

**ROCKY HILL**

**HIGH**

**SCHOOL**

**COACHES**

**HANDBOOK**

**2021-22**

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## **PREFACE**

The purpose of this handbook is to serve as a guide to your coaching duties and responsibilities. The handbook contains the procedures, regulations and paperwork of the Rocky Hill High School Athletic Department. It is an attempt to compile the information with which you must become familiar and information that will be requested of you.

Each coach will follow the procedures and regulations set forth and provide paperwork requested as well. **This handbook is to be kept handy for reference.**

## **PHILOSOPHY**

The athletic program at Rocky Hill High School is an integral part of the educational process. The purpose of the program is to stimulate students to develop mutual interests, promote motivations and improve their physical skills.

To be of maximum effectiveness, the athletic program must be closely coordinated with the general instruction of the school. It must be such that the number of students accommodated, and the educational aims achieved, justify its inclusion in the overall educational program.

The 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 pressures that might tend to neglect good sportsmanship and good mental health.

Athletics are for all students who are physically able to participate, who qualify under the eligibility requirements, and who adhere to the rules set forth by the state and local school officials. We believe that participation in athletics will contribute to the following:

1. Improvement of the health, fitness, and general welfare of all individuals taking part in the program.
2. Engaging a maximum number of students in administration as well as active areas of the program.
3. Stimulating all participants to achieve creditable academic progress and to make a contribution to the general educational program of the school.

## **MISSION STATEMENT**

The Rocky Hill High School Department of Athletics strives for excellence by providing opportunities to student-athletes to participate in programs that are designed to develop meaningful standards of athletic performance, leadership, scholarship, community service and appropriate conduct within the educational and social environments of Rocky Hill High School.

### **Varsity Athletics**

Varsity athletes are those athletes that exhibit the most skill of those that have tried out for the team. They will have the opportunity to compete against equally talented athletes from opposing schools. A purpose of varsity athletics is to refine the skills of the team in an attempt to provide the high school with the best win-loss record possible.

### **Junior Varsity Athletics**

Junior varsity athletic programs offer those students who do not yet possess the skills required of Varsity athletes an opportunity to participate in a competitive setting. Junior varsity athletes are in the process of gaining valuable knowledge, skill and experience required for varsity competition.

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.

### **Freshman Athletics**

Ninth grade athletes may participate in all sport programs offered at the high school level. Freshman athletic programs are offered to those ninth grade students who do not yet possess the skills necessary to participate on the Junior Varsity level. Freshman teams are designed to provide a competitive setting in which to gain valuable knowledge, skill, and experience required for promotion to the Junior Varsity team.

Occasionally, ninth grade athletes may participate in Junior Varsity or Varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This promotion should not be misinterpreted as an absolute move to the next levels of competition.

## **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 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 teach athletes to work together as a cohesive unit in order to achieve a common goal.
9. To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible.
10. To provide high quality leadership for all athletic programs so as to exemplify to student's a desired behavior to be developed from each athletic program.
11. To provide opportunities for the development of a feeling of unity and belonging, team pride, teamwork and commitment.

## COACHING PERSONNEL

### A. Head Coach Job Description

#### Qualifications:

1. Valid Connecticut teacher certification/Five Year Renewable Coaching Permit, including completion of Module 15 – Concussion Management
2. Valid CPR/AED and Standard First Aid Certificates.
3. Has previous successful coaching experience in assigned sport
4. The head coach must have 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.

#### General:

1. The success of athletic programs has a strong influence on the community's image of the entire 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. The position includes other unusual aspects such as extended time, risk injury factor and due process predicament.
3. 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. All RHHS head coaches are expected to:**

- a) Be responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction and enforce all rules of the CIAC and the CCC as they pertain to the respective sport.
- b) Arrange for pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations for your program.
- c) Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- d) Ensure that all student-athletes are registered via InfoSnap and discuss the following items with all student/athlete:
  1. CIAC Regulations
  2. Student-Athlete Handbook
  3. Athletic Contract
  4. Parent Consent
  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.
- e) Promote respect by example through appearance, manners, behavior, language and conduct. See Code of Ethics.
  - f) Insure proper warm-up and conditioning programs in an effort to reduce the risks of injury.
  - g) Supervise and evaluate assistant coaches, assign duties and conduct staff meetings as necessary at all levels.
  - h) Properly supervise all athletes at practice, in transit and at games.
  - i) Inspect all equipment and oversee the issuance and collection of equipment/uniforms. Maintain an equipment inventory, keep records, enforce rules regarding care of equipment and advise the Athletic Director as to reconditioning needs.
  - j) Monitor academic progress of team members during the season.
  - k) Be responsible for drafting and submitting budget requests no later than the first week of October.
  - l) Submit proper end of season information (award lists, end of season report, schedule, etc.)
  - m) Assist students in college placement, where possible.
  - n) Support youth programs by communicating with youth coaches, offering clinics and other assistance in an effort to provide program continuity.

## **B. Assistant Coach Job Description**

### **Qualifications:**

1. Valid Connecticut Teacher Certification/Five Year Renewable Coaching Permit, including Module 15 – concussion management.
2. Valid CPR/AED and Standard First Aid Certificates.
3. Previous coaching experience in assigned sport.
4. Has knowledge and background in the assigned sport.

**Job Goal:** To carry out the aims and objectives of the sport program as outlined by the head coach 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.

### **Duties and Responsibilities. RHHS assistant coaches are expected to:**

- a) Support the head coach in conducting the athletic program of the particular sport and the total athletic program of the School.
- b) Coaches 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 postseason).
- d) Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
- e) Plans and schedules with the head coach a regular program of practice (including holiday or vacation periods).
- t) Be responsible for the junior varsity and/or freshman programs.
- g) Properly supervise student-athletes at practice, in transit and at games.

- h) Have a thorough knowledge of all the athletic policies and be responsible for its implementation.
- i) Maintain discipline and work to increase moral and cooperation within the school sports program and school community.
- j) Promote respect by example through appearance, manners, behavior, language and conduct. See Code of Ethics.
- k) Performs 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 herein designated as those of the head coach.

### C. Volunteer Coach Job Description

#### Qualifications:

- 1. High School graduate
- 2. Valid First Aid/CPR certificate
- 3. Previous coaching and/or playing experience
- 4. Reputable background working with youth
- 5. Valid Coaching Permit (Temp. - 1st year)

**Job Goal:** To carry out the aims and objectives of the assigned team as outlined by the athletic department and Board of Education policies. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

#### Duties and Responsibilities. RHHS Volunteer Coaches Are Expected to:

- a) Attends all meetings and meets all criteria pertaining to athletics that is required of a coach employed by the school district.
- b) Will not be solely responsible for any athlete(s) without direct supervision of an employed coach of the school district.
- c) Assist the Head, Assistant or Freshman Coach in carrying out their responsibilities.
- d) Understand the proper administrative line of command and refer to all student and parent requests or grievances through proper channels.
- e) Never criticizes, admonishes or argues with the Head Coach or any staff member within ears or eyes of players or parents.
- f) Is responsible for following the department's set procedures for injured athletes.
- g) Works within the basic framework and philosophy of the Head Coach of the sport.
- h) Performs such other duties that are consistent with the nature of the position and that may be requested by the Head, Assistant, or Freshman or Athletic Director.



See Appendix.

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

### **Substance Abuse Policy**

Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol, drug paraphernalia or the misuse of other drugs/medications will result in timely appropriate disciplinary action up to and including dismissal from the team determined by administration.

The student-athlete shall report any use of medication(s) prescribed by a physician to the coach

The use or possession of tobacco (including smoking, chewing, or use of snuff) will result in timely appropriate disciplinary action up to and including dismissal from the team determined by administration.

### **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 by student/athletes will result in immediate dismissal 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.

### **School Attendance**

1. Athletes will be allowed to participate in practice or contests only if they are in school by 9:15am the day of a contest or practice. Students who are absent from school may not participate in any athletic event during that afternoon or evening. The administration when arranged in advance may approve individual exceptions. Students must be in attendance for 7 of 9 periods to be eligible to play or practice that day.
2. Unexcused single period absences during a given day may cause an athlete to be withheld from practice or contests on that day.

### **Absence from Scheduled Practice**

A team will only function effectively when all participants are present. Any player who skips practice is hurting themselves and the team. A player must notify the coach in writing of any practice he or she is required to miss. The coach will determine if the excuse is acceptable.

### **Locker Rooms**

1. It is the student/athlete's responsibility to:
  - a) Leave all your valuables at home
  - b) Keep your locker locked at all times

**Note: The school is not responsible for personal property.**

### **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 when the athlete completes the sport, either at the end of the season, or on leaving the team.
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 days.

***Note: Athletes who do not return equipment/uniforms are ineligible to participate on additional athletic teams throughout the year. In addition, spring athletes will not receive their class schedules for the following school year until all items are returned or replacement costs have been submitted. Graduating seniors will not receive their cap and gown until they too have met the above responsibilities.***

### **Vacations**

High school athletics do not stop during school vacation weeks. Team members are expected to attend practices and contests during vacations that fall within the team season. Parents should make family vacation plans with the student/athletes commitment in mind. However, athletes who have family vacation plans must provide the coach notification of vacation plans immediately after the team has been selected. A parent or guardian of the athlete must sign the written notification. No team member will be removed from a team for missing practice or games during vacation for which they have notified the coach as previously stated. It is the coach's prerogative to decide when a player is in condition to resume play. In general, the player should expect to miss an additional number of games equal to the number of games previously missed on vacation.

### **Bus Behavior**

1. Students/athletes must travel to and from contests on the team bus, accompanied by the coach. See legal liabilities and procedures.
2. Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contests.
3. The athlete(s) involved will pay for any damage to buses, caused by athletes. Said athlete(s), by this behavior, will be subject to dismissal from the squad and school discipline.

### **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. See Board of Education policy (5313) below.

#### **Hazing**

- I. Purpose
 

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district, disruptive of the educational process, and prohibited at all times.
- II. Definition
 

"Hazing" means any action or activity that endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization or activity, including membership of any athletic team. The term shall include, but not be limited to:

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

- B. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk or harm or that adversely affects the mental or physical health or safety of the student.
  - C. Any activity involving the ingestion or consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - D. Any morally degrading or humiliating game, prank, stunt, practical joke or other activity that (a) intimidates or threatens the student with ostracism; (b) subjects the student to stress, embarrassment, or shame; and/or (c) adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - E. 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.
- III. Applicability of Policy
- A. No student, teacher, administrator, coach, volunteer, contractor, or other person affiliated with the school district by employment or otherwise shall plan, direct, encourage, aid, engage, condone, or permit hazing. Apparent permission or consent by a person who is the victim of hazing will not avoid the prohibitions contained in this policy.
  - B. The Superintendent or designee will act to investigate all complaints of hazing and will discipline or take appropriate action against any person who is found to have violated this policy.
  - C. For the purposes of student discipline, the Board of Education considers hazing to be seriously disruptive to the educational process whether or not it occurs during the school day.
- IV. Reporting/Investigative Procedures
- A. Individuals who believe that they have been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to the appropriate school official so that the incident can be properly investigated and appropriate action can be taken, including immediate notification of the Superintendent of Schools.
  - B. At the building level, the principal is the person responsible for receiving reports of hazing. In the case of athletic teams, the report may be made to the coach of the team, the Director of Athletics, the school nurse, or the school administration. Any person may report hazing directly to the Superintendent.
  - C. Teachers, administrators, volunteers, coaches, and other persons employee or affiliated with the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing, shall immediately inform the appropriate school official, as outlined in Section B (above).
  - D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or participation in school activities.
- V. School District Action
- A. Upon receipt of a complaint or report of hazing, the Superintendent shall undertake or authorize an investigation by the school district.
  - B. Pending completion of a hazing investigation, the school administration may, at its discretion, take immediate steps to protect the complainant, reporter, students, or other persons involved.

- C. Upon completion of the investigation, the school administration may take appropriate action if necessary. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion, termination of employment in the case of staff, and/or referral to law enforcement officials.
  - D. The Superintendent will take appropriate action, including disciplinary action, in the event of retaliation against any person who makes a good faith report of alleged hazing or who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.
- VI. This policy shall appear in all parent-student handbooks and staff handbooks.

### **Changing Sports**

1. Prior to the date of the first contest of each season, athletes will be allowed to transfer from one sport to another only on mutual agreement of the two coaches involved, and upon meeting with the Athletic Director.
2. An athlete who drops from a team after the first contest is not permitted to join another team (sport) during that season.
3. An athlete may join a team after the first contest with coach and Athletic Director permission, but in accordance with CIAC regulations, must participate in ten (10) practices on non-game days to become eligible to play at any level. The coach must record these practice dates and notify the AD when the student-athlete becomes eligible to play.

### **Gymnasium Procedures**

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

### **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.

### **School Suspensions**

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

## **ATHLETIC REQUIREMENTS FOR PARTICIPATION**

*"Participation in athletics is a privilege and not a right"*

In order to participate in any sport at Rocky Hill High School the following requirements must be met:

1. Sports Health Assessment Form completed by a Physician and Parent/Guardian and submitted to the school nurse.
2. All student athlete and parent forms are found on the athletic page of the school's website. Parent/Athletic Acknowledgement/Emergency Medical

Forms must be completed and submitted online via InfoSnap.

- All eligibility requirements must be satisfied.

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

Sport offerings at Rocky Hill High School. \*Several teams can be co-ed.

### **Boys**

Football\*  
Soccer  
Cross Country  
Golf

### **Fall**

### **Girls**

Soccer  
Swimming & Diving  
Cross Country  
Volleyball  
Cheerleading\*

### **Winter**

Basketball  
Wrestling\*  
Swimming & Diving  
Ice Hockey

Basketball  
Indoor Track  
Cheerleading\*

### **Spring**

Baseball  
Tennis  
Outdoor Track  
Lacrosse

Softball  
Tennis  
Outdoor Track  
Lacrosse

Athletic teams may be added to the athletic program if there is sufficient student interest, adequate funding and facilities, and opportunities to develop a viable and competitive schedule. A newly organized team is considered a club team for two consecutive seasons. If after that time the above qualifications have been met, the coach may request the Athletic Director to petition the Board of Education to add the team to our program with the appropriate funding. The team will then compete for one year at the junior varsity level before becoming a varsity CIAC program.

## **AWARDS**

At the conclusion of each sports season, student athletes will be presented letters, numerals, metal insignias, and certificate awards according to their participation level.

## **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 and brand name).

## **CAPTAIN SELECTION**

To be appointed a team captain for a Rocky Hill athletic team is a distinction. Characteristics of a team captain include the following: Integrity, Knowledge, Courage,

Decisiveness, Dependability, and Initiative. To be eligible for a captaincy, a student-athlete must have passed all of their classes in the previous marking period and must not have been suspended from school in the previous year.

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

The team captain should not be the winner of a popularity contest. He or she is the liaison between members of the team and the coaching staff. A good captain is one who, by example, will lead his/her teammates to follow the rules set by the team and the coaches. They should gain the respect, confidence and trust of their teammates.

In many instances, the team members may vote to indicate their preferences and help guide the coach in his/her decision, but the final decision rests with the coach. Other than the selected team captains, individual game or match captains may be selected by the coach.

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. Save football, a coach must obtain permission from the Athletic Director if they wish to name more than four captains. All sport captains will meet with the Athletic Director at the beginning of the season.

### **CAPTAINS' PRACTICES**

The term "Captains' Practice" usually means the team's captain organizing and conducting practice sessions for the sport without adult supervision. The CIAC and CCC do not in any way sanction, encourage or condone "Captains' Practice" in any sport. "Captains' Practice," depending on the member school's involvement, may be a clear violation of the season limitations eligibility rule or certainly a violation of the spirit of the rule. There may be no sport specific training conducted by any coach employed by the Rocky Hill Board of Education. No RHHS facilities shall be booked for these purposes.

### **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, and possess a **five-year renewable coaching permit or a temporary emergency coaching permit**. Applications for these permits are available on the CIAC website.

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:

1. Application ED 185
2. A 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).
3. 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 that the individual has enrolled in an approved coaching course.

### **CONNECTICUT HIGH SCHOOL COACHES ASSOCIATION**

The CHSCA is a professional organization for coaches and is open for membership to all certified 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.

Rocky Hill High School will pay for all varsity head coaches. Junior Varsity and Freshman coaches are responsible for sending in their membership form and check to the CHSCA. It is highly recommended that all coaches join CHSCA. Forms are available through their website.

### **EJECTION RULE**

The C.I.A.C. and the CCC have ejection rules for both players and coaches for unsportsmanlike behavior or fighting. The coach must notify the Athletic Director of all ejections immediately after the game, so that appropriate steps may be taken. Any player ejected from any game at any level is automatically suspended for the next contest.

### **ELIGIBILITY**

Rocky Hill High School is a member school of the Connecticut Association of Schools (CAS). As a member school, we are governed by a minimum of uniform eligibility requirements by the Connecticut Interscholastic Athletic Conference (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:

1. You are not taking at least four (4) units of work or its equivalent; (Rule J.B.)
2. You 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 L.A.)
3. You 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.)
4. You have changed schools without a change of legal residence; (Rule 11.C.)
5. You 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.)

6. 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 ILE.)

**The exception to Rule ILE. 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.
7. You play under an assumed name on an outside team; (Rule II.F.)
  8. You receive personal economic gain for participation in any CIAC sport. (Rule 11.F.)
  9. Your 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.
  10. 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 Rocky Hill 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 review eligibility requirements with their respective teams.

It is the responsibility of each varsity coach to file an **eligibility roster** with the Director of Athletics. This roster should be a list of all team members in alphabetical order by grade. (Seniors first, juniors second, etc.). This document will be sent to all head coaches.

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 Director one (1) week prior to the first contest of the season.**

#### **EMERGENCY MEDICAL PROCEDURES**

1. Give immediate First Aid if appropriate and the athletic trainer is not present.
2. Contact athletic trainer at **774-279-8894**.
3. If trainer cannot be contacted and it is a medical emergency **CALL 911 FOR POLICE OR AMBULANCE**.
4. Be sure to contact the parent. Refer to emergency forms for information.
5. Call the Director of Athletics to inform him of any serious emergency - Office (860) 258-7721 x22219.

In addition, to avoid unnecessary delays in providing **immediate** emergency medical care for your athletes, every coach has access to InfoSnap for information for all athletes. Each coach is required to have a first aid kit, and water available to their athletes at every practice and game.

#### **END OF SEASON RESPONSIBILITIES**



Head coaches are required to complete the following responsibilities at the end of their season. Coaching checks will not be released until all responsibilities have been met.

- a) End of season report. The report should include season records for all teams, outstanding records and achievements, All-Conference, All-State and All-New England selections and program recommendations.
- b) Lost uniform/equipment list.
- c) Updated inventory.
- d) Written evaluation of assistant(s) and self-evaluation, to be given to the Athletic Director in the end of season meeting.
- e) Return all keys, first aid kits, ice coolers, water jugs and any other school equipment.

### **EQUIPMENT AND UNIFORMS**

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

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

Coaches are to inform the Director of Athletics of items that need to be reconditioned.

### **EVALUATION**

The Director of Athletics 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 AD to review the evaluations. All evaluations will be in writing and copies will be submitted to the coach and to the coach's personnel file at Central Office.

### **FACILITIES USE**

The Athletic Director, in cooperation with the coaches involved, will schedule the usage of all RHHS facilities. All practices and games will be entered into the MyRec system. For fall activities, reservations will be made by July 15, for winter activities by September 15, and for spring activities, by February 15. Careful consideration will be given to the equality of male and female teams and sufficient practice time for all teams.

During inclement weather, when the gym usage may be great from outside sports teams, every effort will be made not to disrupt the activities of the indoor sports that are also in season. If a scheduled game or scrimmage has been planned by an indoor sport, that activity will have first priority. Practice on non-school days may be scheduled after consultation with the Athletic Director. On Sundays, no practices may be scheduled prior to 12pm and all activities on Sunday must be made optional for all student athletes.

### **FITNESS ROOM**

**Hours:**

Monday-Friday 6:00am-7:00pm

## **RHHS Fitness Room Rules**

### **Rules:**

1. All blinds are to be open at all times when occupied.
2. Doors are not to be propped.
3. Usage is reserved for high school students only.
4. No student may be in the Fitness Room unsupervised.
5. No one on one workouts may be conducted with the exception of rehabilitation or RTP exercises under the supervision of the Athletic Trainer.
6. All weights must be re-racked when finished.
7. All equipment must be wiped down after use.
8. Access to the Fitness Room for student-athletes is restricted to school hours under PE supervision and after school hours under coaches' supervision.
9. When school is not in session, the Fitness Room will be closed.

### **FUNDRAISING/BOOSTER CLUBS/SAF**

Money from fundraisers and booster clubs are outside of the regular athletic budget. With administrative approval, coaches and parents may conduct fundraisers to benefit the student-athletes and programs in Rocky Hill. Unless a Booster Club is established as an outside group (eg: Friends of Rocky Hill \_\_\_\_\_, LLC) all monies raised will be deposited into the team's Student Activity Fund (SAF) account. Coaches or designated booster club members are responsible for making these deposits through the Principal's office. Under no circumstances may fundraised monies be distributed to student-athletes or their parents/guardians. Fundraised money may not be used to purchase uniforms. All purchases through the SAF account must be pre-approved by the school administration and follow the same procedures as routine supply orders.

### **GAME PERSONNEL**

The assigning of scorer, timers, etc., is the responsibility of the Athletic Director with cooperation and assistance from the coaching staff.

The assignment of officials to contests is the responsibility of the respective sport commissioner as assigned by Arbiter. All officials will be paid through Ref pay on the Arbiter. 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.

Requests for payment (RFP's) for other support staff will be made out by the coach or designated game worker 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. Yellow RFP's are in the main office.

### **HEAD INJURIES**

Head trauma is an epidemic in sports which has the potential for serious complications if not managed correctly. What appears to be a "minor ding" or "bell ringer" without loss of consciousness, has the risk of catastrophic results when a player is returned to action too soon. Medical literature reports severe instances including death from "second impact syndrome" even after mild concussions. For these reasons, it is important to be

aware of the signs, symptoms, and appropriate treatment for head injuries. All student-athletes, coaches, and parents should review the links on the Athletics page on the school website, which include IMPACT testing, as well as CIAC Concussion Central and other related concussion education literature.

## **HEAT STRESS AND ATHLETIC PARTICIPATION**

Many early fall and late spring practices are conducted in very hot and humid weather. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. There is no excuse for heatstroke deaths to increase if the proper precautions are taken. Under such conditions, an athlete can be subject to the following:

**Heat Cramps** - Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

**Heat Syncope** - Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.

**Heat Exhaustion (Water Depletion)** - Excessive weight loss, reduced sweating, elevated skin and deep body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

**Heatstroke** - An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma.

It may occur suddenly without being preceded by any other clinical signs. The individual

is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

The following practices and precautions are recommended:

1. Coaches should know the physical condition of their athletes and set practices accordingly. Coaches should also take special precautions to take care of themselves.
2. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for gradual acclimatization to hot weather. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7 to 10 days. Final stages of acclimation to heat are marked by increased sweating and reduced salt concentration in the sweat
3. The old idea that water should be withheld from athletes during workouts has no scientific foundation. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10 minutes be scheduled for a water break every half hour of heavy exercise in the heat. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES.** Check and be sure athletes are drinking the water. Drinking ample water before practice or games has also been found to aid performance in the heat.

4. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **ATTENTION MUST BE DIRECTED TO REPLACING WATER - FLUID REPLACEMENT IS ESSENTIAL.**
5. Know both the temperature and humidity. The greater the humidity, the more difficult it is for the body to cool itself. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT Index) that is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT:

Index:	Below 64	Unlimited activity
	65-72	Moderate risk
	74-82	High risk
	82 plus	Very high risk

6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **NEVER USE RUBBERIZED CLOTHING.**
7. Athletes should be weighed each day before and after practice and **weight charts checked.** Generally, a 3% weight loss through sweating is safe. Over a 3% weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose much weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Know what to do in case of an emergency and have your emergency plans written with copies to all of your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

#### **Heat Stroke - This is a Medical Emergency - Delay Could Be Fatal**

Immediately cool the body while waiting for transfer to a hospital. Remove clothing and use cool water on the body. An increasing number of medical personnel are now using a treatment for heat illness that involves applying cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling.

#### **Heat Exhaustion - Obtain Medical Care at Once**

Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if the athlete is able to swallow and is conscious.

#### **IMPACT TESTING AND RETURN TO PLAY PROTOCOL**

1. All 9<sup>th</sup> and 11<sup>th</sup> student-athletes will complete a baseline neurological test (IMPACT) prior to participation in athletics in 2020-21.
2. Renee Garrahy, our school nurse, and Andrew Abraham, our athletic trainer, are trained in IMPACT and will administer all testing.
3. Results will be stored with the school nurse and may be sent to student-athletes PCP.
4. All concussion agreements are embedded in InfoSnap Athletic registration.

5. For every documented concussion, a student-athlete will need to pass the re-test prior to being allowed back into practice or competition.
6. For a prior history of concussions (multiple) additional steps and time will be required.
7. Rocky Hill's Return to Play Protocol will follow the 5 step recommendation of the CIAC as outlined below. These steps are also outlined in the concussion consent form embedded in InfoSnap athletic registration.

### **Medical Clearance RTP protocol (Recommended one full day between steps)**

**Rehabilitation Stage:** Functional exercise at each stage of rehabilitation Objective of each stage

1. No activity. Complete physical and cognitive rest until asymptomatic.

### **Recovery Stage:**

1. Light aerobic activity: walking, swimming or stationary cycling - keeping intensity <70% of maximal exertion; no resistance training. Increase heart rate.
2. Sport Specific Exercise. For example: skating drills in ice hockey, running drills in soccer; no head impact activities. Add movement.
3. Non-contact training drills. Progression to more complex training drills, (e.g. passing drills) may start progressive resistance training. Exercise, coordination and cognitive load.
4. Full Contact Practice Following medical clearance, participate in normal training activities. Restore confidence and assess functional skills by coaching staff \* If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, s/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don't resolve, the athlete should be referred back to their medical provider.

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

### **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).

### **No School:**

No practices or games will be held on days where school is not in session due to holidays. This does not include December, February and April breaks. Games may be permitted weather permitting based upon the decision of the Principal and Athletic Director and with approval of the Superintendent of Schools.

During professional development days for staff, no practices may be held prior to 2:30pm.

### **Early Dismissal:**

All practices and games are canceled for the remainder of the day.

## **INJURIES, Sport Related**

The potential for injury is inherent in any sports related activity. As all coaches are certified in Basic First Aid, CPR and have received AED training, it is expected that

proper care in the prevention and treatment of injuries will be used.

The following procedures must be followed for any sports injury that occurs during an official school sponsored practice or game:

1. Have the Athletic Trainer evaluate and administer First Aid.
2. In the absence of the Athletic Trainer the coach may administer Basic First Aid as needed.
3. Arrange for medical attention when injury is serious enough to require emergency medical treatment.
  - a) In some cases, an injury may require medical attention but may not be so serious as to require the services of (911). In these cases, parents may transport the injured party to the proper medical authority.
  - b) As a rule of thumb, whenever you are in doubt as to the seriousness and extent of an injury, notify (911).
  - c) A coach or adult delegate must accompany any athlete being taken to the hospital or doctor's office. He/she must remain until the parent arrives.
4. Notify parents or guardians regarding all injuries immediately. In cases where medical attention beyond the Athletic Trainer is required, on the next school day, the coach must complete and submit to the Athletic Director an Accident Report Form and Insurance Claim form. These forms are available on the athletic webpage and will also be distributed to coaches at the beginning of the season.
5. When an athlete sustains an injury that requires medical attention, the student should not be allowed to participate again until the school (Athletic Trainer, School, Nurse, Athletic Director) has received written approval from the attending physician.
6. The head coach will follow the case closely.

## **INSURANCE**

The Rocky Hill Board of Education has made available to parents of athletes a student accident (injury) insurance for students who engage in interscholastic sports. This insurance affords excellent protection. The Board of Education pays the premium for this policy.

Students participating in interscholastic sports are automatically covered under the school's athletic insurance program. The athletic insurance program does not cover any medical expense that is paid or payable under any other insurance policy. Therefore, a family's regular insurance policy (e.g. Blue Cross/Blue Shield, etc.) will cover the student athlete initially. The school's athletic insurance policy will take effect when the individual's insurance is exhausted, up to the limits contained in the school's athletic insurance policy. This policy is on file in the Business Office at the Board of Education.

## **INVENTORY**

Coaches are responsible for keeping an up-to-date inventory of equipment for their respective sports.

Upon completion of the particular season, all equipment should be recorded and neatly arranged in the assigned storage area.

## **LEGAL LIABILITIES AND POLICIES**

Lawsuits have placed coaches in a precarious position. The most common charge is negligence, the failure to act in a reasonable, prudent and careful manner.

Although it is impossible to anticipate every accident, please try to be consistent with the

following:

- a) Adhere to the regulations of this manual.
- b) Never allow a student to practice or play without first obtaining a current physical examination and a parent permission form.
- c) Never take liberties with starting dates.
- d) All conditioning programs should be progressive. Accurate attendance records should be kept. Any student missing a number of practice sessions should be given ample time to regain proper fitness before playing again.
- e) Players must receive adequate training in fundamentals and technique. The skills should conform to accepted practices and be within the capabilities of the players. Coaches should avoid mismatches in age, weight etc.
- f) All techniques must fall within established rules. For example, in football, any technique or terminology that cites the helmet as the initial contact point is a breach of the rules and leaves the coach open to liability.
- g) The nature of every drill should be thoroughly explained and the proper techniques explained and demonstrated. Players should always be informed of any risks involved with any activity.
- h) Player's protective equipment should be checked regularly.
- i) Prompt attention to all injuries is paramount.
- j) A returning player from the injured list should not be permitted to play again without the coach first obtaining written approval from the attending physician.
- k) All coaches must hold current certification in First Aid and CPR.
- l) Accident forms must be filled out properly and promptly.
- m) Never diagnose an injury, and never give an athlete any kind of medication at any time, even aspirin.
  
- n) Students are not allowed to drive to away games. **Written permission of the student-athletes parent or legal guardian must be secured prior to being transported other than by the team bus.** Travel Release forms are available in the main office and on the school's athletic webpage. Parents may also email the head coach and Athletic Director prior to the contest. Any exceptions to this rule must be arranged with the high school Principal.
- o) Coaches should never feel that because they have excellent rapport with parents that their techniques would go unchallenged. They may discover how fragile that relationship can be after a serious accident or injury occurs.

Coaches and school administrators find themselves drawn into a lawsuit (usually) for one of the following reasons:

1. Failure to properly supervise students.
2. Failure to properly condition the athlete.
3. Failure to provide proper fitting and safe equipment.
4. Failure to give proper instruction.
5. Failure to adequately warn parents and students of the risks involved in interscholastic athletic participation.

(The concept is simple. Warning players what not to do is good coaching and good sense from both a safety and legal standpoint. You are establishing yourself as a reasonable, prudent professional and that stance is your greatest defense against legal entanglements.)

As a coach, you have the following fourteen coaching duties:

1. Duty to plan.
2. Duty to supervise.
3. Duty to assess student-athlete readiness for practice and competition.

4. Duty to maintain safe playing conditions.
5. Duty to provide proper equipment.
6. Duty to instruct properly.
7. Duty to match athletes.
8. Duty to condition properly.
9. Duty to warn athletes of danger.
10. Duty to ensure athletes are covered by injury insurance.
11. Duty to provide emergency care.
12. Duty to develop an emergency response plan.
13. Duty to ensure proper transportation.
14. Duty to select, train and supervise coaches.

## MAILBOXES

Each coach during his/her season is assigned a mailbox in the Main Office. Coaches should check their mailbox daily to receive up-to-date communication and information from the Athletic Director or office staff. Do not send a student to clear your mailbox.

## 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 nor 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.

All coaches will be required to complete DCF on-line training once a year as a condition of employment in Rocky Hill.

## MEDICAL SERVICES

**Athletic Trainer:** Accessible at all home contests and away football games.

**Athletic Trainer Facilities: Indoor** - located next to the pool across from the main office and accessible from the hallway.

**Ambulance Service:** Available at all home football games. To call for an ambulance dial 911. Police can also be reached at (258-7640).

**Equipment and Supplies:** Available from the trainer (crutches, splints, tape, etc.) Each team is supplied a first aid kit, water jug and a small cooler for ice. These items will be distributed to the coach at the beginning of the season and must be returned in the same condition at the end of the season.

**Team Physician:** Accessible at all varsity home football games.

## PARENT PERMISSION

All permissions are done with registration Via InfoSnap on the high school main



website and athletic webpage.

### 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. They are valid for 13 months.

Participants are to obtain the physical exam at their own expense. The

#### **REGISTRATION/MEDICAL CONSENT/PHYSICIAN'S STATEMENT**

**FORM** must be handed to the school nurse 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.

### PERSONNEL POLICIES

1. *Non-Discrimination (personnel)*. The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification. For clarification please refer to Board of Education "Non-Discrimination (personnel)" Policy #4010 which is available online at [www.rockyhillps.com](http://www.rockyhillps.com).
2. *Sex Discrimination and Sexual Harrasement in the Workplace*. It is the policy of the board of education to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited. For clarification please refer to Board of Education "Sex Discrimination and Sexual Harrasement in the Workplace" Policy #4020 which is available online at [www.rockyhillps.com](http://www.rockyhillps.com).
3. *Alcohol, Tobacco, and Drug-free Workplace*. The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act. For clarification please refer to Board of Education "Sex Discrimination and Sexual Harrasement in the Workplace" Policy #4050 which is available online at [www.rockyhillps.com](http://www.rockyhillps.com).

### PRACTICE CANCELLATION

In case of inclement weather coaches must call the Athletic Director **prior to 12 noon** to notify the student body through the p.m. announcements. Be sure to include the specific teams (V, JV, F) and information regarding location, time and/or cancellation.

## **PUBLICITY**

Coaches are responsible for reporting varsity contest results to the media. Coaches should report the results of their home contests to the Hartford Courant. The Courant high school sports line is 860-241-6435. In reporting scores please be sure your information is accurate including the spelling of athletes' names. All varsity coaches are responsible for reporting varsity game scores on the coach's page of the CIAC website.

Coaches should make every effort to follow through on all requests for information by the media. Cooperation with the media means more publicity for our program and our student-athletes.

## **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: [www.rockyhillps.com](http://www.rockyhillps.com) or on the CIAC website: [ciacsports.com](http://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.

Schedule changes **should not be made** without approval from the Director of Athletics.

Postponed contests will be rescheduled on the next available date. This will probably be the next day in most situations. Postponements will be made by the Director of Athletics.

There **will not** be any contests scheduled on any religious holiday that is recognized by

the Rocky Hill School District's yearly calendar. No contests will be played on Sundays.

Practice sessions may be scheduled for these dates but are **voluntary** and **only with prior approval** of the Principal and Director of Athletics.

### **SCRIMMAGES**

All scrimmages 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.

### **SUSPENSION / DISMISSAL PROCEDURES**

Participants suspended from school are prohibited from practicing or playing the inclusive dates of suspension, including weekends and holidays.

Team suspension/dismissal actions must be based on infractions of regulations set forth in the Student-Athlete Handbook or such supplemental regulations as have been approved by the Athletic Director and distributed to the students. Coaches must contact the athlete's parents when suspensions or dismissals occur.

### **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 team pictures will be taken.

### **TEAM SELECTION**

In the process of selecting the team it may become necessary for a coach to delete or "cut" student candidates from their team. If cuts are to be implemented be sure to use the following procedures.

- a) Indicate to all candidates the number of athletes that will be members of the team as well as defining the procedures for the tryout in the pre-season.
- b) Clearly define your philosophy, expectations and commitments of all team members.
- c) Devise an objective method of evaluation **IN WRITING** so that definite information can be given to those who were cut from the team. This evaluation tool will assist you in explaining the reason the athlete was not named to the team.
- d) All coaches must be involved in the tryout period. No athlete should be cut until there is a unanimous decision. The Head Coach should be involved in all cuts at all levels of the program.
- e) Allow a minimum of three days of tryouts for each candidate prior to making any cuts.
- f) When possible, have each candidate compete in a scrimmage-like situation. Not all athletes perform as well in drills as they do in a competitive setting.
- g) The coach must take time to speak individually to those Athletes cut from the

team. Be sure to explain how they could improve their skills in an effort to come out for the team next season.

- h) NEVER POST A "CUT LIST"
- i) Upon reaching the first contest date of the season, as defined by the C.I.A.C., a currently enrolled student may not tryout or be added to the team without first consulting the Athletic Director and then participating in 10 practice sessions

#### REMINDER TO THE STAFF:

One of the most difficult tasks of coaching is selecting the team. Not all student-athletes will possess the necessary skills to make the team, and in some cases, this will be the first time they have ever been cut. This may be a traumatic experience for the athlete and their parent(s) and one they may find difficult to accept.

Remember that athletic participation is an *extension of the classroom* and we need to be sensitive to the needs of the young people we come in contact with. Never forget that we are in the **"kid business"** and that they are our number one priority

### **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. Coaches are required to complete transportation request forms for each away athletic contest prior to the season.

Participants are not allowed to drive a car or carry other players or personnel to a contest involving the team they are representing. The Rocky Hill 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:

- a) The coach must accompany the team on the bus and is responsible for supervising their conduct.
- b) The coach will establish orderly procedures for loading the bus, including equipment and storage. No equipment will be stored in the aisles or doorways.
- c) Coaches and players are to display positive attitudes toward the driver. This also includes assistance with directions.
- d) Attention to cleanliness of the bus will be maintained throughout the trip.
- e) 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.
- f) All participants must return to Rocky Hill High School on the team bus.

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. Travel release forms are available on the school website and in the main office.

**In case of an emergency (no bus, locked gates, bus breakdown, etc. call the following people in order of listing below: (860)**

**NBT: 860-828-0511(ex.'s 223,234,1)**  
 Director of Athletics 258-7721 x22219  
 High School 258-7721  
 Police Dispatcher 258- 7640 - Explain bus problems, police usually know whom to contact.

Stopping to eat during athletic trips is not allowed. 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. Coaches should instruct 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 tournament. Special permission may be granted by contacting the Athletic Director in advance. The AD will inform the appropriate personnel to make special arrangements with the drivers.

### **TRYOUTS**

Athletes are not permitted to practice/try-out if they do not appear on the roster distributed to coaches by the Athletic Department. Students who have properly completed and submitted the proper forms online via InfoSnap and with the school nurse are eligible to participate.

The length of the try out session may vary depending on the number of candidates, the weather conditions, facility limitations, etc. Each athlete should be given a fair and equitable opportunity to try out. A minimum of **3 sessions** must be given for all sports.

### **VOLUNTEER COACHES**

Application for appointment as an unpaid volunteer 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 be fingerprinted by the Rocky Hill police and take a TB test. In addition, it is preferred that they meet all coaching certification requirements. This includes current First Aid, CPR/AED certifications; and either a Temporary Coaching Permit or a 5-Year Coaching Permit.

### Code of Ethics and Professional Conduct for Rocky Hill Athletic Coaches

Rocky Hill High School and Griswold Middle School athletics are educationally based programs. The function of a coach is to teach attitudes, proper habits, and 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 an important role model in the education of student-athletes; therefore, he or she shall never place winning above the value of character building.

The coach must constantly uphold the educational standards of the Rocky Hill Public Schools. In all personal contact with student-athletes, officials, the athletic director, school administrators, state high school and middle school associations, the media, parents, and the public, the coach shall strive to set an example of the highest ethical and moral conduct. **Failure to uphold the Code of Ethics and Professional Conduct will result in disciplinary action up to, and including, termination.** The code requires that each coach shall:

- Support and enforce school rules for the prevention of drug, alcohol, and tobacco use and under no circumstances shall authorize the use of these substances.
- Never engage in the use of alcohol, tobacco, or other drugs while supervising athletes in a school-sponsored event.
- Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- Be thoroughly acquainted with contest, state, league, and local rules and be responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.
- Actively use his or her influence to enhance sportsmanship by spectators, and work closely with cheerleaders, administrators, and boosters where appropriate.
- Show respect to game officials, and refrain from conduct which will incite players or spectators against officials, against teammates, or against the opponents. Public criticism of officials, players, or coaches on either team is unethical and will not be tolerated.
- Not use social media as a platform to discuss any matters related to a Rocky Hill team or game, other than to post a result.
- Use the district-approved, common media platform application *Remind* or email to communicate team information to the student-athletes and their parents. Coaches shall be responsible for ensuring that each athlete's parent(s) or guardian(s) shall receive all messages distributed to team members. Coaches shall not be permitted under any circumstances to text students (as a group or individually) using the coach's individual cell phone number. Coaches' individual cell phone numbers shall never be shared with student-athletes.
- Refrain from the use of vulgarity.
- Never conduct a one-on-one workout with a student-athlete.

- Not exert pressure on faculty members to give special consideration to student-athletes.
- Strictly adhere to the scouting regulations adopted by the state and league associations.
- Meet with opposing coaches prior to, and immediately, after each contest to set the correct tone for good sportsmanship

### **Rocky Hill High School Athletics Coaches' Sign Off Page**

I have read the rules and regulations in the Rocky Hill High School Coaches Handbook. I have also read the Code of Ethics for Rocky Hill Coaches. I understand that it is my duty to follow and abide by these policies set forth by Rocky Hill High School and the Board of Education and that any failure to do so will result in disciplinary action up to and including termination of my employment by the Board of Education.

Date:

Sport:

Coach Signature: