

ATHLETIC COACHING HANDBOOK



The Morgan School



Jared Eliot Middle School

Clinton Public Schools
Clinton, CT 06413

Table of Contents

| | |
|---|----|
| Purpose/Objectives/Ethics | 1 |
| Chain of Command | 2 |
| Role of School Personnel | 2 |
| Coaches Qualifications & Certifications | 3 |
| Head Coach Responsibilities | 6 |
| Introduction to Athletics at Morgan | 9 |
| Athletic Expectations | 10 |
| Program Overview | 11 |
| Trying Out for a Team | 14 |
| Participation & Eligibility | 15 |
| Expectations of Athletes..... | 18 |
| Health Concerns/Substance Use..... | 19 |
| Violations of Standards/Expectations..... | 21 |
| Attendance..... | 22 |
| Practice/Game Schedules | 22 |
| Participation Requirements | 24 |
| Sports Physical Exams | 25 |
| Permission/Emergency Information..... | 25 |
| Transportation | 25 |
| Equipment/Uniforms | 25 |
| Team Captains..... | 26 |
| Morgan Booster Club Passes | 29 |
| Athletic Trainer | 30 |
| Injuries..... | 30 |
| Concussion Protocol..... | 31 |
| Insurance | 32 |
| Fundraising..... | 32 |
| Team Bench Protocol | 33 |

Purpose

The purpose of this athletic coach's handbook is to establish uniform procedures in the administration of athletic programs. Although individual coaches are allowed freedom in techniques and methods of coaching, the regulations set forth in this handbook must be followed by all coaches to facilitate a strong, consistent, and fair athletic program.

All coaches are expected to be familiar with the contents of this handbook. Any changes to this handbook will be distributed to all coaches and should be filed in the appropriate place in the handbook. At the end of the year, this handbook will be reviewed and updated by the athletic department and the administration.

Coaching Objectives

Each student who expresses interest in a sport and meets high school and team eligibility requirements, will be allowed the opportunity to try out regardless of size or ability.

Each squad member will experience some actual game competition during the season.

All squad members will experience learning opportunities in self-discipline, emotional control, and sportsmanship.

Every opportunity will be used to train the squad members to be ladies and gentlemen, on and off the field/court. Coaches are a major influence toward the appearance and behavior suitable to ladies and gentlemen.

All squad members will be motivated and trained to succeed so that worthwhile experiences result in the art of human relationships.

Coaches' Code of Ethics

A coach should:

Show respect for players, officials, and other coaches.

Respect the integrity and judgment of game officials.

Establish and model fair play, sportsmanship, and proper conduct.

Establish player safety and welfare as the highest priority.

Provide proper supervision of students at all times.

Use discretion when providing constructive criticism and when reprimanding players.

Maintain consistency in requiring all players to adhere to the established rules and standards of the game.

Properly instruct players in the safe use of equipment.

Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution.

Avoid exerting undue influence on students to take lighter academic courses in order to be eligible to participate in athletics.

Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

Avoid recruitment of athletes from other schools.

Follow the rules of behavior and the procedures for crowd control as established by the district and league in which the district participates.

Statement of Board of Education Interest

The Morgan School interscholastic athletic program shall be conducted in accordance with existing board of education policies, rules, and regulations. While the board of education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressure that might tend to neglect good sportsmanship and good mental health. The athletic program must be conducted in such a way so as to justify it as an educational activity at all times.

Chain of Command

In order to maintain effective communication among the many adults who have varying degrees of interest and/or authority over the athletic program, a chain of command is set forth. Work duplication, misunderstandings, progress delays, disappointment, and overall ineffectiveness are too often the result of people who bypass the chain of command in order to pursue perceived unmet needs. Coaches are to approach others with needs that relate only to their roles. For example, assistant coaches should approach their respective head coaches, not the principal, with issues that pertain to their respective athletic program's needs.

Roles of School Personnel in Relation to Athletics

The Board of Education approves recommendations of the superintendent of schools regarding policy, budget, and staffing of the athletic program. It also directs the superintendent of schools to review policies and practices of the athletic program.

The Superintendent of Schools is ultimately responsible for all phases of the athletic program. S/he delegates his/her authority for the administration of the interscholastic athletic program through the high school principal to the athletic director.

The High School Principal is responsible for all activities affecting students in his/her building. S/he delegates his/her authority to direct the interscholastic athletic program through the athletic director.

The Athletic Director is responsible for direct implementation and interpretation of the policies of the Connecticut Interscholastic Athletic Conference (CIAC), the Board of Education, The Morgan School,

the Shoreline Conference and the Pequot Football Conference, as outlined in the respective manuals, handbooks, by-laws and regulations of these entities.

The Athletic Secretary fulfills the clerical needs of the athletic office. S/he serves as the primary contact for initiating communication between the athletic director and various stakeholders. S/he also maintains schedules of facility usage and contests, officials, student eligibility, and others as directed by the athletic director.

The Site Supervisor supervises athletic events as assigned by the athletic director. S/he may assist in coordinating and scheduling of visiting teams, cash boxes, officials, crowd control, and other areas as needed.

The Head Coach is entirely responsible for the guidance of students in their charge. S/he instructs athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. S/he also models and instructs in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. S/he also works within the framework of the goals of the school system, the policies and procedures of the CIAC, the Board of Education, The Morgan School, and the Shoreline Conference and Pequot League, as outlined in the respective manuals, handbooks, by-laws and sport regulations of these entities.

Assistant Coaches (Stipend/Volunteer) fulfill the aims and objectives of the sport program as outlined by the head coach and school administration. They assist head coaches in instructing athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success. They support the head coach in modeling and instructing in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. They also support the head coach in working within the framework of the goals of the school system, the policies and procedures of the CIAC, the Board of Education, The Morgan School, and the Shoreline Conference and Pequot League, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

Athletic Trainer provides diagnosis and care for athletic injuries by coordinating efforts with team and family physicians to provide therapeutic rehabilitation in an attempt to expedite the athlete's return to competition while keeping the student's mental and physical welfare as the top priority.

Coaches Qualifications and Certification

A coach (regardless of coaching assignment) of intramural or interscholastic athletics in kindergarten through grade 12 is required to hold one of the following:

Five-Year Renewable Coaching Permit or Temporary Emergency Coaching Permit.

NOTE: An individual not serving as any type of coach may assist a coach, if working under the direct and continual supervision of a certified coach.

Five Year Renewable Coaching Permit

The Five-Year Renewable Coaching Permit authorizes coaching for any Connecticut board of education. To obtain a coaching permit, an individual must submit a completed ED 185 Application for Five-Year Renewable Coaching Permit to the Bureau of Educator Standards and Certification. Applications also may be submitted online at www.ct.gov/sde/cert. Click on the button that reads "Connecticut Educator

Certification System (CECS)" and create an account to log onto the system. There is no fee for this application.

Documentation is required verifying that the applicant meets the following requirements:

1. Is at least 18 years old;
2. Holds a high school diploma or equivalent at minimum. Must provide copy of high school or college diploma or high school or college official transcripts.
3. Provide original/colored copy of valid FA/CPR Certificate
4. Provide the original certificate of completion for Module 15 training from the Connecticut coaching Education Program (CCEP).
5. Either 1) Holds a valid CT teaching, special services, or administration certificate OR
2) Provide certification showing completion of a 45-hour coaching course from a program offered by a local or regional board of education, a regional educational service center, or the Connecticut Interscholastic Athletic Conference (CIAC), covering each required topic.

Renewal of Five-Year Coaching Permit

A coaching permit shall be valid from the effective date and shall be renewable every five years upon completion of not less than 15-clock hours of seminars, coursework, or workshops which provide information on safe and healthful coaching practices and understanding child and adolescent development, as approved by the department of education. To renew a five-year renewable coaching permit:

1. Provide an ED185 paper application or CESC online application
2. Provide original/colored copy of current FA/CPR certificate
3. Document successful completion of the concussion and head injury training requirement or refresher course. Provide (through June 30, 2015), the original certificate of completion for Module 15 from the Connecticut Coaching Education Program (CCEP) or (on or after July 1, 2015), official verification of the refresher course completed through CCEP.

It is the responsibility of boards of education to ensure that each coach's first aid and CPR certification is current.

Temporary Emergency Coaching Permit

A Temporary Emergency Coaching Permit enables an individual to be employed by a specific board of education to coach intramural or interscholastic athletics in Kindergarten through Grade 12. The Temporary Emergency Coaching Permit must be requested by, and is issued to, a board of education for a period of one year from the date that it is issued. To obtain a Temporary Emergency Coaching Permit, a board of education must submit an ED 186 Application for Issuance or Renewal of Temporary Emergency Coaching Permit to the Bureau of Educator Standards and Certification, and provide documentation that the applicant:

1. Is at least 18 years old;
2. Holds a high school diploma or equivalent at minimum. Must provide copy of high school or college diploma or high school or college official transcripts.
3. Provide original/colored copy of valid FA/CPR Certificate
4. Provide the original certificate of completion for Module 15 training from the Connecticut coaching Education Program (CCEP).

To obtain a renewal of the Temporary Emergency Coaching permit, the board of education must submit an "Application for Issuance or Renewal of Temporary Emergency Coaching Permit" (Form ED 186) to the Bureau of Educator Standards and Certification, and current FA/CPR certificate that verifies that the course was completed within one year of the renewal application. In addition, the board of education must provide evidence that the applicant has enrolled in, or has successfully completed, at least two credits or 30-clock hours of instruction toward the requirements for a coaching permit.

No Temporary Emergency Coaching Permit Shall be Reissued More than Once.

Frequently Asked Questions about Coaching Permits

Who needs a Coaching Permit and how do you obtain one?

Anyone in the state of Connecticut who is coaching public school students grades K-12 must hold a valid coaching permit. Those who hold current teaching certification in Connecticut need to fill out SDE Application Form ED 185 and mail it in along with current FA/CPR certification. Non Teachers must take a course designed to satisfy the requirement. The CCEP Offers a 45 clock hour course for that purpose, which you can register for through this site.

I am under the direct supervision of the head coach who has a permit. Do I also need a permit?

People assisting a program as an equipment manager, statistician, etc., do not necessarily need a permit. However, if at any time you are coaching or instructing youth, you must hold your own coaching permit.

I volunteer my services to the middle school team 2 days a week. Do I need a permit?

YES, ANYONE coaching or instructing youth in Connecticut's Public schools grades K-12 must hold a coaching permit.

I want to start coaching soon but there is not enough time to fit the 45 clock hour course into my schedule, what can I do?

A School system in need of your services can apply for a "Temporary Coaching Permit" for one year. You must be at least 18 years old, have current first aid and CPR certification and have a minimum high school diploma or equivalent. It is possible to get a second year's temporary permit if you are registered for the coaching permit course.

I coached in Connecticut many years ago and had an original lifetime Permit. Do I need to retake a course to get back into coaching?

NO, once you have a permit, you never need to retake the 45 clock hour course. Those individuals who did not surrender their permanent permit in 1999 need to apply for a 5-year renewable permit to be reinstated as a coach in Connecticut.

My Permit has expired. What do i need to do?

You need to take the 15 hours of SDE-approved CEU's and then send in an application Form ED185 along with proof of current CPR and First Aid. You CANNOT coach with an expired permit.

What is covered in the CCEP 45 clock hour course?

The course is divided into 3 segments: - Sports Psychology, Care and Prevention of Injuries, and Legal Aspects of coaching. The course is NOT an "Xs and Os" class.

Are all CCEP Coaching Course always taught in Cheshire?

NO, CAS/CIAC now offers satellite courses in different parts of the state. These are usually arranged in conjunction with a League effort.

My life is complicated. How do I fit taking the 45 clock hour course into my hectic schedule?

The CCEP recognizes the hectic lifestyle coaches live. To this end, "Power Classes" have been developed, which offer the 45-clock hours over a very short duration.

Head Coach Responsibilities

Pre-Season Responsibilities (before the first scheduled practice)

Attend a CIAC rules interpretation meeting. The CIAC requires that coaches attend this meeting annually.

Plan and hold a coaches' meeting. Invite employed and volunteer coaches to discuss expectations, roles, and goals.

Confirm that the program's published schedule corresponds to the program's events (found in the athletic office). Notify the athletic secretary of any inconsistencies.

Submit transportation request times for the season's travel needs to the athletic secretary at least three weeks before the first scheduled contest that requires travel. School employees may not transport students in their personal vehicles.

Secure needed keys. A key to the training room will only be issued if requested. Coaches are never to allow a student to use these keys, whether supervised or unsupervised. Keys are not to be passed from one coach to another via a student courier. Any key loss must be reported immediately to the athletic director.

Collaborate with other in-season coaches to determine facility space for practices. Practices are not to be held before 12:00 noon on Sundays. Check daily attendance to verify that each team member is eligible to participate. Space priority will be determined first by in-season sport, then by level; varsity first, then junior varsity, and then freshmen. Secure facility space through a face-to-face meeting with the athletic director.

Plan and hold an organizational meeting for prospective participants and their parent(s)/guardian(s).

Publicize the meeting by submitting an email to the athletic secretary by 2:00 PM the day before, to be included in the daily announcements.

Develop an accurate roster of participants. Make sure that all participants are on the nurse's sign up sheet and that all physicals are current. Create a directory of participants' parents' names, phone numbers, email addresses, home addresses, and other pertinent information (i.e. medical conditions that may impact the participant's training). Include uniform numbers, positions, heights, and weights (as applicable for public address announcer and media personnel).

Determine whether any participants are involved in other activities during the season. If so, meet with the other coach or sponsor to determine which practice sessions and contests/events the student will attend. In the event a student is scheduled for a practice and a contest/performance on the same day or evening, the contest/performance should always take precedence with no penalty to the student in the activity in which he/she cannot participate. In the event a student is scheduled for activities of equal classification (i.e. two practices/rehearsals or two contests/performances occurring simultaneously) the student shall be allowed to make a choice without pressure or penalty from either of the coordinating adults of the two activities.

Inventory the program's supplies and equipment.

Plan and hold a captain's meeting (recommended). Invite captains and assistant coaches to discuss expectations, roles, and goals.

In-Season Responsibilities (from first practice to last contest)

Issue uniforms and equipment to participants.

Report roster changes to the athletic secretary within 48 hours of any changes.

Submit required reports on the CIAC website. Click on the Schools Center link and use your CIAC password that was provided to you by the athletic secretary. Secure facility space through a face-to-face meeting with the athletic director.

Keep accurate records of equipment issuance.

Refer special student concerns to appropriate school officials/professionals:

Medical illness: contact athletic trainer and athletic director

Behavioral: refer to the CPS/Morgan student handbook and extracurricular code of conduct.

Alcohol/Drug: contact athletic director; refer to the Morgan student handbook and extracurricular code of conduct.

Child advocacy: all school employees are federally mandated to report suspected child abuse. You must notify the athletic director IN PERSON that you made such a call to DCF and why you did so.

Any student violation of the extracurricular code of conduct must be reported in writing to the athletic director as soon as the coach is made aware of a situation.

Maintain locker room, gym, field house, and facility security by locking all doors and turning off all lights to each facility after its use. Do not leave lights on and doors unlocked; assuming that another team will be arriving soon.

Plan for and report to the athletic department by email any necessary early releases from school/class for students to participate in a contest. Early releases must be approved by administration and may only be requested for contests that require travel. Include the name and location of the event, the participants' names and release time. The athletic secretary will forward the notice to all staff via email.

Report contest results to local media personnel/conference personnel as soon as possible after each event.

Enforce participant eligibility. Inform participants and their parents when participants become academically ineligible. Review the academic eligibility requirements with participants and provide resources for academic improvement.

Assist athletes in the college recruitment process. Refer to the NCAA website for additional information.

Report participants' injuries as a result of practicing/competing to the athletic trainer, within 24 hours of the injury.

Within 24 hours of an accident, report participants' injuries as a result of an accident by submitting a complete accident report form to the school's health office. Immediately make contact with the student's parent/guardian.

Plan a post-season team awards get-together. Some coaches seek a committee of parent volunteers to organize the event. Report the event's date and setting to the athletic secretary. If school facility space is needed, secure facility space through the athletic secretary.

Post-Season Responsibilities (after the last contest)

Implement a procedure to ensure that each participant returns all uniforms and equipment that was provided to them by the school.

Keep an accurate record of returned uniforms and equipment, and report lost or damaged equipment to the athletic director. Equipment and uniform inventory should be completed prior to and after the season.

Ensure that all equipment is washed, repaired, and safely stored; make arrangements for receipt of equipment during the off-season, if sent to a commercial repair company.

Vacate locker rooms at the conclusion of the program's season. Ensure that the program's areas are returned to pre-season condition and ready for the next program's season.

Submit a Team Awards List (letters/pins/certificates) to the athletic secretary.

Submit a Team Season Summary and Team Inventory to the athletic secretary before the coaches' annual valuation meeting with athletic director.

Submit any requested changes for next season to the athletic director during coach's evaluation meeting.

Interscholastic Athletics at The Morgan School

The Morgan School is a collaborative learning community dedicated to providing opportunities for all students to reach their maximum potential academically, civically, and socially. Working in partnership with parents, citizens, businesses, and civic organizations, we ensure the development of each individual's talents, skills, and character so that all of our graduates are prepared to be independent and successful members of our society.

THE MORGAN WAY

We are Morgan. We are family.

Respect yourself and others

Respect environment and property

Respect learning

The Morgan School interscholastic athletic program is consistent with, and contributes to, the basic mission of the school. As an integral part of the total educational process, Morgan athletics make significant contributions toward helping students grow in mind, body, and spirit. Sports participation is an effective way to teach students about good character, discipline, teamwork, and the benefits of a healthy, fit body. The Morgan School's athletic program aims to:

- Promote self-discipline and responsibility, and teach the value of sustained effort.
- Develop teamwork, good sportsmanship, and a competitive spirit.
- Build school and community pride and unity.
- Develop fitness and athletic skills and teach the lifelong benefits of sports and fitness for physical and mental well-being.

Participation in interscholastic athletics is a privilege, not a right.

Students develop personally and academically when they participate in interscholastic activities. Such participation is a privilege, not a right. Students earn the privilege to participate by adhering to high standards of personal conduct and academic performance. Personal conduct and attitude of student participants must reflect high standards of respect, loyalty, attitude, and morality.

Athletic Expectations

Student Athlete

A student athlete assumes a leadership role when they are on an athletic team. As a member of a team, a student athlete serves as a role model. They are admired and respected by many, including younger athletes, and their behavior and actions often have a significant impact on others. The student athlete plays an essential role in the promotion of sportsmanship, and must accept the responsibility to always display high standards of sportsmanship.

The student body, our community, and other communities judge our school by the conduct and attitude of our student athletes both on and off the field. Because of this leadership role, student athletes can contribute greatly to school spirit and community pride by consistent demonstration of the following ideals:

Student athletes and team managers:

- Conform to all rules set forth by the team and athletic department, The Morgan School, the Clinton Board of Education, the Shoreline Conference (SLC), The Pequot Football Conference, and the Connecticut Interscholastic Athletic Association (CIAC)
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Treat opponents with respect; shake hands before and/or after each contest.
- Learn the rules of the game thoroughly and discuss them with parents, fans, and fellow students.
- Live up to the high standards of sportsmanship established by the coach.
- Win with humility; lose with grace. Do both with dignity.

Coaches

Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.

Respect the integrity and personality of the individual athlete.

Abide by and teach the rules of the game in letter and in spirit.

Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.

Refrain from arguments in front of players and spectators; no gestures which indicate an official or opposing coach does not know what he or she is doing.

Develop and enforce penalties for participants who do not abide by sportsmanship standards.

Win with humility; lose with grace. Do both with dignity.

Discussion of concerns with parents/guardians or students may not take place before or after games. Appointments can be made between the coaches, parents/guardians, student athlete, and administration for a time when it is convenient for all concerned parties.

Steps to follow for conflict resolution: Each step will involve a scheduled meeting. If the result/outcome of the step is not satisfactory, then the athlete should move to the next step:

1. Athlete-Captain
2. Athlete-Coach
3. Athlete-Athletic Director
4. Parent-Coach**
5. Parent-Athletic Director**
6. Parent-Principal**

**Student-Athlete should be present for all meetings.

Parents and Fans

Be an exemplary role model by positively supporting teams and coaches in every manner possible, including content of cheers and signs.

Remember that school athletics are a learning experience for students and mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as athletes.

Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

Respect fans, coaches, and participants.

Remember that you are at the contest to support and cheer for your team and to enjoy the skill and competition, not to intimidate or ridicule the other team or its fans. Be a fan...not a fanatic.

Program Overview

League Affiliation

The Morgan School is a member of the Shoreline Conference, the Pequot Football Conference and the Connecticut Interscholastic Athletic Conference (CIAC), which is affiliated with the National Federations of State High School Associations.

Morgan student athletes are governed by the rules, regulations, and requirements of the CIAC, the Shoreline Conference, and Pequot Football Conference.

Shoreline Conference

Coginchaug, Creed, Cromwell, East Hampton, Haddam-Killingworth, Hale-Ray, Morgan, North Branford, Old Lyme, Old Saybrook, Portland, Valley Regional, Westbrook

Pequot Football Conference

Canton, Coginchaug/Hale-Ray, Coventry/Windham Tech/Bolton, Cromwell, Ellington, Gilber/NWR, Granby, Haddam-Killingworth, Lewis Mills, Morgan, North Branford, Nonnewaug, Old Saybrook/Westbrook, SMSA University, Stafford/East Windsor/Somers, Valley Regional/Old Lyme, Windsor Locks/Suffield/East Granby

Interscholastic Programs Offered at The Morgan School

| FALL | WINTER | SPRING |
|------------------|------------------|---------------------|
| Cheerleading | Cheerleading | Baseball |
| Cross Country | Boys Basketball | Boys Golf |
| Field Hockey | Girls Basketball | Girls Golf |
| Football | Co-Ed Fencing | Boys Lacrosse |
| Boys Soccer | Gymnastics | Girls Lacrosse |
| Girls Soccer | Indoor Track | Boys Outdoor Track |
| Girls Swimming | Wrestling | Girls Outdoor Track |
| Girls Volleyball | | Softball |
| | | Boys Tennis |
| | | Girls Tennis |

Interscholastic Programs Offered at Eliot Middle School

| FALL | WINTER | SPRING |
|---------------|------------------|---------------------|
| Cross Country | Cheerleading | Baseball |
| Field Hockey | Boys Basketball | Boys Outdoor Track |
| Boys Soccer | Girls Basketball | Girls Outdoor Track |
| Girls Soccer | | Softball |

Program Descriptions

Freshman Program

Some programs are available to students in the ninth grade. At this level, the focus is on learning athletic skills and game rules, fundamentals of team play, and the importance of winning and losing gracefully. Programs are conducted with a desire for socio-emotional growth, appropriate physiological demands, and healthy competition. The freshman programs are designed to encourage maximum participation and opportunities for the athletes.

At this level, cutting student athletes is not desirable. However, if the number of students trying out for a team creates a situation that is difficult to manage, poses a safety concern, or is problematic because of facility consideration, reducing team size may be necessary. Playing time for all athletes is desired as long as team rules are followed and athletes are properly prepared.

Junior Varsity Program

The junior varsity level is intended for those athletes who display the potential to develop into varsity level performers and offers the opportunity to participate in a competitive setting. An attempt will be made to play all participants. Some participants, however, may not play equally in individual games and over the course of the season. Coaches attempt to find meaningful playing time for all eligible athletes based on degree of effort, skill improvement, ability to compete, and execution of skills at game speed demonstrated by the athletes in practice and games.

Increased emphasis is placed on physical conditioning, refinement of skills, and strategies of team play. Junior varsity programs work toward achieving a balance between continued team and player development and playing time. Winning is not a major focus. With the goal of becoming a varsity athlete in sight, athletes at this level are expected to demonstrate a high degree of dedication and commitment.

Varsity Program

Varsity competition is the culmination of each sports program. Seniors and juniors generally make up the majority of the roster. At the varsity coach's discretion, underclassman may be included on the team, provided that evidence of advanced levels of physical development, athletic skill, and appropriate developmental maturity are demonstrated. Individual sports tend to see more of an inclusion of underclassman.

Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. While contest participation over the course of a season is desirable, a specified amount of playing time is never guaranteed.

Expectations and commitment at this level are high. The dedication needed to participate at the varsity level needs to be taken seriously.

Specialization of Sports at an Early Age

Specialization in one sport during the middle-level and high school years, to the exclusion of most others, and too often at the expense of other equally valuable and wholesome activities, is at variance with the

basic philosophical premise of American education, which seeks to produce well-rounded individuals with interests and abilities in many areas. Students should be discouraged from devoting all their energies and time to a single sport, but rather should be encouraged to allow themselves the experience of more than one sport.

The objective of the greatest possible personal growth of the student is best served by a varied program of academic and athletic activities, keeping proper perspective on the total development of the student athlete from adolescence to adulthood, and which allows the student to do and be other things as well. The formative years should be a time of growing in body and mind, a time of expanding horizons and outlook, not of specialization and narrowing of interests.

The Morgan department of interscholastic athletics supports the foregoing philosophy as stated in the CIAC handbook and urges all students to participate in a variety of athletic programs. It is our hope, that in all cases, participation for the students will be an enjoyable, worthwhile educational experience.

Middle School Athletics

The athletic program at Eliot Middle School is designed to provide opportunity and participation for middle school students as facilities and supervision will reasonably and safely allow. Through interscholastic programs, it is the goal of the middle school athletic program to provide broad ranged lifetime activities that increase skill level, enhance self-esteem, and develop and prepare students for future athletic endeavors.

Trying Out for a Team

The athletic department will hold pre-season meetings for students interested in trying out for a sport. Students may try out for any sport while at The Morgan School as long as they remain eligible and are in good standing with athletic department policies. A student athlete should select his/her sport carefully for the following reasons:

A student **MUST** register with the school nurse before trying out for an interscholastic athletic program.

Prior to the beginning of each season, the head coach of each particular interscholastic athletic program will receive a list of all students registered in the nurse's office. If the student on the particular interscholastic list has not received clearance from the nurse's office, or does not appear on the nurse's list, a student is not eligible to try out for or participate in a sport until they are registered and cleared for participation by the nurse's office.

Once the team roster is completed and handed into the athletic office and then forwarded to the CIAC office, it becomes the official roster for each sport in that particular season.

A student athlete will not be allowed to drop one sport for another in the same season except with the permission of the coach of the team they want to transfer to, prior to the first game, and before the team roster has been submitted to the CIAC.

If a student athlete is cut from one sport, he/she may try out for another sport in the same season, provided the first contest in the receiving sport has not been played.

An athlete removed from a sport for disciplinary reasons will not be allowed to join another team in the same season.

Team Selection

The coaching staff makes team selections after a tryout period at the start of the season. In certain sports, no cuts are made. In others, cuts may be necessary due to safety (facility or player/coach ratio), time limitations (reasonable opportunity for active participation in practice and/or games).

Individuals selected as team members, shall be considered as members of the team through the completion of that regular sports season unless they are removed for disciplinary reasons, academic ineligibility, or mutual agreement between player and coach.

Participation and Eligibility

Eligibility

Student eligibility for participation in interscholastic athletics is decided in accordance with Board of Education policy, Connecticut Interscholastic Athletic Conference (CIAC), Shoreline Interscholastic Athletic Conference, and Pequot Football Conference policies and procedures. A copy of the CIAC by-laws is available for reference in the athletic office or online at www.casciac.org.

To be eligible to participate in The Morgan interscholastic athletic program, the following rules apply:

An athlete must be officially registered as a student at The Morgan School.

Student athletes at all levels of play, including freshman, junior varsity and varsity, must conform to all Clinton Board of Education academic requirements and all CIAC eligibility requirements.

Eligibility for fall sports is determined by the number of credits received toward graduation at the close of the previous school year, not the fourth marking period grades. Credit must have been received in at least five courses for which credit was not previously received to be eligible for fall sports participation. This may include credits earned during the summer. Thereafter, marking period grades, not semester grades, are used to determine eligibility. A student athlete must take a minimum of five (5) courses and earn passing grades in five (5) courses, in addition to meeting the academic requirements of The Morgan School, to achieve eligibility.

For additional information on academic eligibility, speak to the athletic director. First time ninth grade students are automatically eligible for the first marking period.

Student eligibility is determined on the date that grades are verified by the assistant principal. Course failures may not be made up for eligibility purposes in any manner until the next report period grades are distributed.

Course incompletes must be made up within ten (10) school days following the date that student eligibility was determined for that marking period. Year-end failures may be made up through successful completion of The Morgan School approved summer school courses in the courses failed.

A student has eight consecutive semesters, or four consecutive years of eligibility from the date of entry into ninth grade, to be eligible for interscholastic competition. No student athlete shall participate in the same sport more than four (4) seasons in grades 9-12, at any school. Date of entry is defined as the first

date of enrollment as a grade nine student taking five (5) or more high school subjects.
A student will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.

Students who fail to meet the eligibility requirements in any marking period, will be immediately excluded from participation in interscholastic athletics until the completion of the next marking period when grades are reevaluated.

The Morgan School - Ineligibility Process

At the close of each academic quarter

1. Grades are stored historically
2. Report Cards printed (Per CIAC report cards and ineligibility lists must be generated no later than 14 days following the close of the academic quarter)
3. F and I list run from report cards
 - a. Students not passing 5 classes are not eligible to participate in extracurricular activities
4. Ineligible list created and Parents/Students/Coaches notified
 - a. Parents(phone call) and student(meeting) notified by Assistant Principal
 - i. student is ineligible from extracurricular activities until report card for next quarter is printed.
 - b. Coaches cannot allow ineligible students to participate once notified.

Students/Parents will be notified by a school administrator-**it is not the responsibility of the coach to notify a student of his/her ineligibility.**

In-Season Requirements

The following requirements apply to all student athletes.

Student athletes may not switch from one school team to another after the first scheduled contest in that sport.

Athletes may not practice or play with an outside team in the same sport. Participation on an organized non-school team in a sports competition, practice, or try-outs, during the high school contest season – including CIAC tournaments – in the same sport will result in suspension from all interscholastic sports until the athlete is reinstated by the CIAC Board of Control.

A student athlete may participate in golf, gymnastics, indoor track, outdoor track, swimming, and tennis as an individual (unattached) and not as a member of a team during the high school contest season without loss of interscholastic eligibility provided the following criteria be met:

Participation may not go beyond the number of practices and contests allowed per week for that sport.

In golf, gymnastics, swimming, and tennis, no more than four (4) unattached outside meets preseason are permitted. Athletes in these sports may practice, but not compete with a non-CIAC team during the season. These practices may not interfere with, or replace, school practices.

Track athletes should contact the athletic director for the specific requirements for their sport.

Prior approval of the coach, athletic director, principal, and parent/guardian.

Prior arrangements are made to complete academic lessons, assignments, tests, etc.

Students and parents agree to not accept, directly or indirectly, any awards, gifts, trips, merchandise, etc., which would be in violation of CIAC regulations.

Athletes may not miss any CIAC sponsored tournament contest for which he/she is eligible.

Participation in Olympic or college tryouts, college showcases, college auditions, or student clinics during the authorized contest season, including CIAC tournaments, in the same sport, is permissible provided all the following are met:

Each student is limited to two (2) events per season;

Each event is limited to one (1) day in duration;

The school must grant permission if there is any loss of school time;

The coach determines that the event does not interfere with any functions of the in-season school program; and

Written consent is given by the school principal and athletic director prior to the student attending such activities.

Student athletes are permitted to receive individual lessons in their sport during the season.

Student athletes may not attend camps during the high school contest season.

Participation in non-school athletic contests, practices, camps, etc., may affect eligibility. Speak with the athletic director before participating in these events to avoid violation of CIAC rules and to discuss any questions or concerns.

Out-of-Season Requirements

Generally, student athletes are permitted to participate in any activity or sport they wish to during the off-season without being in violation of CIAC rules. There are limitations for participation in camps, clinics, or other organized activities which the coach or school is involved in. A full copy of the CIAC rules is available for reference in the athletics office or at the CIAC website at www.casciac.org.

Residency

Student athletes under the age of eighteen (18) must reside with their parent or legal guardian (as determined by the Probate Court) to be eligible to participate in interscholastic sports. Residence with and support by any individual other than the parent or legal guardian, for a period of one year or more, establishes residency of the student for athletic purposes.

Transfer Rule

Transferring from one CIAC school to another may have implications for athletic eligibility.

Students who plan to transfer to The Morgan School need to make an appointment with the athletic director to discuss the effects of the transfer on their eligibility. The following apply:

Students who transfer from one CIAC school to another at the end of grade nine (9) will be immediately eligible at their new school providing they are otherwise eligible.

Students who transfer in grades 10-12 with a corresponding change of legal address and are residing with their parent(s) or legal guardian will be immediately eligible providing they are otherwise eligible.

Students who transfer from one CIAC school to another in grades 10-12 without a corresponding change of legal address may be subject to a 50% sit-out in the first varsity sport played at their previous school and the sport they wish to play at their new school. Check with the athletic director to see if this rule will apply.

Transfers for athletic reasons are not allowed. Students who transfer from one CIAC school to another for athletic reasons will be subject to a one-year restriction on playing in the sport they played the previous year.

Expectations of Athletes

Standards and Expectations

Participation in The Morgan School interscholastic athletics program is a privilege granted to individuals who possess the ability, attitude, and desire to represent the student body, the school district, and the Clinton community in a manner we can all be proud of. Therefore, athletes are held to higher standards and expectations and student athletes must, in turn, be willing to assume certain responsibilities that accompany this privilege.

There are standards and expectations in the areas of academics, citizenship, training expectations, and sportsmanship that must be met by participants, and it is essential that student athletes and parents be thoroughly familiar with all rules and regulations governing athletic participation in Clinton. The student athlete serves as a reflection of his/her coach, team, family, school, and community. Students are expected to display high standards of good behavior, remain chemical free, exemplify good sportsmanship, show respect for others, dress with care by keeping neat and well-groomed at all times, and meet all CIAC and The Morgan School eligibility requirements. Furthermore, as with all privileges, it is important to remember that the school reserves the right to revoke the privilege of participation if the participant does not comply with these rules, regulations, and expectations. Students are expected to behave with respect and concern for the rights, safety, and welfare of all individuals while participating in the athletic program.

Morgan School students who wish to participate in the athletics program, must set priorities and make wise choices. Academic performance takes precedence over participation in athletics. Students who must receive extra help after school or make up academic work, should bring a note from the faculty member to their coach upon arriving at practice. Any disciplinary action, including detentions, takes precedence over athletic practices. **Suspensions (In-School/Out of School)** take precedence over both athletic practices and contests. The following rules, in addition to disciplinary action as outlined in the discipline procedures section of this handbook, will apply to all athletes participating in interscholastic athletics at The Morgan School.

Team Specific Expectations

Coaches will provide to all student athletes, in writing, any additional rules and regulations specific to that sport and his/her coach, not covered in this handbook. These rules will be provided in writing at the team orientation meeting that is held at the beginning of each season and will be explained fully with all team members and parents. These rules adopted by the head coach for a particular team will be approved by the athletic director and kept on file in the athletic office

Health Concerns/Substance Use

Alcohol Use, Drugs and Tobacco

Participation in the athletic program is a privilege. Accordingly, there are high expectations for athletes regarding their personal conduct on and off campus. Student athletes represent The Morgan School at all times. If their conduct at any time compromises the high standards set by the school, their participation in athletics may be jeopardized.

Any student athlete who attends a party/social gathering at which there is underage consumption of alcohol, illegal drug use, or the presence of related drug paraphernalia, must leave the event immediately. Failure to do so will subject the student athlete to the sanctions outlined in this handbook. Any student athlete who hosts a party/social gathering at which there is underage consumption of alcohol, illegal drug use, or the presence of related drug paraphernalia, will be subject to sanctions.

This policy will be in effect during the entire calendar year, inclusive of all training, conditioning, practices, scrimmages, contests, or other school related activities, and the policy remains in effect 24 hours a day, 7 days a week.

Substance Abuse Regulation - Pursuant to the goal of the Board of Education to maintain a drug, tobacco and alcohol-free school district (Alcohol Use, Drugs and Tobacco Policy 5131.6), the use, possession, sale or distribution of alcohol or controlled substances is strictly prohibited at any time on school premises or at any school sponsored activity. While the district's alcohol use, drugs, and tobacco policy (5131.6) applies to all students, students choosing to participate in school sponsored athletic programs and those involved in co-curricular activities, or extracurricular activities are absolutely prohibited from using or possessing any quantity of tobacco (including smokeless), alcohol, or illegal/nonprescription drugs, including steroids and performance-enhancing substances or supplements, and prohibited from participating in activities where alcohol or controlled substances are present, and will be subject to the regulations set forth below. These regulations apply to all students from the date of entry into the ninth grade (to be eligible for interscholastic competition) and are continuous for eight (8) consecutive semesters or four (4) consecutive years of eligibility.

In addition to the use, possession, distribution or sale of alcohol or controlled substances, student athletes and students choosing to participate in other school sponsored extracurricular activities are not to be in the presence of underage consumption of alcohol, any intoxicants, mood altering drugs or substances, look-alike drugs, or any related drug paraphernalia. They are expected to remove themselves immediately from any situation(s) described above whether occurring on or off school grounds. Any individual who violates these rules either on or off campus, will be subject to disciplinary action as outlined below, which may include removal from the team. This is a 24-hour policy and extends beyond the school day/week/year/season.

Disciplinary Actions for Violations:

Tobacco (in addition to Clinton Public School Policy 5131.6 [b])

1st Offense: The student will be suspended for 10% of the regular season (No suspension will be less than one contest).

2nd Offense: The student will be suspended for 50% of the regular season contests.

3rd Offense: The student will be dismissed from the team for 366 days.

Alcohol and Illegal Drug (in addition to Clinton Public School Policy 5131.6 [b])

1st Offense: The student will be suspended for a minimum of 20% of the regular season contests. No suspension will be less than two (2) contests. The severity of the incident may result in a lengthier suspension, which can extend through the end of the season or the remainder of the school year.

2nd Offense: The student will be suspended from the team and for that entire season; therefore, the student is prohibited from participating in another sport for the noted “suspension season.” For example, a student who is suspended from the basketball team in the winter season, may not join and/or participate in indoor track, another winter season team/sport. (The school administration reserves the right to determine the length of athletic participation on the timing of the second offense.)

3rd Offense: The student will be suspended from participating on any team for 366 days from the date the student and parent(s)/guardians(s) are notified (verbally/per telephone conversation).

4th Offense: The student will be suspended from all athletic participation for the remainder of his/her high school athletic career at The Morgan School.

The CIAC has established minimum consequences for violation of the CIAC chemical health policy regarding performance-enhancing substances. Please see the CIAC Handbook for a complete description of the CIAC policy and consequences (<http://www.casciac.org/pdfs/ciachandbook>).

Any reports or allegations of suspected substance abuse, should be reported to the assistant principal, who will investigate the allegations. After the investigation, the assistant principal will determine what, if any, disciplinary action should be taken.

The student athlete and parent/guardian have the right to appeal the decision of the assistant principal, and a hearing will take place before an appeals committee. The appeals committee will consist of the principal, the athletic director, and a guidance counselor. The decision of the appeals committee shall be final. (5131.6(h))

NOTE: During suspension, the student will not practice or travel with the team, and/or will not participate in any competition/ performances. After the suspension is fulfilled, the athlete must complete a reentry interview with the athletic director and coach. Athletes found guilty of violating these rules are not eligible to receive postseason awards involving character and leadership.

Captains or student athletes found guilty of violating these rules will lose their position and are ineligible to be named captain of a team until 3 seasons of play have passed from the date of their violation (which includes the season in which the violation occurred).

Violations of Standards and Expectations

Violations of standards and expectations include, but are not limited to, the following behaviors:

Hazing/Initiation

Hazing and/or initiation activities of any type are inconsistent with the educational goals of the Clinton Board of Education and Connecticut State Law and are prohibited at all times. A copy of the Clinton Public Schools hazing policy can be found in the Clinton Board of Education policy and procedure manual. Team members are responsible to report any hazing or harassment incidents to their coach and/or the athletic director immediately.

Student Athletes/Team Captains that organize and/or participate in any hazing/initiation activities will be immediately dismissed from the team for the remainder of the season. In addition, captains will lose their position as team captain. The school reserves the right to invoke discipline for incidents of serious misconduct that occur off campus and off-season.

Unsportsmanlike Conduct Fighting/Taunting

Any athlete ejected from a contest for unsportsmanlike behavior or fighting is ineligible to participate in the next contest at the same level of play (even if the next contest does not occur until league or CIAC tournament play or next year). Unsportsmanlike behavior includes taunting, which is defined as, but is not limited to, any actions or comments by coaches or players which are intended to bait, anger, embarrass, ridicule, or demean other players, coaches, or game officials.

Upon the second disqualification, if that violation is for initiating a fight or retaliating in a fight, that student athlete will be dismissed from the team for the remainder of the season.

Any student athlete or coach who physically assaults an official, coach, opposing player, or spectator will be immediately dismissed from the team for the remainder of the season.

Unacceptable Behavior

It is the athlete's responsibility to be aware of and to conform to the expectation rules and regulations that comprise responsible and successful student-athlete behavior. Student involvement in unacceptable behavior is considered to be a serious violation of the athletics code and school policy. These behaviors include, but are not limited to:

- theft and assault.
- malicious destruction of individual, private, or school property.
- infraction of school rules requiring administrative action.
- misconduct by an athlete that is potentially detrimental to the school or athletic program or school district.
- hosting or attending any event where under-age drinking or the use of illegal drugs is occurring.

Disciplinary Action

For behavior that violates school rules, school disciplinary action will apply. In addition, there may be athletic discipline. Examples of athletic discipline include, but are not limited to loss of a starting position, loss of captaincy, game suspension, team suspension, or community service.

Violation of athletic behavioral standards and expectations may also jeopardize a student's eligibility to receive post-season athletic awards, scholarships, and other school/community awards.

Students are reminded that participation in athletics is a privilege and expectations for acceptable behavior applies at all times. The school reserves the right to invoke discipline for incidents of serious misconduct that occur off campus and off-season.

Attendance

Attendance at Practice and Games

Student athletes must attend school for a minimum of four (4) hours on a full day or two (2) hours on a half-day in order to participate in a game or practice.

If a student goes home early, they may not return to participate, even if they have been in school for the minimum required hours, without prior approval from school administration.

Absences not related to illness and excused by the school administration, do not prohibit an athlete from participating. **Any athlete assigned to in-school or out-of-school suspension is prohibited from participating in practices or games on those days.**

Participation in Physical Education

No athlete may participate in team activities if he/she has a medical excuse for physical education class. Athletes who do not participate in their physical education class on the day of a practice or contest are not eligible to take part in that day's practice/contest.

Practice and Game Schedules

Practice/Game Schedule Changes and Cancellations

The schedule for all team games is available on the CIAC website - <http://ciacsports.com>.

Click on the SPORTS link at the top of the page, then click on the Schedules and Results link.

The CIAC offers multiple options for people interested in receiving notifications on CIAC sports information:

Member School Schedule Updates

This list allows people to request updates on schedule changes, postponements, and cancellations for regular season contests of member schools. You can customize your subscription to only receive information on the schools and/or sports that interest you.

Tournament Information Mailing List

A mailing list is available for each CIAC sponsored championship. Members of these lists will receive tournament pairings, results, and information updates for the specific sport or sports requested.

SMS (Text Message Updates)

You can sign up to receive text message updates with scores, postponements and other information for CIAC sponsored championships. You can request info for all teams in a tournament, or limit your updates to a specific school or division. The CIAC does not charge for this service, however standard text messaging rates from your mobile carrier will apply.

Twitter Updates

Follow @ciacsports on Twitter for the quickest updates for results, postponements, and information for all CIAC championships as well as other CIAC news. We also tweet decisions by the board of control and sports committees where appropriate.

If you only want updates on particular sports, you can follow one or more of the Twitter users below. Note that these accounts are subaccounts of @ciacsports, so if you are following the main account following the subaccounts will cause you to receive duplicate tweets.

| | | |
|-----------|-----------|------------|
| @ciacbase | @ciacgolf | @ciacgsoc |
| @ciacbbb | @ciacgym | @ciacsb |
| @ciacgbb | @ciacihoc | @ciacbswim |
| @ciacxc | @ciaciac | @ciacgswim |
| @ciacfh | @ciacglac | @ciacbtn |
| @ciacfb | @ciacbsoc | @ciacgtn |

Daily schedule

Daily athletic game schedules are included in the morning announcements.

Students are advised to listen for schedule changes after 12:30 pm, as everything possible is done to go ahead with scheduled competitions and practices.

Game reschedules and cancellations are immediately updated on the CIAC website

Please be aware that weather will, most likely, not be a factor for games scheduled to play on a turf field.

In the event of an official school closing or weather related early dismissal, all scheduled contests and practices are automatically cancelled.

Sunday/Holiday/Days of Religious Observance

Consistent with Board of Education policy on recognition of religious holidays, it is the practice of the athletic department not to schedule games on religious holidays. In planning both Shoreline Conference and CIAC League activities, the conference attempts to avoid conflicts with major religious observances. Absence from practice to celebrate a religious holiday shall be an excused absence. Coaches will not penalize athletes observing religious holidays.

Athletes/parents need not be concerned that your standing/position on the team will be affected by observing religious holidays. It is the responsibility of the athlete/family to inform the coaching staff of an intended absence due to a religious observance. Further:

- No Sunday game/practices may start before 12:00 p.m.
- Scheduling of practices, including Sunday and school holidays, is at the discretion of the coach with the approval of the athletic director.

The athletic department has adopted the following policy in accordance with the CIAC Sunday game rule.

A regular season postponed game is permitted on Sunday under these conditions:

- agreement of the two competing schools to play on Sunday
- the CIAC may grant permission for other sports to play on Sunday afternoons due to unforeseen circumstances and with mutual consent of both schools

Athletic Vacation Policy

Vacations and other out of school activities, without prior approval from the coach, are not valid reasons for missing practices and contests. Family vacations that interfere with organized practice and/or games should be discussed with the coach prior to the season in a timely manner. The following regulations have been developed to be fair to all, especially to the athlete who may have no choice but to go with the family, and to the athlete who has to take the absent athlete's place during practice and contests that occur during the vacation period. If an athlete is on vacation during the season he/she should be prepared to sit out a certain number of games depending on the level of the sport (Freshman, JV or Varsity).

Due to weekly game limitations set by the CIAC and length of schedule, conflicts during vacation periods cannot be avoided. The Shoreline and CIAC do not schedule around vacations. This is impossible to do because there is no one standard vacation week for all Connecticut public schools. Athletes and parents need to be aware that games over vacations will be played and/or forfeited and not changed. This is a league as well as state policy

Participation Requirements

To participate on a Morgan School interscholastic team at the varsity, junior varsity or freshman level, the following forms are required. Please be aware that students may not participate in any tryouts, practices, or contests unless these forms are filled out completely and correctly, and submitted —NO EXCEPTIONS OR SUBSTITUTIONS WILL BE ACCEPTED. Forms can be downloaded from the Morgan athletic website or are available in the Morgan nurse's office.

Sports Physical Exams

All student athletes are required to have a physical exam that has been completed by their healthcare provider on record in the nurse's office. This physical is only valid for thirteen (13) months from the date of the exam, at which time a new physical is required to continue sports participation. This thirteen (13) month rule includes a 30-day grace period to accommodate policies that do not allow for exams to take place before one year has passed. This form must be signed and stamped by the health care provider.

Please note the following:

Students cannot tryout for a sport unless the nurse's office has an up-to-date sports physical exam on file.

Students/parents/guardians are responsible for keeping track of when the student athlete is due for a new exam.

The physical exam dates are not checked by the athletic office until seasonal tryouts take place. To avoid interruption in play during the school year, it is recommended that physical exams be scheduled during summer recess when possible.

Permission/Emergency Information For Coaches

This consent form must be completed each sports season by the student athlete's parent/guardian. The purpose of this form is to provide emergency contact and medical information (e.g., conditions, allergies), as well as grant permission to treat the student athlete in case of emergency. This form must be completed and signed by the student, a parent/guardian, and returned directly to coach. The signatures on this form also indicate acknowledgement of the athletic handbook/athletic team rules.

Transportation

Athletes are required to travel with the team, on school district provided transportation to away competitions. If a parent/guardian needs to transport a student to or from a contest, the parent must provide a written, signed explanation (including name of sport and date of contest) to the athletic office for approval, on the day prior to the contest. At no time will students be allowed to transport themselves, or travel with anyone other than a parent/guardian. Proper bus conduct is expected at all times. Team members must leave the bus in a clean and appropriate condition.

Equipment / Uniforms

Each student is responsible for and must wear the equipment and uniforms that are issued. The students must pay for any lost or damaged equipment or uniforms. Any student in possession of school equipment not directly issued will face disciplinary action that may jeopardize further participation in the athletic program.

Responsibility for Equipment / Uniforms:

All school issued equipment will remain the property of the school and must be properly cared for by the student/athlete to whom it is issued.

It is the responsibility of the student athlete to ensure that the equipment is returned at the end of the season or departure from the team.

Any student athlete failing to return a uniform or obligation payment (at the rate of the replacement cost) at the end of a season is ineligible for play in the next sport season until the account is cleared.

Game uniforms should only be worn on the day of the contest upon approval from the coach.

Responsibility Regarding Locker Rooms:

Student athletes should not bring valuable items to school.

The school is not responsible for, nor is it liable for a student athlete's personal property.

It is the student's responsibility to ensure all their personal belongings are kept in a safe place while they are participating in their sport.

Lockers should be locked at all times and combinations not shared with anyone.

Lockers will be cleaned out at the conclusion of each sport season, at which time locker combinations are changed for security purposes.

Team Captains

All Morgan School team captains are expected to be leaders on their teams and in the school community, foster team and athletic program spirit and pride, set examples of academic integrity in the classroom, and follow the policies and procedures outlined in this handbook. In addition, they must serve as positive role models to the youth.

The team captain for a Morgan School athletic team is a key leadership position and carries with it a tremendous responsibility. The captain is viewed as a mature leader who is looked upon by students, athletes, coaches, and administrators to set a positive example for team pride, fair play, dedication, and school spirit.

Morgan School captains are expected to have the following attributes: honesty, leadership, compassion, and integrity. Captains who are unwilling or unable to meet these requirements will be relieved of their position.

Selection Process

At the conclusion of each school year, captains will be selected for athletic teams for the upcoming school year. Seniors will be given first opportunity to be selected as team captain, provided they are qualified. To be eligible for selection as a captain, an athlete must meet the criteria stated in the captains' expectations. Both in and out of season, team captains are expected to be appropriate role models in the school community. A captain who, in or out of season, commits a violation of the Captains' Expectations will risk his/her position as a team captain. Captains in season who violate the captains' expectations will lose their captaincy. The Morgan School administration reserves the right to reject a nomination for captaincy based on a student's prior record at Morgan and revoke any captaincy if there is a violation of the captains' expectations.

Please Note:

Students nominated for consideration for being a captain are encouraged to demonstrate their leadership skills and abilities to teammates and coaching staff during the off-season prior to the selection process.

Exception

Selection of a junior or sophomore may occur if there are no qualified seniors available to assume captaincy. In this situation, the head coach will exercise good judgment, common sense, and the advice of the athletic director in selecting a junior or sophomore candidate. All captain nominees will be submitted to the athletic director/administration for final approval.

Students accepting the responsibility and honor of a captaincy, must adhere to the captains' expectations and sign the captain's pledge, as must their parents/guardians.

Under unusual circumstances, and with approval of the athletic director, the selection process may be delayed if it is in the best interest of the team.

Captains' Expectations

Selection to the position of team captain carries with it tremendous responsibility. Before accepting this key leadership position, the student-athlete must weigh the responsibilities that come with it. Students accepting the role of captain will be expected to:

Conduct themselves in a manner consistent with The Morgan School expectations for acceptable behavior and citizenship.

Follow the athletic training expectations in and out of season.

Follow the Clinton Public Schools hazing policy.

Follow the code of conduct stated in the captain's pledge in and out of season.

Failure to meet these expectations will risk a student's position as a team captain.

Captains are expected to be major contributors to the tone and direction of a team both on and off the field. Personal qualities coaches look for in captains include:

Role model - hard working, committed, dedicated, humble, lead by example, integrity, dependable, unwavering convictions, and positive attitude.

Well respected by teammates and the school community.

Good citizenship - respectful, loyal, cooperative, trustworthy, unselfish, honest, caring, with a great deal of pride in the school and its positive reputation.

Committed to being chemical free - will not use tobacco, alcohol, or illegal drugs.

Good school behavior - punctual, acceptable academic progress, and abides by school rules.

Athletic qualities - well skilled, dedicated, committed to the sport, display good sportsmanship, hardworking, and has good communication skills.

Willing to act as the liaison between teammates, coaches, athletic director, and other appropriate school personnel.

Coaches should expect that captains will:

Live up to the expectations of the position.

Lead by example on and off the field.

Not be afraid to step out of the crowd, that is; to speak to teammates making poor or inappropriate choices.

Be a motivator (encouraging, modeling).

Be a role model for good sportsmanship.

Captains can be of great assistance in actively working to encourage teammates to follow the athletic training expectations during the sports season and in preventing the use of tobacco, alcohol, illegal drugs, or any other inappropriate substances.

Athletic Disciplinary Actions

Both in and out of season, team captains are expected to be appropriate role models in the school community. A captain who, in or out of season, commits a violation of the captains' expectations as stated in the captain's pledge and the athletic training expectations will risk his/her position as a team captain. Captains in season who violate the captains' expectations will lose their captaincy. The Morgan administration also reserves the right to revoke any captaincy if there is a violation of the captains' expectations out of season. Any captain who violated the captains' expectations will not be eligible to receive post season Morgan athletic awards/scholarships involving character and leadership.

Captain's Pledge

The following pledge is required of all team captains. Failure to meet these expectations will risk a student's position as a team captain.

"I realize being selected to the position of team captain carries with it more responsibility than being just a team member; others in the school and greater community look up to me as a leader and role model. I will do my best to exemplify the qualities that the administration, athletic department, head coach and school community expect of me. I pledge to adhere to the captains' expectations in and out of season.

I pledge to:

Conduct myself in a manner consistent with The Morgan School expectations for acceptable behavior and citizenship as outlined in the student-parent handbook.

Adhere to the guidelines stated in the captain's' expectations in and out of season.

Follow the athletic training expectations by remaining chemical free. I will not use tobacco, alcohol, or illegal drugs.

Follow the Clinton Public Schools hazing policy.

Earn the respect of my teammates, the school community, and the larger Clinton community.

Be a good citizen. I will demonstrate respect, loyalty, cooperation, trustworthiness, selflessness, honesty, compassion, and pride in my school and its positive reputation.

Demonstrate good school behavior. I will be punctual and abide by school rules.

Demonstrate positive academic qualities. I commit to academic progress and my best effort.

Demonstrate positive athletic qualities. I commit myself to good skills, dedication to the sport, good sportsmanship, hard work, teamwork, and communication skills.

Be willing to act as the liaison between teammates, coaches, athletic director, and other appropriate school personnel.”

“The higher the level of competition – the higher the expected dedication.”

Captain’s Practice

“Captain’s practice,” no matter how well intentioned on the part of the team captains, violates CIAC policy and jeopardizes eligibility. The Morgan School athletic department fully supports the CIAC position on captain’s practices for safety and liability reasons, and captain’s practices are expressly forbidden. An adult presence (parent or volunteer) does not make a captain’s practice legal. Student athletes with questions or concerns regarding practices outside the normally scheduled team practices should speak with their coach or the athletic director.

General Information

Morgan Booster Club Passes

Morgan Booster Club Passes can be purchased during the Morgan Booster Club Drive that is held in early September. Passes may also be purchased at the first home game at which admission is charged for each sport.

Morgan Booster Passes allow the purchaser free admittance to ONLY Morgan regular season athletic contests when an admission fee is charged.

Morgan Booster Club Season Passes are not accepted at league or state tournament contests.

Dress on Game Days

The Morgan School athletic department understands and appreciates the team spirit and pride that our student athletes demonstrate. However, “dress up” days, the practice of “kidnapping” students, and any other inappropriate spirit activities ARE NOT PERMITTED. What appears to be harmless fun to some, may lead to some students feeling humiliated and distraught. It is a distraction to the school day and is in violation of the Clinton Board of Education hazing policy.

Team spirit must be shown in an appropriate and respectful manner.

The following are examples of *appropriate* dress:

wearing team uniforms, warm-ups, shirts/ties, dresses, etc.

The following are examples of *inappropriate* dress:

wearing beachwear, togas, wearing undergarments (spandex) as outer-garments, etc.
Additionally, total face and body painting at school is not allowed.

Any questions regarding this policy should be discussed with the athletic director.

Posters and Promotions

The athletic department supports promoting team activities through any upbeat and appropriate means that reflect good taste and an appropriate message. Please be sure that any game announcement/flyers have been approved by the athletic department and are posted in appropriate locations within the school property. Students found guilty of offensive or unauthorized promotions face possible disciplinary action.

Athletic Trainer

The Morgan School employs the services of a full-time and part-time certified athletic trainer (ATC) in order to provide immediate care in the event of injury. The ATC is scheduled to be in the training room every day right after school and before practice for taping, treatment, and consultation. When requested, the ATC will supervise rehabilitation in order to minimize the risk of re-injury. The trainer, however, is not here to replace the family's own medical specialist. The trainer provides immediate emergency first aid. The ATC works in conjunction with the athletic director, coaches, orthopedic physicians, and other health care professionals to create a teamwork approach when caring for the athlete.

The ATC circulates the campus during practice hours and most game days.

Injuries

All injuries incurred while participating in The Morgan School interscholastic athletic program must be reported to the athletic trainer and coach. The trainer and/or coach will administer first aid at the time of the injury. Should additional medical attention be required, the athletic trainer/coach will arrange to have the athlete transported to the hospital and parents will be notified immediately.

Concussion Awareness Information

The State of Connecticut has followed the enacted concussion legislation requiring all schools provide concussion education to student-athletes and parents. The Connecticut Association of Schools - Connecticut Interscholastic Athletic Conference (CAS-CIAC) strongly recommends that all student-athletes and parents view the CAS-CIAC video on concussions and concussion management. Please navigate to www.casciac.org for concussion awareness information.

Concussion Protocol

A concussion is described as a traumatic brain injury, or TBI, which is caused by a hit to the head or body that causes the brain to move around inside the skull. Symptoms of a concussion vary greatly from person to person but the most common symptoms seen are headache, dizziness, nausea, and feeling “in a fog”. Many of these symptoms are subjective, meaning they are felt by the patient and cannot be seen by the person examining them. Not all concussions are caused by a blow to the head, a large percentage are caused by the neck being jerked in a whiplash like fashion. Because of their subjective nature, this protocol has been put in place for the protection of the student athletes at the Morgan School. Concussions will be managed as a team including the student athlete, parent, doctor, athletic trainer, and the school nurse.

Concussion Symptoms

If any of these symptoms are seen after a hit to the head or body a concussion should be suspected and the athlete should be removed from play and the athletic trainer notified.

Signs of a concussion may include but are not limited to:

- Headache
- Unconsciousness for any length of time
- Seizure
- Dizziness
- Nausea/vomiting
- Unequal pupils
- Trouble balancing
- Lethargy/disorientation
- Light/sound sensitivity

What happens after a concussion is suspected?

If the athletic trainer suspects the athlete to have a concussion, they will contact and inform the parent/guardian and advise them to take the athlete to a physician and will recommend one if needed. Under the athletic training scope of practice, a concussion can be managed by an athletic trainer but only under the supervision of a doctor. As long as the athlete still has symptoms of their concussion, they may not practice or participate in any activity. After the athlete has been symptom free for 24 hours and cleared by a physician, they are required to go through a 5-day return to play process. This 5-day return to play process cannot be skipped and if symptoms reappear during these 5 days, the process must start over after symptoms resolve.

5 Day return to play protocol

Day 1: 15 minutes running or riding a stationary bike

Day 2: 20 minutes running or riding a stationary bike

Day 3: Sport specific activity/ no contact

Day 4: Noncontact practice

Day 5: Full practice

Every day of this protocol will be managed by the athletic trainer. The athlete is not to return to full practice or play unless the coach receives a note of clearance from the athletic trainer. This return to play process is meant to provoke concussion symptoms if the concussion has not fully resolved.

Why have a protocol?

Concussions are a serious injury that left untreated can have long-term effects. An athlete that goes back into play before fully recovering from the first concussion risks Second Impact syndrome which can lead to serious brain injury and can be fatal within minutes which is why we must take concussion care seriously.

In conclusion, if an athlete sustains a possible concussion, the following steps must be followed:

- Notify Athletic Trainer
- Notify Parent/guardian
- Athlete must see a doctor
- No activity until symptoms resolve
- After symptoms resolve, athlete must be cleared by the doctor
- 5-day return to play
- Coach receives a note clearing the athlete to fully return to play

Insurance

The athlete's family insurance policy is the primary carrier for any medical costs incurred because of sports injuries. The Board of Education provides a supplemental insurance plan for all athletes and coaches participating in interscholastic sports. The policy is an "excess coverage" policy, which is a form of insurance that reimburses for medical expenses, within the policy limits, only to the extent that basic family medical insurance does not. If there is no family insurance in effect at the time of an injury, the sports insurance may cover the claim to the extent of the policy provisions.

In submitting a claim, the steps outlined below must be followed:

The family insurance is the primary carrier and all bills must first be submitted to the family insurance company.

If there are unpaid bills, contact The Morgan School athletic office so that an Excess Insurance Claim Form may be sent to you. Follow the instructions on this claim form. The claim form and bills must be mailed to the insurance company within 90 days of the date the injury occurred. Do not submit bills to The Morgan School athletic department. They will not be paid by the school system.

Fundraising

All Morgan School athletic programs and booster organizations wishing to conduct fundraising activities, must receive prior approval for the project/event from the athletic director by completing a fundraising form. Fundraising solicitation forms can be obtained from the athletic office. This form must be submitted to the athletic director at least two (2) weeks in advance of the proposed event.

The Athletic director will calendar all planned fundraising activities for each school year ensuring that several groups are not fundraising at the same time. This calendar will include the event name, date(s), and responsible party.

Fundraising may not proceed until the fundraising form has been approved and returned to the sponsor of the group conducting the fundraiser. All fundraising materials and fliers must be approved by the athletic director.

Purpose for Fundraising

- 1) Providing supplemental funds that help defray the costs of optional activities that support school programs.
- 2) Providing supplemental materials or equipment that enhances the athletic programs and/or athletic facilities.

Consideration for Approval

The fundraiser does not detract from or conflict with the greater fundraising efforts of the school or school district.

The fundraiser promotes team or school community.

The fundraiser provides students with a positive experience.

The planned project does not take too much student, parent, coach, faculty, or administrative time.

The project cannot be covered through the school's annual operating budget.

Other Fundraising Guidelines

Food items will not be sold during the operational hours of Clinton Public School's Food Services. Fundraisers will be scheduled on a first come first served basis.

Funds Raised

All funds raised MUST be turned into the athletic secretary within 48 hours of the fundraiser.

The head coach of the applicable athletic program will receive a receipt for the funds.

ONLY the head coach and/or athletic director can request to have funds withdrawn from their programs account.

Team Bench Protocol

The team bench is an athletic classroom. Athletes on the bench are expected to focus and concentrate on the game, listen to the coach, and support their teammates. The bench area can provide an important and unique opportunity to learn and teach. It is the athlete's responsibility to know what is going on: offensive game plan and defensive assignments, any adjustments already made, opponent's defensive tendencies, key offensive and defensive strategies, techniques, and skills the coach is trying to identify and teach.

We ask that parents and spectators afford the coach and players the same respect and courtesy that they would to teachers and students in the academic classroom. Most of our playing fields provide ample spectator viewing areas located on the opposite sides or ends of our fields. Please maintain an appropriate buffer or distance as to allow an athletic classroom atmosphere around our team benches.

Team Bench Composition

Team officials shall consist of school administrator, athletic director, head coach, assistant coach, manager, up to two (2) primary care personnel (who are qualified to diagnose and/or treat injury and/or illness, and authorized by the school district), and student athletes that are on the CIAC eligibility list.

Team officials are considered part of the team, and as such may be expected to wear the association uniform.

All team officials must wear flat, enclosed shoes, or joggers.

Team Bench & Personnel

Team Officials and bench players may not indulge in inappropriate comments or behavior.

Corrective Actions:

When any incident/altercation occurs at a contest (unsportsmanlike disqualification, injury, transportation issue), the coach in charge at the contest **MUST** contact the athletic director immediately following the game.

If the school administration and/or athletic director decides an investigation into the incident is warranted based on the severity of the incident/altercation, anyone involved in the incident will not be allowed to participate in practice or game situations until such investigation is completed.

Disciplinary action regarding the party(ies) involvement/behavior may lead to dismissal from the program and/or position with the athletic program that the incident/altercation occurred in, or from athletic department programs.

Due to the field or court set up, team officials may stand **BEHIND** the Team Bench, but under no circumstances may they be **MOVING UP AND DOWN** the side lines, or along goal lines during play.