Five Year Renewable Coaching Permit."

Individuals who are applying for a Five-Year Coaching Permit for the first time (i.e.: they are not certified teachers) must submit:

- Application ED 185;
- Photocopy of a high school diploma or its equivalent;
- Photocopies of valid first aid and CPR cards (standard first aid must have been completed within three years of the application and the CPR course must have been completed within one year of the application); and
- An official transcript of an approved coaching course (45 clock hours).

The coaching permit must be renewed every five years upon completion of not less than 15 clock hours of seminars, course work and workshops providing information on safe and healthful coaching practices and understanding child and adolescent development.

In order to be eligible for a **Temporary Emergency Coaching Permit** the district submits an ED 186 form and the following:

- A photocopy of the candidate's high school diploma or its equivalent; and
- Photocopies of the candidate's first aid and CPR cards, which verify that both courses were completed within **one** year of the application.

The **Temporary Emergency Coaching Permit** may be reissued **once**, provided that the district submits a new application and:

- Photocopies of the candidate's **new** first aid and CPR cards which verify that both courses were completed within **one year** of the new application; and
- Verification the individual has enrolled in an approved coaching course.

**\* If you do not have a coaching permit you will not be able to coach.**

## **OUT OF SEASON COACHING**

All out of season coaching opportunities must be approved by the Athletic Director to ensure compliance with all C.I.A.C. rules and regulations pertaining to coaching. The coach will meet with Athletic Director and provide a hand written explanation of the coaching duties associated with the position.

# CONNECTICUT HIGH SCHOOL COACHES ASSOCIATION

The C.H.S.C.A. is a professional organization for coaches and is open for membership to all coaches.

Membership in the association provides coaches with a membership card, liability insurance, and reports of the monthly executive board meetings, information regarding new coaching vacancies and other pertinent information.

## EJECTION RULE

The C.I.A.C. and the North Central Connecticut Conference have placed into effect an ejection rule for unsportsmanlike behavior or fighting.

## ELIGIBILITY

Canton is a member school of the Connecticut Association of Elementary and Secondary Schools. As a member school, we are governed by a minimum of uniform eligibility requirements by the CIAC.

Coaches should be familiar with the Rules of Eligibility and Control for Boys and Girls High School Athletics in Connecticut as well as the Athletes' Rights of Due Process. In accordance with the CIAC students are **NOT ELIGIBLE** if they:

Are not taking at least four (4) units of work or its equivalent; (Rule I.B.)

Have not passed at least four (4) units at the end of the last regular marking period as of the official day that grades are issued, with the exception of fall eligibility. \* (Rule I. A.)

Are nineteen (19) years of age before July 1; Student-athletes will be allowed to compete up *through their 19<sup>th</sup> birthday, however, if their 20<sup>th</sup> birthday falls during a season, the student-athlete will not be allowed to start or compete during that season and all eligibility will cease.* (Rule II.B.)

Have changed schools without a change of legal residence; (Rule II.C.)

Have been in attendance for more than eight (8) semesters (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); (Rule II. B.)

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.)

The exception to Rule II.E. shall be:

Participation in parent/child tournaments and caddy tournaments.

Swimming, tennis, and gymnastics – a pupil may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.

Play under an assumed name on an outside team; (Rule II.F.)

Receive personal economic gain for participation in any CIAC sport. (Rule II.F.)

Work habits or conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.

Local rules may be more restrictive than those of the CIAC. (See additional eligibility requirements under policies and procedures).

**The school principal may declare a student ineligible if it is felt that the student is not taking care of his/her responsibilities both as a student and citizen of Canton High School and the community.**

\* For fall sports eligibility – student must have received credit for four (4) units or its equivalent towards graduation at the close of the school year preceding the contest.

NOTE: Marking period grades (not semester grades) are to be used in determining scholastic eligibility, except for fall eligibility.

Each coach should, at the initial day, review the rules with the entire squad.

The date of eligibility is the day report cards are issued.

It is the responsibility of each varsity coach to file an **eligibility roster** with the Athletic Director. This roster should be a list of all team members in alphabetical order by grade. (Seniors first, juniors second, etc.) (Appendix A-1)

The list will include the date of birth of each team member, the grade in school, and if a transfer student, the school the athlete attended the previous year. **The completed list is to be submitted to the Athletic Director one (1) week prior to the first contest of the season.**

## **EMERGENCY MEDICAL PROCEDURES**

1. Have medical box on site.
2. Give immediate First Aid if appropriate.
3. Contact athletic trainer.
4. If trainer cannot be contacted and it is a medical emergency **CALL 911 FOR POLICE OR AMBULANCE.**
5. Be sure to contact the parent. Refer to emergency cards for information.
6. Call Director of Athletics to inform him of any serious emergency – Office # 693-7713 and provided cell number, H.S. Main office: #693-7707 and Principal's office: # 693-7715.

**In addition**, to avoid unnecessary delays in providing **immediate** emergency medical care for your athletes, every coach should have on hand the **Athletic Emergency Forms** for all athletes. These forms should be kept in your first aid kit and be on hand at all home and away contests and practices. (Blue Cards in Main Office)

## **END OF SEASON RESPONSIBILITIES**

Head coaches are required to complete the following responsibilities at the end of their season.

- a) End of season report. The report should include season record for all teams, outstanding records and achievements, All-Conference, All-State and All-New England selections and program recommendations. (Appendix C)
- b) Updated inventory. Uniform- (Appendix A-3), Equipment- (Appendix A-4)
- c) Evaluation of assistant(s) and self evaluation. (Appendix D)
- d) Return all keys, first aid kits, ice coolers, water jugs and emergency forms.

## **EQUIPMENT**

All athletic equipment, per sport, is to be collected from athletes at the end of the season and stored in the athletic area assigned by the Athletic Director.

Coaches are responsible for the issuing of equipment to players. The care and maintenance of equipment issued to participants is their direct responsibility. Missing and damaged equipment must be paid for at face value. The coach is responsible for making every effort to collect equipment. A list of players who have lost or damaged equipment issued to them must be submitted to the Athletic Director at the end of the season.

Coaches are to work cooperatively with the Athletic Director by informing him of items that need to be reconditioned.

## **EVALUATION**

The Athletic Director will meet with all head coaches at the end of the season for an evaluation of their coaching performance and program. Head coaches will have the responsibility of evaluating their assistants with input from the Athletic Director. At the conclusion of the season, head coaches will meet with the Athletic Director to review the evaluations. Principal will review all evaluations. (Appendix D)

## **FUNDRAISING**

Any coach who wishes to conduct a fundraiser with their respective team must obtain permission from the athletic director regarding the type of fundraiser prior to disseminating any information to athletes or parents. The athletic director will then forward this information on to the building principal for approval.

All information related to the fundraising needs to be placed in writing.

Details related to how revenue is to be generated, expected income from the effort, expenses related to the fundraising, and how the revenue produced will be utilized must be included. (Sale of refreshments must also be included in this request.)

The student-athletes and their parents/guardians should affix their signatures to a fundraising information sheet. Misunderstandings are less likely to occur if all concerned are clearly informed of all the details related to the fund raising.

## **GAME PERSONNEL**

The assigning of scorers, timers, etc., is the responsibility of the Athletic Director with the cooperation from the coaching staff. Selection will be done on a rotation basis equitably.

The assignment of officials to contests is the joint responsibility of the head coach of each sport and the respective sport commissioner. Coaches are reminded of their professional obligation to treat all officials courteously and respectfully at all times. Sports programs cannot exist without officials serving them.

Vouchers for officials and other support staff will be made out by the coach and given to the Athletic Director no later than the day after the contest. The following information must be completed: Name, address, social security number, date, level of competition and opponent. W-9 form must be completed by each official 1 time only. These will go on record in the business office.

All letters of censure involving an official must be handled through the Athletic Director's office.

## **LIGHTNING POLICY**

When the “**flash-to-bang**” (time between sighting lightning and hearing thunder) is **30 seconds or less**, it is time to immediately clear the field. Play may resume 20-30 minutes after the last lightning sighting (20 minutes under sunny skies, 30 minutes under cloudy skies)

## **MAILBOXES**

Each coach during his/her season is assigned a mailbox in the High School Office. Coaches should check their mailbox daily to receive up-to-date communication and information from the Athletic Director. If this is not possible, it is suggested you appoint your captains, managers, or a reliable team member to check your mailbox for you.

## **MEDICAL SERVICES**

**Athletic Trainer:** Accessible at home contests and practices. As soon as the sports preceding season is complete, the Athletic Trainer will issue the coach a first aid kit. It is very important that you make sure it is stocked and that you include a copy of each athlete's emergency procedure form.

## NCAA CLEARINGHOUSE

Parents of students who have aspirations of participating in athletics beyond high school at Division I or Division II college level are encouraged to look up the following website: [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or call toll free 877-622-2321 to register and to research pre-entry requirements.

## PARENT PERMISSION

Each athlete is to return a parent permission form during the sports registration periods. This form is to be signed by the parent/guardian and the student athlete. Photo copies of these forms should be turned into the Athletic Director. (Main Office)

## PHYSICAL EXAMINATIONS

Participants are required to receive a physical examination before they are allowed to participate in a practice, scrimmage or game.

Physical Examinations given in the month of June are acceptable for the next school year's interscholastic athletic program.

Physical Examinations are good for one (1) year.

Participants are to obtain the physical exam at their own expense. The **REGISTRATION/MEDICAL CONSENT/PHYSICIANS STATEMENT FORM** must be handed to the Director of Athletics during the sports registration period. The examining physician **must** include the current school year on the physical form.

**Important:** The blue colored State Medical Form is not acceptable for athletic participation unless the examining physician specifically states in writing on the form that the athlete is: “physically able to participate in all sports including contact sports during the current school year.” The parent and athlete are still required to complete the top portion of the Medical Consent Form. (Main Office)

## PRACTICE CANCELLATION

In case of inclement weather the Athletic Director will notify the student body through the p.m. announcements.

## RECRUITMENT

Recruitment means influencing or inducing a student to attend a particular high school for athletic purposes. A member school or any affiliated person or organization of that school may not recruit a student for athletic purposes. In case of a violation, the school, after a proper hearing before the CIAC Board of Control, may be placed on probation or suspended from membership in the CIAC.

## **RELEASE FROM CLASS**

If it is necessary to have a team dismissed before the end of the school day for a State Tournament Event, the coach must secure permission from the building principal through the Athletic Director. The coach must submit a list of all the athletes and managers to be excused from class before 12 noon on the day preceding the dismissal to enable the Athletic Director ample time to notify the faculty. Coaches should remind their players that they are to leave the room, corridor and school with the least amount of disturbance as possible. No coach is to make private arrangements with another team to alter starting times without the prior approval of the Athletic Director.

## **SCHEDULING**

All scheduling is arranged through the Athletic Director with the cooperation of the varsity coach. All scheduling of non-league contests should be attempted only after the league athletic directors and principals have accepted the league master schedule. Schedules are available on the school website: **cantonschools.org** or on the CIAC website: **ciacsports.com**

All contests with out-of-state teams must be approved by the CIAC.

All schedules will be forwarded to the Athletic Director for assignment of approved officials. Coaches should indicate their choice of approved officials to the respective sport commissioners.

## **SCRIMMAGES/JAMBOREES**

All scrimmages and jamborees should be arranged cooperatively with the Athletic Director. A scrimmage is defined as a game with an opponent without an admission charge, standing in league play, or counting for tournaments. Jamborees should be conducted in accordance with current CIAC regulations for that particular sport.

## **TEAM BENCH**

Other than players, coaches, medical personnel, and student managers, no other persons are permitted on or near the team benches. Coaches must enforce this rule with assistance from athletic personnel.

## **TEAM PICTURES**

The Yearbook Photographer will take pictures of all teams. Advance dates are forwarded to the Athletic Director via the photography company. Coaches are responsible for adhering to the scheduled date, assisting the photographer with the balance of the squad picture, assuring that squad members are in game uniforms and presentable for the picture. The Athletic Director will notify the coach when these pictures will be taken.

## TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

### TRANSPORTATION

All forms of transportation are to be scheduled in cooperation with the Athletic Director, including the departure time. It is the coach's (or his/her designee) responsibility to make contact with the Athletic Director to receive and verify bus information the day prior to a game, scrimmage and/or practice.

Any changes in the departure time or circumstances of the trip are to be made through the Athletic Director.

In the event of a cancellation due to weather, the Athletic Director will contact the bus company.

Participants should not be allowed to drive a car or carry other players or personnel to a contest involving the team they are representing unless previously approved by the principal. The Canton School System will provide transportation for athletic teams to and from games and scrimmages.

The following is a basic checklist for coaches for away contests regarding buses:

The coach and or school staff member must accompany the team on the bus and is responsible for supervising student conduct.

The coach will establish orderly procedures for loading the bus, including equipment and storage. No equipment will be stored in the aisles or doorways.

Coaches and players are to display positive attitudes toward the driver. This also includes assistance with directions.

Attention to cleanliness of the bus will be maintained throughout the trip.

The bus will be checked at the end of the trip to make certain that no equipment was left behind and that no damage was done.

All participants must return to Canton on the team bus unless previous arrangements have been made with the Athletic Director.

Players who ride on a bus or are conveyed by the coach are representatives of the school. Their appearance should be that of neat well-groomed athletes.

In an emergency, athletes may travel to or from an away contest with their parent only when a written request comes directly from the parent and is approved in advance by the Athletic Director.

Stopping to eat during athletic trips is not allowed unless prior approval from the Athletic Director is given. This practice increases the cost of transportation and at times brings negative attention to certain children who may not have the funds to purchase food. May I suggest that if the need of food on a trip is desired, that you instruct your athletes to pack a snack. Please make sure they clean up if they consume the snack on the bus.

There will be instances for exceptions to this rule, such as an all day trip to a far away tournament or game. Special permission may be granted by contacting the Athletic Director in advance. He will inform the appropriate personnel to make special arrangements with the drivers.

Players who return on the bus from a contest are not to re-enter the school. Access to the school will be at the discretion of the coach under certain circumstances.

### **CANTON MIDDLE SCHOOL STUDENTS ONLY:**

Canton Middle School parents/guardians may transport their son/daughter under certain circumstances or exceptional situations where it creates an inconvenience to the family. Athletes may be excused from riding either to or from an athletic event on school authorized transportation. The privilege is to be kept to a minimum since our philosophy continues to be that an athlete is a part of a team in all phases of the activity. The athlete will be released to the parent(s)/ guardian(s) by the coach only. The coach will have a roster of team members and have that parent/guardian initial by their son/daughters name prior to release.

## **TRYOUT POLICY**

We encourage coaches to involve as many students as they can without compromising the safety of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport.

1. Tryout guidelines and evaluation criteria should be formulated by the head coach in consultation with assistant coaches and distributed to the athletic director.
2. The coach shall discuss the following information to all candidates for the team:
  - a) length of tryout period;
  - b) criteria used to select the team;
  - c) number or approximate number to be selected;
  - d) practice commitments if a student makes the team;
  - e) clear notification that tryouts are based on the performance during the selection period and not based on summer participation or coaching camps the athletes participated in prior to selections;
  - f) and the athletic eligibility regulations.
3. A student is not permitted to participate in tryouts while serving an out-of-school suspension.
4. A student-athlete must be registered through the athletic office and have medical clearance from the nurse.
5. Tryouts should be structured so that they are fair and equitable for all candidates.
6. A minimum evaluation period of three to five days is recommended. Team selections will be made after this evaluation period based on **sport specific skills, athletic abilities, and attitude.**
7. If a student is going to miss tryouts due to extenuating circumstances, e.g., extended sports season, sickness, injury, or another compelling reason, he or she must have prior approval of the head coach and the athletic director.

8. The results of tryouts need to be announced in a timely fashion and empathy should be shown to all candidates.
9. Cut lists are not to be posted; in extenuating circumstances, a team list may be posted with prior approval of the athletic director. It is recommended that each candidate be personally informed of the cut and the reason for the action.
10. Coaches are encouraged to discuss alternative possibilities for participation in the sport or other areas in the athletic program.

## **VOLUNTEER COACHES**

Application for appointment as an unpaid volunteer coach should be made through the athletic office prior to the season. A mandatory meeting with the Athletic Director is required prior to working with the athletes.

Volunteer coaches will be required to meet all coaching certification requirements. This includes current First Aid, CPR certifications; possess either a Temporary Coaching Permit or a 5-Year Coaching Permit.

## **MANDATORY CHILD ABUSE REPORTING**

Public Act 02-106 adds coaches of intramurals or interscholastic athletics to the enumerated list of mandated child abuse reporters. Fines for failing to make a child abuse report have been increased to not less than \$500 or more than \$2,500.

This Act further states that, if a person holding a certificate, authorization or permit issued by the State Board of Education is convicted of a felony or is fined for failing to make a child abuse report, the state's attorneys must now notify the Commissioner of Education in writing of the conviction. Under Public Act 02-138, any mandated reporter who fails to report suspected abuse shall also be required to participate in an educational and training program established by the Commissioner of Children and Families.

Under the new Act, a mandated reporter must make an oral report as soon as practicable but not later than twelve hours after the mandated reporter has reasonable cause to suspect a child has been abused, neglected or placed in imminent risk of serious harm.

## APPENDIX

Coaches Eligibility Roster	A-1
CIAC Eligibility Guidelines	A-2
Coaches Uniform Inventory Form	A-3
Equipment Inventory Worksheet	A-4
Student-Athlete Survey	A-5
Acknowledgment Form for Student-Athlete Handbook	B
Sports Contract	C
End-of-Season Sports Summary	D
Coaches Evaluation	E



## **A-2: CIAC ELIGIBILITY GUIDELINES**

### CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

30 Realty Drive, Cheshire, CT 06410

Phone 860-250-1111

#### 14 POINT CHECKLIST FOR STUDENT ELIGIBILITY

This checklist is for the coach, athletic director, principal, assistant principal or guidance counselor to enable him or her to become aware of the CIAC rules of eligibility and to enforce them. If you cannot check all fourteen items, please refer to the CIAC Code of Eligibility to determine if the student is in violation of the Code which will place him/her in an ineligible status for high school athletics.

1. ( ) Enrolled in four full time courses (Rule I.B.)
2. ( ) Passing in four full time courses (Rule I.B.)
3. ( ) Earned four credits toward graduation in the preceding school year (Rule I.A.)
4. ( ) Is an enrolled student in the school for which playing (Rule II.A. see exception)
5. ( ) Has never dropped out of school (Rule II.A. paragraph 2 see exceptions)
6. ( ) Has not changed schools without parents moving to another school district or school service area (Rule II.C. see exceptions)
7. ( ) Has not played more than three seasons of the same sport after entering grade ten (10) (Rule II.B.)
8. ( ) Has not reached his or her twentieth (20<sup>th</sup>) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20<sup>th</sup>) birthday falls. (Rule II.B.)
9. ( ) Has not played or practiced the sport with another team during the high school season for the sport (Rule II.E. see exceptions)
10. ( ) Has not been on more than one school team in the same season nor represented more than one school in the same season at the same time (Rule II.F.)
11. ( ) Has not received a salary or personal economic gain for playing the sport or competed under an assumed name (Rule II.F.)
12. ( ) Is not a member of a school team of the opposite gender (Boy on a girls' team or girl on a boys' team (Rule IV.G. see exceptions)
13. ( ) Has not been recruited to attend this high school for athletic purposes (Rule IV.C.)
14. ( ) Is an American Citizen (Rule IV.C. see exception)

Note: The use of this check list does not absolve the member school of the responsibility of checking each athlete's eligibility against the complete rules and regulations contained in the document entitled "Rules of Eligibility and Control for Boys and Girls High School Athletics in Connecticut" effective July 1, 1990.





## **A-5: STUDENT – ATHLETE SURVEY**

**CODE:** 1 – Strongly Agree    2 – Agree    3 –Disagree    4 – Strongly Disagree    NA – Not Applicable

**COMPETITIVENESS/PHYSICAL FITNESS:** We are dedicated to the pursuit of excellence through hard work at all times. WE view physical fitness and a healthy lifestyle as essential in order to perform at the highest level.

1	2	3	4	NA	
					My coach encouraged me to maintain good physical conditioning in the off-season by providing me with a conditioning program.
					The methods used to attain and maintain good physical conditioning during the season were appropriate to the sport.
					My skills and knowledge of the game improved over the season.
					Our team’s skills and knowledge of the game improved over the season.
					My coach used a variety of drills to teach the skills of the game.
					My coach taught us a variety of offensive and defensive strategies.
					My coach monitored my academic progress.
					My coach valued my academic success.
					My playing time was appropriate based on my ability.
					The athletic trainer was available to service my needs and the needs of our team.
					My coach challenged his/her athletes.
					My coach has well planned practices.
					My coach maintained a safe and orderly practice area.

**TEAMWORK:** We work collaboratively and cooperatively for the benefit of the team.

1	2	3	4	NA	
					Being a member of this team helped me learn how to work well with others
					Being a member of this team was a positive experience for me.
					My coach supported appropriate team traditions.
					My coach fostered team unity.
					My coach clearly defined my role on the team.

## SPORTSMANSHIP/CITIZENSHIP

1	2	3	4	NA	
					My coach exhibits enthusiasm in his/her coaching efforts.
					My coach inspired his/her athletes.
					My coach demonstrated good sportsmanship.
					My coach demonstrated a positive leadership style.
					My coach served as a good role model for his/her athletes.
					I respect my coach.
					Being a member of this team helped me in the area of self-control.
					Being a member of a team helped me to become a better decision maker.
					My coach helped improve my self-confidence.

## COMMUNICATION

1	2	3	4	NA	
					My coach effectively communicated the (team) selection criteria and process.
					My coach effectively communicated the team rules and policies.
					My coach consistently enforced team rules and policies.
					My coach used effective communication skills with athletes and parents.
					My coach was available and willing to discuss personal issues that I might have.
					My coach provided constructive criticism.
					My coach clearly communicated the selection criteria of the team's leaders or captains.
					My coach provided me with useful feedback to improve my skills throughout the season.

**Program Strengths:**

**Areas for Program Improvement:**

**CANTON PUBLIC SCHOOLS  
DEPARTMENT OF ATHLETICS**

**I hereby acknowledge I have read the Student/Athlete Handbook and will adhere to the rules and regulations while participating in athletics at Canton High School.**

**I agree to adhere to these regulations while participating in athletics at Canton High School.**

\_\_\_\_\_ Sport \_\_\_\_\_  
Print name of student/athlete

Signed \_\_\_\_\_  
Student/athlete Date

**I understand that such activity involves the potential for injury which is inherent in all sports. Even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis or even death.**

**I give my permission to the appropriate certified school staff or medical personnel to render emergency treatment, if required, when associated with an athletic injury or illness.**

**I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the course of such athletic activities or travel.**

\_\_\_\_\_ has my permission to participate in \_\_\_\_\_  
athlete's name sport

**I give my consent for my child to participate in the Canton Public Schools Athletic Program, and have read the Student/Athlete Handbook.**

Signed \_\_\_\_\_  
Parent/guardian date

RETURN TO THE COACH

**2011-2012 SPORTS CONTRACT**

As a student athlete, I understand that participation on an interscholastic team is a privilege and a commitment, not a right. I have read and understand the expectations for student-athletes contained in the Canton High School Student Handbook. I also understand that this contract shall be in effect for this academic year.

As a team member, I am dedicated to keeping myself in the best physical condition possible in order to perform to the best of my ability and to contribute to the success of the team. As such, I agree that I will not use, consume, possess, buy, sell, or distribute any beverage containing alcohol, any tobacco product, marijuana, steroids, or any controlled substance.

I have read and understand the sports contract and I am aware of the consequences of its violation. (Refer to student-athlete handbook). *Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol will result in the immediate dismissal from the team for the season. Use of tobacco (including smoking, chewing, or use of snuff) will result in a two (2) week suspension from the team. A second violation of this nature will result in the immediate dismissal from the team for the season. Use of performance enhancing drugs shall declare an athlete ineligible for 180 school days.*

Print Student-Athlete's Name: \_\_\_\_\_

Signature of Student-Athlete: \_\_\_\_\_

Date: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Sport Participating In: \_\_\_\_\_

WE HAVE READ AND WE UNDERSTAND THIS CONTRACT AND WE HAVE DISCUSSED IT WITH OUR SON/DAUGHTER. WE RECOGNIZE OUR RESPONSIBILITY IN ENSURING THAT OUR SON/DAUGHTER ABIDES BY THE PROVISIONS OF THIS AGREEMENT.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

RETURN TO THE COACH

**Canton High School  
End-of-Season Sports Summary**

**Interscholastic Athletic Program**

**Season & Year** \_\_\_\_\_ **Sport** \_\_\_\_\_

**Varsity Record** **JV Record** \_\_\_\_\_ **Frosh Record** \_\_\_\_\_

**# of participants in your program** \_\_\_\_\_

-----

**Results of Contests:**

-----

**Records Set:**

**Conference/State Championships:**

**Post-Season Awards to Athletes: (All-Conference, All-State, etc.)**

-----

**Comments and recommendations: (Use other side if necessary).**

# **CANTON HIGH SCHOOL & MIDDLE SCHOOL**

## **COACH EVALUATION**

### **Coaches**

There shall be an annual evaluation of all coaches, to be conducted by the coach's immediate supervisor. Each coach shall receive a written copy of the evaluation.

The purposes of evaluation are:

1. To provide a systematic process whereby coaches may increase the effectiveness of their services to the athletic program utilizing the available professional resources.
2. To provide an opportunity for coaches to analyze their strengths and weaknesses, and to discuss objectively the contributions they have made to the athletic program.
3. To provide an opportunity for the administrative staff to analyze the strengths and weaknesses of individual coaches, and to utilize this knowledge to develop supervisory service to assist individuals in developing their competence.
4. To provide an effective means by which administrators may make recommendations concerning the continued employment of personnel, the granting of increments, and/or other recommendations to the Board of Education.

It is the responsibility of all administrators, coaches and other professional staff members to recognize that the district schools intend to seek and maintain the best qualified staff to provide quality coaching for student athletes. In keeping with this goal, all personnel are expected to participate fully in the appraisal process.

An integral part of this process is self-appraisal. The self and administrative appraisals include: knowledge of sports area, coaching skills and techniques, attitudes, behavior patterns, values and ethics.

Any coach that has held the same coaching position for three or more years, for which the Administration terminates or non-renews the contract shall be informed of the decision within ninety (90) days of the completion of the sport season covered by the contract. The coach may request a written statement from the Superintendent specifying the reason(s)

for the action. The statement shall be provided within thirty (30) days of the request. The decision to terminate or non-renew the coach's contract may be appealed by the coach in a manner prescribed by the Administration.

The Administration may terminate the contract of any coach at any time for reasons of moral misconduct, insubordination or a violation of the rules of the Administration or because a sport has been cancelled by the Administration.

***Public Act No. 04-243***

***AN ACT CONCERNING TERMINATION OF COACHES.***

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (a) Local and regional boards of education that employ athletic coaches shall require the coaches' immediate supervisor to evaluate such coaches on an annual basis and to provide such coaches with copies of such evaluations.

(b) Any local or regional board of education acting directly, or through its duly authorized agent, that terminates or declines to renew the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive school years shall inform such coach of such decision no later than ninety days after the completion of the sport season covered by the contract. Such coach shall have an opportunity to appeal such decision to the local or regional board of education in a manner prescribed by such local or regional board of education. Nothing in this subsection shall prohibit a local or regional board of education from terminating the coaching contract of an athletic coach at any time (1) for reasons of moral misconduct, insubordination or a violation of the rules of the board of education, or (2) because a sport has been cancelled by the board of education.

(c) For the purposes of this section, "athletic coach" means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Legal Reference: Connecticut General Statutes

10-151b Evaluation by superintendent of certain educational personnel

10-220a In-service training

PA 04-243 An Act Concerning Notification in Cases of Termination of Coaches

Comprehensive evaluations shall be completed annually by the assigned administrators for each staff member and/or coach.

A number of additional visits and discussions shall take place between the administrator and coach in order to build a frame of reference for the supervision and appraisal responsibility.

### **General Guidelines**

The evaluation process includes an obligation for supervisory assistance in the improvement of professional performance.

A cooperative plan of supervisory assistance will be developed and implemented for each person with one or more identified areas for planned improvement.

The administrator will discuss the appraisal procedures with the coach prior to the start of their sport's season to insure that they understand the form and process to be used.

### **Evaluation Instrument**

#### **Form I**

The primary evaluation instrument shall be the Evaluation of Coaching Performance, Form I. This form shall be completed by all members of the coaching staff. Worksheets shall be provided so that each staff member may complete a self-evaluation and each administrator may complete a worksheet evaluation prior to the final conference. The conference will result in the completion of the formal Evaluation of Coaching Performance Form. A copy of the Evaluation for Coaching Performance, Form I, is included in this bulletin.

#### Appeal of Termination or Non-Renewal

A decision to terminate or decline to renew the contract of an athletic coach who has served in the same coaching position for three or more consecutive years shall be communicated by the Athletic Director to such coach no later than ninety days after the completion of the sport season covered by the contract. Such coach may appeal such decision in the following manner:

1. Within seven days of receiving the notice of termination or non-renewal, the coach may make a written request of the Superintendent of Schools for a statement of the reasons for such decision. The coach shall be given a statement of reasons by the Superintendent of Schools or designee within the succeeding seven days of any such request.
2. The coach may request an opportunity to appeal such decision to the Board. This request must be made by the coach in writing within twenty-one days of receiving notice of the termination or non-renewal.

Nothing shall prohibit the Administration from terminating a coaching contract at any time for reasons of moral misconduct, insubordination, violation of the rules of the Board or because a sport has been cancelled.

Legal Reference: Connecticut General Statutes §10-222e

Public Act 02-243: An Act Concerning Termination of Coaches

**CANTON HIGH SCHOOL AND CANTON MIDDLE SCHOOL**

**APPRAISAL OF COACHING PERFORMANCE**

<b>Name</b>	<b>Sport</b>
<u>John R. Bement</u>	<b>Date</b>
<b>Athletic Director</b>	

**Directions:**

1. Each statement presented in this form has been worded to represent the expected performance of District's Athletic Coaches. Consistently performing as the statement indicates means that District Expectations are being met.

In completing the self-appraisal, staff members should be guided by the following:

- If you feel that you are consistently performing as the statement indicates, you should check "Meets District Expectations."
  - If you feel that the statement represents a particular strength for you, check "Strong Characteristics" where appropriate and write a comment that identifies the strength.
  - If you feel that the statement represents an area in which you plan to work toward improvement and/or more consistent performance, check "Areas for Concentration."
  - If you check a statement either "Strong Characteristics" or "Meets District Expectations" but also plan to concentrate on that area for additional improvement during the next school year, place a second check in the "Areas for Concentration" column.
  - Write N/A for "not applicable" for those sections that do not apply.
2. In completing the administrative appraisal, the administrator shall appraise each individual in terms of the total staff for whom he/she has supervisory responsibility.
  3. Use of the comments section by both parties is voluntary but encouraged.

SELF-APPRAISAL				ADMINISTRATOR'S APPRAISAL		
Strong Characteristics	Meets District Expectations	Areas for Concentration	I. PROFESSIONAL QUALITIES	Strong Characteristics	Meets District Expectations	Areas for Concentration
			A. Maintains professional competence and avails self of opportunities for professional improvement through self-study, workshops, and/or formal course work			
			B. Adheres to recognized ethical standards of the coaching profession.			
			C. Complies with rules and regulations of the school system and CIAC.			
			D. Establishes and maintains contacts with college coaches when appropriate.			
			E. Implements recommendations and requests made by supervisory and administrative staff, which are in keeping with the philosophy of the district.			
			F. Maintains current Connecticut Coaching Certification, First Aid and CPR/AED.			
Comments:						

SELF-APPRAISAL				ADMINISTRATOR'S APPRAISAL		
Strong Characteristics	Meets District Expectations	Areas for Concentration	II. HUMAN RELATIONSHIPS	Strong Characteristics	Meets District Expectations	Areas for Concentration
			A. Develops the self worth and dignity of athletes.			
			B. Recognizes and provides for individual differences among athletes.			
			C. Maintains cooperative and harmonious relationships with athletic staff.			
			D. Maintains cooperative and harmonious relationships with administrators.			
			E. Maintains and encourages school-home cooperation by taking initiative in contacting parents when their help is needed or when the athlete is to be commended.			
			F. Maintains cooperative and harmonious relations with members of the team.			
			G. Provides opportunities that will help athletes understand how members of a team depend on one another.			
			H. Help athletes achieve according to their own ability.			
Comments:						

SELF-APPRAISAL				ADMINISTRATOR'S APPRAISAL		
Strong Characteristics	Meets District Expectations	Areas for Concentration	III. PERSONAL QUALITIES	Strong Characteristics	Meets District Expectations	Areas for Concentration
			A. Possess necessary health and stamina for effective job performance.			
			B. Exhibits self-confidence.			
			C. Demonstrates an interest and enjoyment in his/her work.			
			D. Is appropriately attired for the position.			
			E. Speaks clearly, distinctly and correctly.			
			F. Is tactful and courteous.			
			G. Is punctual in assuming responsibilities.			
			H. Maintains self-control.			
			I. Demonstrates good sportsmanship during games and towards players.			
			J. Acts as a positive role model.			
Comments:						

SELF-APPRAISAL				ADMINISTRATOR'S APPRAISAL		
Strong Characteristics	Meets District Expectations	Areas for Concentration	IV. ADMINISTRATIVE RESPONSIBILITIES	Strong Characteristics	Meets District Expectations	Areas for Concentration
			A. Provides for the care of equipment including budgeting, requisitioning, storage inventory.			
			B. Oversees athlete participation by review of required medical examinations, pay to play forms, eligibility requirements and signed consent forms..			
			C. Meets scheduling deadlines.			
			F. Interprets school and CIAC policies and regulations to athletes.			
			H. Interprets program to the public.			
			I. Deals efficiently with the administrative details of the organization and operation of the team.			
Comments:						

SELF-APPRAISAL				ADMINISTRATOR'S APPRAISAL		
Strong Characteristics	Meets District Expectations	Areas for Concentration	V. PROFESSIONAL SKILLS	Strong Characteristics	Meets District Expectations	Areas for Concentration
			A. Acts prudently and appropriately in the care and prevention of injuries			
			B. Understands and demonstrates knowledge and techniques of conditioning and rehabilitation.			
			C. Creates an atmosphere of continual developmental growth.			
			D. Disciplines in a fair and positive manner, striving toward the athlete's self control.			
			E. Seeks and uses the advice and assistance of supportive staff.			
			F. Plans all practice sessions with specific training objectives.			
			G. Develops and plans practice time and strategies that recognize developmental needs, skills and experience of athletes.			
			H. Maintains positive communication with athletes through regular discussion of individual and team achievement, for the purpose of improving individual and team results.			
			I. Provides opportunities for individual athletes to			

			develop their leadership qualities.			
			J. Presents practice drills and situations in a clear, logical manner stressing the responsibility of each athlete.			
			K. Demonstrates knowledge of fundamentals, game, rules and strategies.			
			L. Maintains a competitive performance level.			
Comments:						

Name: \_\_\_\_\_

Additional sheets may be added if the available space for comments is insufficient.

Identify a minimum of three coaching accomplishments that were made during the season.

List a minimum of three personal goals for coaching improvement to be pursued next season.

**Administrator's Comments:**

**or**

**Coach's Comments:**

Final Recommendation for continuance/ release

<b>Strong Characteristics Recommended Continuance</b>	<b>Meets District Expectations Continuance with Recommended Improvement</b>	<b>Does Not Meet District Expectation Recommend Release</b>

Assistant Coach's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head Coach's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The signature of the coach does not necessarily mean agreement with the evaluation, only that the coach has read and understands the evaluation. The coach has the right to attach a statement to this form expressing his/her opinion. The Athletic Director will make the final recommendation for employment.*