
Hamden Athletics Handbook

Student Athletes,
Parents and Coaches

Tom Dyer- Director of Athletics



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Preface

The purpose of this handbook is to serve as a guide to our student athletes, parent/guardians and coaches. The handbook contains the procedures, regulations and paperwork of the Hamden 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 student athlete, parent/guardian and coach will follow the procedures and regulations set forth. Coaches will provide required paperwork requested as well. **This handbook is to be kept handy for reference.**

Mission Statement

Our mission is to provide a rigorous athletic program which complements and supports our challenging academic program by teaching students to persevere, work well with others, become responsible decision makers and consistently compete at everything they do. We seek to become the home of Scholars and Champions.

We believe...

- Students are our highest priority.
- The most important result of competition is the development of life-long values and skills.
- The athletic program is an integral part of the high school experience.
- High school athletics should be an enjoyable and rewarding experience.
- In the multi-sport athlete.
- Athletic programs are most beneficial when they are competitive.
- Winning is an attitude resulting from optimum preparation, concentrated effort and a deep commitment to excel.
- Well-designed athletic programs promote community and school pride.
- Open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- Morale, satisfaction, and performance are enhanced when athletes work together as a team.
- Well qualified coaches and program administrators are important components in a successful athletic program.
- Positive parent support and involvement enhance student growth and program quality.

- Athletics is a privilege and not a right.

Middle School Athletic Goals

Middle School athletic programs are designed to provide seventh and eighth-grade students with the opportunity to participate in activities which will assist in the development of self-esteem, high ideals, and physical fitness. These programs will teach the basic skills of the sport to students who may choose to pursue these activities in the future at Hamden High School. The main objective is to insure that the competition provided is educationally sound without overemphasizing winning. The middle school program will mirror the varsity program at Hamden High School.

Freshmen Athletic Goals

Freshmen athletics is an introductory level in athletics at Hamden High School. The goal of freshmen athletics at Hamden High School is to begin to develop the complete student athlete and to instill a joy of competition and sport. Freshmen rosters will be as large as possible but cuts will still be made. We will communicate with student athletes and parents as we help students transition from recreation/AAU programs into the more comprehensive and competitive High School sports structure. Significant emphasis will be placed upon fundamentals which will enable the student athlete to climb the ranks within a program. It is important to understand that the progress and development of the student athlete will take precedent over winning.

Junior Varsity Athletic Goals

The goal of Junior Varsity athletics at Hamden High School is to continue the learning and development process of becoming a student athlete. Winning at this level is desirable, but not at the cost of hindering player development. Student athletes at the JV level will be preparing to compete at the varsity level.

Varsity Athletic Goals

The focus of Varsity athletics at Hamden High School will be continued development of student athletes' academic and athletic potential. Programs will actively assist with the student athletes' pursuit of post high school academic and athletic opportunities. Programs will continue to focus on developing players, but more emphasis will be placed on winning and competing at the highest level. We will be in constant pursuit of Southern Connecticut Conference and CIAC State Championships.

Tradition

Hamden High School draws on over 75 years of tradition and generations of alumni support for our student athletes, school and athletic programs. We learn from our past so we may strengthen our bright future.

Goals for All Programs

1. To encourage student-athletes to achieve success by meeting and maintaining academic eligibility requirements and keeping athletics in its 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 successful 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 for 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 high quality leadership for all athletic programs so as to exemplify to students a desired behavior to be developed from each athletic program.
10. To provide opportunities for the development of a feeling of unity and belonging, team pride, teamwork and commitment.

ATHLETIC REQUIREMENTS FOR PARTICIPATION

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

In order to participate in any sport at Hamden High School the following requirements must be met: (All forms can be found on our Athletic Website.)

1. The State of Connecticut Department of Education Health Assessment Form must be completed and signed by his/her Physician and Parent/Guardian and submitted to the Nurses Office prior to try-outs. Physicals cannot expire during the sports season (Physicals are valid for 13 months)
2. A Student Athletes Parent/Guardian can sign up on our Athletics Website for their child’s desired sport. They will have to create a FamilyID account if they do not already have one.
3. Athletes will get information at the individual sport sign-up meeting or at the Athletic Office.
4. Parent/Athletic Acknowledgement/Emergency Medical Form will be completed now on the FamilyID registration.
5. All academic eligibility requirements must be satisfied. (Page 12 in this book and/or Green and Gold Book)
6. Handbook Consent form signed should be reviewed by the Parent/Guardian and Student Athlete and you will sign off on this during the registration process on FamilyID.
7. Concussion Waiver/Education will be reviewed by Parent/Guardian and Student Athlete and you will sign off on this during the registration process on FamilyID.

Expectations of Athletes

- Play the game for fun
- Be on time and at every team event—practice, game, meeting, etc.
- Be prepared for all team events by having all equipment ready to go.
- Respect all teachers, coaches, school personnel, peers and teammates.
- Respect and follow the rules of the school, program and game.
- Be a role-model for current and future Hamden High School Student Athletes
- Be gracious when you win and graceful when you lose.
- “WE” before “me”—Put your team ahead of yourself in every situation.
- Be accountable for your actions.
- Accept and embrace the discipline involved in athletics, because it benefits the team.

- Be coachable and open to constructive feedback.

Expectations of Parents

- Display positive support for the student athletes, coaches and program of Hamden High School.
- Attempt to relieve competitive pressure, not increase it.
- Notify the coaches of an illness or injury that our staff may not be aware of. Also, notify the coaching staff of any schedule conflict in advance.
- Be good role models and demonstrate positive behavior and sportsmanship as fans.
- Refrain from taunting, booing, heckling or using profanity in any manner. Admission to a contest is not a license to verbally assault others or to be generally offensive.
- Demonstrate winning and losing with dignity.
- Partner with school officials in promoting, understanding and monitoring the Athletic Code.
- Work with the coaching staff to maintain open lines of communication.
- Have realistic expectations of their student athletes in the classroom as well as on the field and encourage their son or daughter to give his or her best effort – physically, mentally and emotionally.
- Accept the goals, roles and achievements of your child.
- Make every effort to support their child through attendance at athletic contests and awards nights.
- Refrain from the use of alcoholic beverages, drugs and tobacco products at school events.

Athletic Program

Girls Sports Offered

Badminton-V
 Basketball-V,*JV,F,MS*
 Dance-V
 Cheerleading-V
 Cross Country-V
 Field Hockey-V,*JV*
 Gymnastics-V
 Ice Hockey- *V,JV*
 Indoor Track & Field-V,*JV*
 Lacrosse *V,JV, F*
 Outdoor Track & Field- *V,JV*
 Soccer- *V,JV,MS*
 Softball- *V,JV,F,MS*
 Swimming and Diving-V
 Tennis-V
 Volleyball- *V,JV,MS*

Boys Sports Offered

Baseball- *V,JV,F,MS*
 Basketball- *V,JV,F,MS*
 Cross Country-V
 Football- *V,JV,F,MS*
 Golf-V
 Ice Hockey- *V,JV*
 Indoor Track & Field- *V,JV*
 Lacrosse- *V,JV,F*
 Outdoor Track & Field- *V,JV*
 Soccer- *V,JV,MS*
 Swimming and Diving-V
 Tennis-V

V- Varsity Program JV-Junior Varsity F-Freshman MS-Middle School

Policies and Procedures for Student Athletes

Participation

Participating in athletics at Hamden High School is a privilege and not a right. Athletes may participate in only one sport program in a sport season. Athletes may not transfer team membership to another sport after they have completed tryouts and have been selected as a member of a given team/sport. (Cheer and Dance are 2 season sports, fall and winter season)

Tryouts

Student athletes are encouraged to try out for various athletic teams. Try outs will last a minimum of 3 days and last no longer than 5 days. Upon reaching the first contest date as indicated by the CIAC, currently enrolled students will not be able to gain membership to the team. (Football, Dance and Cheer tryouts occur in the spring of the preceding school year.) If there is not a valid reason (pre-approved by coach and Athletic Director) for missing tryouts you will not be given an extended tryout.

Substance Abuse Policy

Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol, tobacco, drug paraphernalia or the misuse of other drugs/medications could result in the **immediate dismissal** from the team for the season. These are serious infractions. The student-athlete shall report any use of medication(s) prescribed by a physician to the coach and athletic trainer. Any student with a substance abuse issue will be referred to the proper school officials for help. Please refer to the Green and Gold book regarding violations of the drug and alcohol policy.

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.

Hamden Athletic Discipline Code of Conduct

Participation in athletics at Hamden High School is a privilege. As a student athlete you are held to a higher standard serving in the spotlight as public figures in your school community. Therefore, you are expected to conduct yourself before, during and after school hours as a responsible young adult. Any student who engages in conduct on or off school grounds or at a school sponsored activity that is unbecoming of a Hamden High School student athlete may be subject to disciplinary consequences by the Athletic Director and/or school administration. This includes conduct laid out in the Green and Gold Guide and conduct on or off school grounds or at a school sponsored activity including, but not limited to:

- Suspension
- Alcohol, drug and tobacco sale, possession or use
- Bullying, harassment and hazing
- Fighting
- Theft
- Vandalism, destruction of school property, graffiti
- Violations of the law
- Possession/use of dangerous instrument or deadly weapon

- Posting on internet blogs and social-networking sites or chat rooms that display a student athlete's inappropriate behavior.

The following consequences may be imposed and will be used as a general guideline when discipline is decided on:

In-Season Student Athlete

- **1st offense with penalty of school disciplinary consequences and/or violations of the law:**
 - The student athlete will not be allowed to participate in the equivalent of **20% of the total regular season contests** (10% for tobacco related incidents.) Consequences will begin at the start of their next regular season contest. *(If the offense occurs at or near the end of the current season, then the athlete will serve the consequences for the remainder of their current season, including post-season games, and may be placed on probation as an out-of-season athlete.)*
- **2nd offense with penalty of school disciplinary consequences and/or violations of the law:**
 - The student athlete will not be allowed to participate in the equivalent of **50% of the total regular season contests** (20% for tobacco related incidents.) Consequences will begin at the start of their next regular season contest. *(If the offense occurs at or near the end of the current season, then the athlete will serve the consequences for the remainder of their current season, including post-season games, and may be placed on probation as an out-of-season athlete.)*
- **3rd offense with penalty of school disciplinary consequences and/or violations of the law:**
 - The student athlete will be **dismissed from the team** for the remainder of the season and will not be allowed to participate on any other Hamden High School athletic team for one calendar year beginning the date the consequence was assigned.

***Note: The Hamden High School Athletic Department and school administration can place a student on a Last Chance Contract or remove a student athlete from a team for rules violation at any time.

Out of Season Student Athlete

- **1st offense with penalty of school disciplinary consequences and/or violations of the law, while out of season:**
 - The student athlete will be **placed on probation** until the end of their next upcoming athletic season.
- **2nd offense with penalty of school disciplinary consequences and/or violations of the law, while on probation:**
 - The student athlete will not participate in the equivalent of **50% of the total amount of regular season contests** (20% for tobacco-related incidents) in their upcoming season. Consequences will begin at the start of their first regularly scheduled contest in their upcoming season.
- **3rd offense with penalty of school disciplinary consequences and/or violations of the law, while on probation:**
 - The student athlete will be **dismissed from their team** for the upcoming season and will not be allowed to participate on any other Hamden High School athletic team for one calendar year beginning the date the consequences were assigned.

Probation Definition

A student athlete under probation will be subject to disciplinary action only if additional violations are committed during the probationary period. The disciplinary consequence will then be applied at the second offense level. Athletes are under the probationary status until the end of their next athletic season.

Ex.-A spring sport athlete violates the policy in September, he/she is on probation until the end of the spring season unless another violation occurs, where he/she would then receive consequences at the second offense level.

Fighting Prior to, During or After Athletic Contests

1. This type of behavior will not be tolerated by Hamden High School athletes. It does not matter if you are a victim of an unsportsmanlike act, if you are provoked or taunted, if you are verbally or physically abused or any other set of circumstances.
2. Any athlete removed from a contest for fighting or unsportsmanlike behavior will be suspended the next game at that level and all games in between per CIAC rules.
3. Leaving the bench/sideline, retaliation in a fight or active participation in a fight will all result in serious consequences including, but not limited to, suspension from school, team and/or dismissal from the team.

Attendance-School and Class

1. Athletes will be allowed to participate in practice or contests only if they are in school for 4 periods or more that day. Students who are absent from school may not participate in any athletic event during that afternoon or evening. The principal when arranged in advance may approve individual exceptions. Tardiness and cuts will not be tolerated. (See Green and Gold Guide for further information)
2. Students will not use their sport as an excuse to miss class time unless the team is departing early from school. In the case of early dismissal, teachers will be notified by the Athletic Department who will have a list from the coach of the student athletes who are to be dismissed.
3. Student athletes are responsible for any work they may have missed when they had to leave early for an athletic event.

Attendance-Practice and Games

A team will only function effectively when all participants are present. Any player who skips practice is not only hurting themselves but also the team. Attendance at all practice sessions and/or games (including tournament and vacation periods) for all team members is mandatory. If for some reason you will be absent or tardy from a practice/game, you must speak personally with the Head Coach prior to that practice/game. Athletes are not permitted to leave practice or games early without approval from a member of the coaching staff. The head coach will determine if the excuse is acceptable. Each program will have a code of conduct on how a missed practice is handled. It varies from missed game, reduced playtime and make-up conditioning. Athletes should be aware that contests may be scheduled or rescheduled for Saturdays and in some cases Sundays.

Jobs/Outside Sports Teams In Season

We strongly discourage “in-season” athletes from working or playing other sports during the high school season. There are only so many hours in a day and experience indicates that studying and playing a high school sport are more than enough for an adolescent to handle.

Vacations

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 commitments in mind. It shall be the coach's prerogative to decide when a player is in condition to resume play coming back from missed team activities.

School Suspensions

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

Dress Code

The Athletic Department expects all student athletes will maintain a clean, neat and modest appearance. Appropriate shirts, tops and shoes must be worn at all times. Bare midriffs are prohibited. This goes for all practices, contests, banquets, trips or assemblies. Uniforms should only be worn when instructed by the Head Coach.

Locker Rooms

1. It is the student/athlete's responsibility to:

1. Leave all your valuables at home
2. Keep your locker locked at all times

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

3. No horse play is permitted in the locker room.
4. No cleats or spikes should be worn inside the school building.
5. No players are permitted in the locker room without a coach present.

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 upon 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.

Bus/Transportation/Travel

1. Student athletes must travel to and from contests on the team bus, accompanied by the coach when traveling out of town. Student athletes will be under the supervision of a coach while traveling. There are some cases when traveling in town that the bus driver may serve as the monitor while traveling to a field. This is much like a regular student taking a bus home. The coach would meet the team at the field.
2. Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contest.

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.
4. All student athletes are expected to travel to and from games with their team. Parents wishing to transport their son/daughter to a contest/practice due to unusual circumstances need to email the Athletic Director and coach 24 hours in advance. Parents assume the responsibility of safe travel when they email the AD and coach. The same goes for when a parent gives permission for their son/daughter to transport themselves.
5. Parents wishing to take their student athletes home after a game do not have to email the Athletic Director in advance but will have to sign out with their Coach at the end of the contest. We prefer that all students take the bus to and from games. This should only be done for unusual circumstances and emergencies.
6. Parents/guardians may give permission for their son/daughter to transport themselves but this should be used only for emergency purposes. The school district assumes no risk when a student athlete transports themselves.
7. Student athletes should make timely arrangements to be picked up at the high school following practice/games.
8. Student athletes that attend magnet schools are responsible for their own transportation

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. **CIAC Definition:** Hazing is defined as "any activity that humiliates, degrades, abuses or endangers a person's physical or emotional health for the purpose of initiation or membership in or affiliation with any organization, regardless of the person's willingness to participate."

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
4. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Note: The school district will act to investigate all complaints of hazing and will discipline up to and including expulsion.

All acts of hazing should be immediately reported to the Head Coach, who will notify the Athletic Director. The Athletic Director will notify the building principal.

Athletic Internet Policy

Social networking sites such as Facebook, as well as Twitter, and video sites like Vine, (etc.) can be an important part of a young person's life with many benefits. However, they also present the possibility of serious danger to themselves, their future and their participation in Hamden High School Athletics.

Since participation in athletics is a privilege and not a right, an athlete needs to accept responsibility for appearing or posting on certain websites.

When visiting or appearing on an Internet Site, athletes of The Hamden School District will maintain acceptable standards. These acceptable standards will be based upon the policies and regulations in the Green and Gold Guide and individual team rules.

Any posting or communication via social networking websites which disrupts either the educational or athletic environment or which advocates the violation of any school or team policy would be unacceptable. This would include but not limited to:

- The consumption or possession of alcohol, tobacco products, nicotine products, or the use of illicit drugs.
- Inappropriate sexually-oriented material.
- Activities involving bullying, hazing or harassment.

Ejection Rule

The Hamden Athletic Department expects students to act like champions at all times. Ejections may happen for unsportsmanlike conduct and/or fighting. A student who is ejected will be subject to further disciplinary action from the CIAC and possibly from the Hamden Athletic Department which can result in removal from the program. For further clarification of the ejection rule, please see the CIAC Handbook.

Additional Team/Sports Regulations

Coaches may have additional regulations pertaining to their sport. These regulations will be discussed at the beginning of each season.

Procedures for Contacting Athletic Department Personnel

1. The student athlete should contact their coach first if they have an issue to set up an appointment before/after practice. Most times these types of meetings will resolve the issue. We encourage student athletes to advocate for themselves and learn to be responsible young adults.
2. If your son or daughter's meeting with the coach did not resolve the issue, call the Hamden Athletic Department to set up a meeting with the coach, 203-407-2040 x3001. **Please remember that we require 24 hours between any incidents and the time you would like to meet the coach.** It is expected that your son/daughter will be present at the meeting.

Concerns to discuss with coaches:

- a) The treatment of your son/daughter, mentally and physically
- b) Ways to help your son/daughter improve as a player/athlete
- c) Concerns about your son/daughter's behavior

We understand it is difficult to accept a child not participating or playing as much as a parent may hope. Coaches are professionals and have taken state approved courses to coach at this level. Coaches will always make decisions on what they feel is best for the program. Other issues such as positions, level of participation, playing time and team strategy must be left to the discretion of the coaching staff.

3. Do not attempt to confront a coach before, during or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
4. If the meeting with the coach did not provide a satisfactory resolution, call and set up an appointment to meet with the Athletic Director to discuss the situation.
5. If the meeting with the Athletic Director did not provide a satisfactory resolution, call and set up an appointment to meet with the Building Principal to discuss the situation.
6. If the meeting with the Building Principal did not provide a satisfactory resolution, submit in writing, a detailed description of your issue or concern to the Hamden Superintendent of Schools.
7. Skipping any of the aforementioned steps will delay the process of resolving the issue at hand. It is important that the student athlete talks with their coach first and follow the rest of the steps to resolve the issue.

Injuries

All injuries sustained by an athletic team member are to be reported to their coach immediately. This is the responsibility of the student. The second responsibility of the student is to report the injury to the Athletic Trainer and to complete and Accident Report Form in conjunction with the Athletic Trainer.

Athletes with illness/injury sustained in an athletic event, physical education class, or other activity that require a visit to the doctor, hospital or primary care facility **must receive written clearance by a physician in order to return to participate** in Hamden Athletic activities.

Students should when necessary, seek care from their family physician or a specialist. The same holds true for dealing with a concussion. Once a doctor has cleared the athlete from the concussion, the Athletic Trainer will put the student back on a return to play protocol.

A concussion is a type of traumatic brain injury or (TBI), “that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goal post” (Centers for Disease Control and Prevention, 2009). Students that feel that may have suffered a concussion are to report this to the coach immediately. They will be removed from activity. The signs and symptoms of a concussion, as well as how to handle a concussion and return to play from a concussion are outlined in the Concussion Waiver Form (located on athletic website). If you should have any questions regarding concussions, you should contact our Athletic Trainer.

Insurance Coverage

A plan of excess insurance covering interscholastic sports provides that valid claims of injuries received as a result of participating in interscholastic athletics will be paid on an excess basis.

This excess insurance policy will cover bills after a parent/guardian's health insurance has first applied. The Hamden Public Schools District covers only those debts up to the limits set forth in the excess policy.

When an interscholastic sports injury occurs:

1. Report to the Coach and Athletic Trainer.
2. The Athletic Trainer will fill out a Notification of Injury form.
3. The Notification of Injury form will be mailed home to the parents/guardians of the student athlete.
4. Complete and submit the form to the insurance company with any bills showing credit received from your insurance company. (Directions are on the back of the form)

**No insurance forms will be provided unless an accident report is on file with our Athletic Trainer or School Nurse. Please make a copy of all the paperwork you mail off.

Team Captains

The position of Captain is not just an honor but a privilege. The honor will require the utmost leadership knowing that the captain will be a role model for other team members. Student athletes begin to hold the position of Captain when announced by the coach. Failure to comply with rules and regulations of Hamden High School, the Athletic Department and the team may lead to dismissal of captainship. There will be a maximum of 2 captain's per program. Rising senior student athletes (in some cases rising junior athletes when approved by AD and Coach) will be allowed to apply to the Athletic Office using the Captains Application which can be found on the Athletic Website. Captainships can be taken away from student athletes who do not follow athletic department, school and team rules and regulations. Athletes will be expected to attend at least 80% of the captain's leadership training meetings.

Captain's Practice

The term "Captain's Practice" usually means the team's captain organizing and conducting practice sessions for the sport without adult supervision. The CIAC does not in any way sanction, encourage or condone "Captain's Practice" in any sport. "Captain's 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.

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.

Weight Room Procedures

1. Shirts and sneakers shall be worn at all times.
2. No one is to be in the weight room without a coach present
3. Lifters must always work with a partner.
4. Rack all your weights after use

5. Correct form and technique are paramount during lifting
6. No eating, drinking or gum is allowed inside the weight room.
7. No horseplay is permitted.

Hamden Board of Education Eligibility Rules

To be eligible to participate on any interscholastic team representing Hamden High School a student must meet the following academic standards and must comply with CIAC rules on athletics. Students wishing to tryout and become a member of an inter-scholastic team must comply with the following rules:

1. A student who receives two or more failing grades on their most recent report card, may not participate on a school team. (Final Grades from the previous school year will be used for the fall seasons. Semester grades will be used over marking period grades)
2. Student athletes that do not meet Hamden HS academic requirements but meet CIAC academic requirements may be eligible to still practice with the team if there is a chance they can become eligible during the season again. (ex. Winter athlete fails two 1st MP classes, he/she may be able to practice but not compete or travel with team to any events until the 2nd MP grades have posted and approved by the Athletic Director. If they still fail 2 or more classes, they will not be allowed to practice or play with the team) All students not meeting academic requirements but wishing to practice with a team must set up a meeting with the Athletic Director to discuss the parameters of participation.
3. Any student who has unfulfilled obligations to the athletic department will not be allowed to try out for any athletic team until the obligation is fulfilled.
4. Scholastic failures cannot be “made up” for eligibility purposes in any manner until the next report card, except that credits earned during the summer by any regularly approved board of education policy will be accepted for the purpose of determining the eligibility of pupils desiring to participate in the athletic program of the school in September. Grades of “incomplete” must be made up within ten (10) school days following the end of the marking period as defined above. Incomplete grades are not considered as passing grades.

Please consult your house principal, coach or call the Athletic Director for other rules affecting your athletic eligibility or if you have questions on the above rules.

CIAC Rules of Eligibility/Transfer Rules/Recruiting

See appendices A

NCAA Eligibility

To be eligible to play college sports at the Division I and II level, prospective student athletes must:

- Register with the NCAA Clearinghouse (eligibilitycenter.org) by creating a personal account. This should be done the July prior to beginning your Junior Year.
- Upon creating an account, you will need to complete additional steps to submit transcripts and SAT/ACT scores to the NCAA as follows:
- Have official transcripts mailed from Hamden and any other high school attended.
- Have SAT or ACT scores sent to the NCAA Eligibility Center using the NCAA Eligibility Center Code 9999 when registering for the SAT or ACT.

Athletic Department Awards Policies

Varsity Letter Requirements: The varsity award shall be presented to an athlete who satisfies the participation requirements as listed below:

1. Completes the season as a team member in good standing.
 2. Receives the recommendation of the coach.
-
- Badminton: Participate in 50% of matches played.
 - Baseball: Participate in 50% of the games played or 25% of games for pitchers.
 - Basketball (Boys): Play in 50% of total quarters played.
 - Basketball (Girls): Play in 50% of total quarters played.
 - Cheerleading: Cheer in 80% of scheduled contests. Meet practice requirements. Meet 28 school spirit obligations.
 - Cross country (Boys): Earn (1) of top (7) times in the team in seven or more meets. Must also attend league and state meets.
 - Cross Country (Girls): Earn (1) of top (7) times on the team in seven or more meets. Must also attend league and state meets.
 - Dance: Participate in 90% of contest and practice requirements
 - Field Hockey: Play in 50% of varsity games.
 - Football: Play in 50% of quarters played.
 - Golf (Boys and Girls): Play in 50% of completed matches.
 - Gymnastics: Compete in (4) varsity meets and/or competes in the state and regional championships.
 - Ice Hockey (Boys): Participate in 50% of games played.
 - Ice Hockey (Girls): Participate in 50% of games played.
 - Lacrosse (Boys): Play at least 50% of total minutes played by the team.
 - Lacrosse (Girls): Play at least 50% of total minutes played by the team,
 - Soccer (Boys): Participate in 50% of games played.
 - Soccer (Girls): Participate in 50% of games played.
 - Softball: Appear in 50% of varsity games.
 - Swimming (Girls): Must score 30 points during the dual meet season.
 - Swimming (Boys): Must score 30 points during the dual meet season.
 - Tennis (Boys): Play in at least 50% of team matches.
 - Tennis (Girls): Play in at least 50% of team matches.
 - Track (Boys): Earn (25) points and qualify for and compete in the division championships.
 - Track (Girls): Earn (25) points and qualify for and compete in the division championships.
 - Volleyball (Girls): Play 50% of varsity competition.
1. A season is defined as the period between the dates officially designated by the CIAC as the beginning of the season for that sport and the close of the post season CIAC tournaments.
 2. A coach will have the prerogative to award varsity status to a senior who has not met the seasonal requirements.

3. Injury Rule: any athlete who is a varsity starter or plays in varsity contests on a regular basis and becomes injured may be awarded a letter if in the coach's judgment he/she would have met the criteria.
4. Coaches have the autonomy to not award a Varsity letter if a Student Athlete is not conducting themselves as a respectful and responsible citizen of our program. It is a privilege to wear the Hamden "H".

1st year award: Letter and sport pin

2nd year award: gold service bar

3rd year award: gold service bar

4th year award: gold service bar

Manager's award: Manager Pin

Captain's award: Captain Pin

Note: Should an athlete letter in another sport, he/she will not receive a second chenille letter.

SCC Scholar-Athletic Award Requirements

1. High Honor Student
2. Varsity Player Only

Athletic Signing Days

Some of our athlete's will be recognized for their hard work in the class room and on the court, field or ice. During an athlete's senior year a student may sign a letter of intent (D1 or D2) or a promise letter to play athletics (D3) for a college program. The Athletic Department will have 1 signing day in the Feb and 1 signing day in the spring. We will have multiple athletes from multiple sports that will take part in the event. If student athletes do not have either a letter of intent letter or a promise letter to play college athletics they will not take part in the signing process of the program. It is expected that athletes, their families, coaches and teammates attend the event.

Parent Section

Booster Clubs

Booster clubs are an integral aspect of school athletic programs. Booster clubs provide a service of financial and team spirit support and enhance athletics in many ways. The Hamden Public Schools is very supportive of the booster clubs that serve our young student athletes.

The Hamden Public Schools must approve all booster club fundraising activities for athletic teams BEFORE the booster club begins the activity regardless of whether students and / or parents are raising the funds. Below are general guidelines and responsibilities that booster clubs are expected to follow when supporting Hamden Public Schools Athletics:

- **Recognized Booster Clubs**

At the beginning of each season each booster club must submit a name and contact information for a designated contact for that season to the Athletic Department.

- **Exploring Fundraising Goals / Needs with Coaches**

Coaches are encouraged to work with the booster clubs in their many fundraising projects during the course of the school year. A coach's support for the booster club projects can help to promote good will between the club members and the Department of Athletics and benefit student athletes. In the event a booster club wishes to discuss specific fundraising goals for the program with the coaching staff, the coaching staff should take the time to meet with the booster club members or representatives to discuss the program's needs and the types of booster club gifts / donations allowed. However, all fundraising projects must have prior approval from the Director of Athletics.

- **Proposing Purchasing of Special Items / Equipment**

From time to time booster clubs members may wish to help with the purchase of large items or pieces of equipment to benefit the sports program. Before purchasing such items, the Director of Athletics must be consulted, and he will, in turn, discuss the matter with the Superintendent of Schools who will present the proposed fundraising / donation request to the Board of Education for their consideration for approval. It should be understood that items purchased by booster clubs for the athletic teams become the property of the Hamden Public Schools.

All student-athlete uniforms must be purchased by the school district. The booster clubs may purchase other supplementary clothing / equipment items for the teams, per the suggested list that is maintained by the Director of Athletics.

- **General Board of Education Fundraising Policy Parameters**

Fund Raising

The Hamden Board of Education recognizes that certain types of fundraising activities will enhance the relationship between school and community and will contribute to the improvement of the school program. The Board also recognizes that businesses, cultural, and community organizations hold an interest in the quality of public education and, from time to time, offer to support that interest with a variety of contributions to the school district. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and their families from exploitation by special interests including, but not limited to, economic, environmental, and political exploitation. The Board also recognizes that exploitation works both ways. A potential donor may feel unduly pressured, either directly or indirectly, when solicited to contribute to a program promoted by the school system.

Application for Solicitation of Funds

The Board of Education requires all organizations wishing to conduct fundraising activities within the school system to file a district application form for approval prior to the implementation of these activities.

Solicitation of Funds from and by Students, Staff and School Sanctioned Parent Organizations

The Board of Education established the following acceptance criteria:

1. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the fundraising activity.
2. Fundraising shall be in good taste and appropriate for the school district.
3. Fundraising shall be limited to Board-approved activities; activities sponsored by faculty, students, and school-related parent organizations for nonprofit school benefits; or educational and recreational activities sponsored by agencies of the town government.
4. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.
5. Funds raised from the activity will be applied to a specific school system-related project.
6. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.
7. Instructional time will not be used to conduct or promote fundraising activities except in cases where it is an integral part of the curriculum.
8. School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.
9. Handling and accounting of fundraising material shall be the responsibility of the sponsoring group.

Solicitation of Funds from and by Students

The following additional criteria shall be applied to solicitation by students:

1. Elementary school students will not participate in door-to-door sales or canvassing.
2. Elementary or middle school fundraising will not result in profit or advertisement for any commercial enterprise except when profits are realized in conjunction with the following:
 - A. Annual all-school fundraising events of one week or less (e.g., fairs, bazaars).
 - B. Fundraising activities designed to acquire funds for approved field trips.
 - C. Class pictures.
 - D. And other events approved by the Superintendent.
3. Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.
4. Commercial enterprise for private profit will be allowed only for the purchase of goods and services approved in advance by the Superintendent for student activities.
5. Activities related to fundraising shall not occur during instructional time.

Application Procedure

1. All requests to conduct fundraising shall be submitted in writing at least 14 days prior to the proposed activity through the Athletic Department which will forward the information to the Superintendent's Office.
2. The request shall identify the name of the school, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity dates, purposes of the fundraising activity, nature of the fundraising activity, anticipated expenses and profits.
3. At his or her option, the Superintendent may refer specific cases to the Board for decision.

- **Other Fundraising Parameters**

The Director of Athletics' Executive Secretary shall maintain a fundraising calendar and in conjunction with Hamden Central Office shall confirm dates of approved fundraisers to the coach or advisor making the request.

Solicitation periods should be scheduled to minimize overlapping fundraisers. Advertising for solicitation should be limited and according to other administrative regulations or building rules.

Money raised through fundraisers shall be spent for the general welfare of the students who raise the money. The Head Coach with assistance from the Athletic Director shall assist on what the money gets spent on.

Sales tax is to be paid according to current state law. Prices of items being sold should be adjusted to provide for the payment of appropriate taxes.

- **Awards Banquet**

1. The ultimate goals of all athletic dinners should be to promote pride, fellowship, and recognition of accomplishments of individuals and teams.
2. The banquet should be discussed with the Head Varsity Coach. Awards will be chosen and given out by the coaching staff.
3. All dinners will be kept at a reasonable cost. No one should be omitted from a dinner because of cost.
4. The dinner is a continuation of school life, and all rules for behavior as listed in the Green and Gold Handbook will apply.
5. **No alcoholic beverages** of any kind will be present, served or consumed by anyone at the awards banquet or event that student athletes attend. It is imperative that we set the highest example for our student athletes.

Parent Permission

Each athlete and parent signs off on permission for the student athlete to participate in a sport during the registration process on FamilyID. Parents and athletes agree to abide by the rules set forth in the Green and Gold Guide as well as this handbook.

Spectator Behavior

Good sportsmanship is expected of all spectators at any athletic contest involving a Hamden High School Athletic Team. Any spectator using or shouting inappropriate or abusive language will be removed from the activity. When spectators shout profanities or use abusive language it may result in closing the game off or future games off to the public.

Attendance at athletic contest is a privilege that can be revoked by school administrators or the Athletic Director.

Any spectator committing an act that in any way could affect the safety of players, coaches,

officials or other spectators will be removed from the facility and may be charged with disorderly conduct. This includes games off campus also.

Coaches Section

Duties and Responsibilities of Coaching Staff

A. Head Coach Job Description

Qualifications:

1. Valid Connecticut Teacher Certification/Five Year Renewable Coaching Permit.
2. Valid CPR/AED and Standard First Aid Certificates.
3. Module 15-Concussion
4. Has previous successful coaching experience in assigned sport
5. 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 predicaments.
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:

- 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 C.I.A.C. and the SCC as they pertain to the respective sport.
- b) Arrange for pre-season meeting with students and parents to provide information and discuss rules, regulations, calendar of events and expectations for your program.
- c) Coach individual participants in the skills necessary for excellent achievement in the sport involved.
- d) Distribute and discuss the following items with all student/athletes (secure necessary signatures):

1. C.I.A.C. Regulations
 2. Student-Athlete Handbook
 3. Athletic Contract
 4. Parent Consent/Emergency Card
 5. Medical Consent/Physical Statement Form
 6. Eligibility Requirements
 7. Trainer Medical Screening Form
 8. Plan and conduct all practice sessions
 9. 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.
 - f) Communicate with Athletic Office in a timely manner.
 - g) Insure proper warm-up and conditioning programs in an effort to reduce the risks of injury during season and off-season conditioning.
 - h) Supervise and evaluate assistant coaches, assign duties and conduct staff meetings as necessary at all levels.
 - i) Properly supervise all athletes at practice, in transit and at games (field, bus, locker room, etc.)
 - j) Inspect all equipment 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.
 - k) Monitor academic progress of team members during the season.
 - l) Be responsible for drafting and submitting budget request no later 2 weeks at the end of the season.
 - m) Submit proper end of season information (award lists, end of season report, schedule, etc.)
 - n) Assist students in college placement.
 - o) Support youth programs by offering clinics and other assistance in an effort to provide program continuity.

Evaluation:

Performance will be evaluated annually by the Director of Athletics. All coaches must re-apply for their jobs via the extra-curricular form at the end of the year.

B. Assistant Coach Job Description

Qualifications:

1. Valid Connecticut Teacher Certification/Five Year Renewable Coaching Permit.
2. Valid CPR/AED and Standard First Aid Certificates.
3. Module 15-Concussion
4. Previous coaching experience in assigned sport.
5. 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 that's necessary to realize a degree of individual and team success.

Duties and Responsibilities:

- a) Support the head coach in conducting the athletic program of the particular sport and the total athletic program of the Hamden Public Schools.
- b) Coach individual participants in the skills necessary for excellent achievement in the sport involved.
- c) Assists the head coach in carrying out his/her responsibilities. (Off season, pre-season, in-season and post-season).
- d) Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
- e) Plans and schedules with the head coach a regular program of practice (including holiday or vacation periods).
- f) Be responsible for the junior varsity and/or freshman programs were deemed possible.
- g) Properly supervise student-athletes at practice, in transit and at games.
- h) Has a thorough knowledge of all the athletic policies and is responsible for it's implementation.
- i) Maintains discipline and works 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.
- 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.

Evaluation:

Performance will be evaluated annually by the Varsity Head Coach and/or the Director of Athletics. All coaches must re-apply for their jobs via the extra-curricular form at the end of the year.

C. Volunteer Coach Job Description

Qualifications:

- 1. College degree desired
- 2. High School graduate
- 3. Valid First Aid/CPR certificate
- 4. Module 15-Concussion
- 5. Previous coaching and/or playing experience
- 6. Reputable background working with youth
- 7. 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:

- a. Attends and is on time for all meetings and meets all criteria pertaining to athletics that is required of a coach employed coach of 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, Freshman, or Middle School Coach in carrying out their responsibilities.
- d. Understand the proper administrative line of command and refer all student and parent requests or grievances through proper channels.
- e. Never criticizes, admonishes or argues with 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, Freshman or Junior High School Coach or Athletic Director.

Evaluation:

Performance will be evaluated annually by the Director of Athletics and the Varsity or supervising Coach.

Coaches Code of Ethics:

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

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

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

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

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give student special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Coaching Prerequisites / Requirements

Coaching Permits

- A coach (regardless of coaching assignment) of intramural or interscholastic athletics in elementary, middle or high schools shall meet the Connecticut requirements for coaches.
- An individual hired by the Hamden Public Schools for the position of "coach," must hold a coaching permit. In some cases, a temporary emergency coaching permit may be approved for one year only, during which time the coach must complete the 45-hour training requirement and be awarded a permanent 5-year coaching certificate by the Connecticut State Department of Education to be eligible to coach a second or subsequent season.

Validity of Coaching Permit (CIAC Implementation date: July 1, 1999)

A coaching permit shall be valid from the effective date of issuance and 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, as approved by the Department of Education.

Requirements of Coaching Permit

To receive a coaching permit, an applicant must meet the requirements presented below:

- Attain the age of 18 years;
- Hold a high school diploma or its equivalent;
- Successfully complete a standard first aid course no earlier than three years prior to the date of application and every three years from the date of the course thereafter, and CPR certification annually;
- Complete a minimum of three semester hours of credit from a regionally accredited institution or 45 clock hours of instruction in a program offered by the Board of Education or the Connecticut Interscholastic Athletic Conference and approved by the Department of Education, which must include each of the following topics:
 1. Legal and safety aspects of coaching children and adolescents;
 2. Medical aspects of coaching children and adolescents; and
 3. Principles and practices of coaching children and adolescents and child and adolescent sports psychology.
- Or hold a valid Connecticut educator certificate, Standard or Permanent Certificate. Additionally, beginning July 1, 2010, P.A. 10-62 requires that all coaches issued a coaching permit take an initial training course regarding concussion and head injuries. Effective July 1, 2011, each coach will be required to annually review current and relevant information regarding concussions and head injuries. The legislation further provides that commencing July 1, 2015, and each school year thereafter, the coach shall complete a

refresher course as a condition of reissuance of the permit. The Connecticut Coaching Education Program (CCEP) has developed a course, Module 15, to meet this requirement and will issue a certificate of completion to participants who complete the module training. Please note that the CCEP course is the only course currently approved by the State Board of Education to meet the concussion and head injuries education requirement. A schedule of classes can be found on the CCEP website, www.ctcoachinged.org

Validity of Temporary Coaching Permit

A temporary coaching permit shall be valid for one year from the date of issuance and will not be renewed for a second year. To be eligible to continue in a coaching position for the Hamden Public Schools, the individual must complete the required 45-hour training program, apply for certification, and receive a coaching certificate from the Connecticut State Department of Education.

Requirements for Temporary Coaching Permit

To receive a temporary coaching permit, the Board of Education shall submit an application on forms provided by the Department of Education giving evidence that the applicant for a temporary emergency coaching permit has met the following requirements.

1. Attain the age of 18 years;
2. Holds a high school diploma or its equivalent; and
3. Has completed successfully, no earlier than one year prior to the date of application, a standard first aid course and CPR certification.
4. Additionally, beginning July 1, 2010, P.A. 10-62 requires that all coaches issued a coaching permit take an initial training course regarding concussion and head injuries. Effective July 1, 2011, each coach will be required to annually review current and relevant information regarding concussions and head injuries. The 38 legislation further provides that commencing July 1, 2015, and each school year thereafter, the coach shall complete a refresher course as a condition of reissuance of the permit. The Connecticut Coaching Education Program (CCEP) has developed a course, Module 15, to meet this requirement and will issue a certificate of completion to participants who complete the module training. Please note that the CCEP course is the only course currently approved by the State Board of Education to meet the concussion and head injuries education requirement. A schedule of classes can be found on the CCEP website, www.ctcoachinged.org

Approved Volunteers Assistant Coaches

A coaching permit, current CPR and First Aid certification is required for all volunteer coaches. Volunteers must also complete the application process, which includes fingerprinting. There can be no exceptions to these requirements.

Evaluations

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 Director. All paperwork from the end of the year packet should be completed prior to the evaluation meeting.

Connecticut High School Coaches Association

- The C.H.S.C.A. is a professional organization for coaches and is open for membership to all coaches.
- Membership in the association provides coaches with a membership card, liability insurance, and reports of the monthly executive board meetings, information regarding new coaching vacancies and other pertinent information.
- Coaches pay for their own membership. Each coach is responsible for sending in their membership form and check to the CHSCA. Forms are available through the Director of Athletics in the early fall.

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 must never be 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.
- 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 athletes 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
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 provide proper transportation
14. Duty to select, train and supervise coaches.

Expectations of Coaches

Athletic Sport Administration Expectations

- Maintains a thorough knowledge of all athletic policies approved by the Hamden Board of Education and is responsible for its implementation within the sport.
- Sustains a thorough knowledge of existing system, state and league regulations; implements same consistently and interprets them for athletes, staff, and other stakeholders as needed; regularly logs onto the state association web site for sport updates.
- Possesses an existing knowledge of the sport and attends clinics regularly to remain current regarding new trends and developments including strategy, training methods, conditioning, etc.
- Keeps state certification current and hands in all pertaining paperwork to the Athletic Office.

- Understands and respects the chain of command and refers all requests or grievances through proper channels.
- Attends local/state/conference/staff/departmental meetings as required.
- Establishes the fundamental philosophy, skills and techniques to be taught to athletes. Designs conferences, clinics and/or staff meetings to insure staff awareness of overall program.
- Trains and informs staff and encourages professional growth by encouraging clinic attendance according to policy.(Head Coach)
- Delegates specific duties, supervises implementation and at season's end, analyzes staff effectiveness and provides input on assistant coach evaluations to the Athletic Director. (Head Coach)
- Maintains discipline, works to resolve grievances and to build morale and cooperation.
- Assists the Athletic Director in scheduling, providing transportation and requirements for tournaments and special events.
- Assists in the necessary preparation to hold scheduled events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
- Provides documentation to fulfill state and local requirements concerning physical examinations, parental consent, concussion waiver, eligibility and codes of conduct and distributes athletic physical examination participation packets to potential athletes.
- Provides proper safeguards for maintenance and protection of equipment and storage facilities.
- Participates in the budgeting process with the Athletic Director by establishing priorities for the ordering of essential equipment for next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within approved budget appropriations. (Head Coach)
- Monitors equipment rooms, locker rooms, buses, coaches' offices and any practice/game facilities utilized by sport.
- Advises the Athletic Director and recommends policy, method or procedural changes.
- Provides training rules and any other unique regulations of the sport to each athlete.
- Gives constant attention to a student-athlete's grades and conduct.
- By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
- Adheres to programs and policies concerning injuries, medical attention and emergencies. Reports all athletic injuries on proper forms and submits information to the athletic trainer within 24 hours.
- Directs student managers, assistants and statisticians.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
- Assists athletes in their post graduate educational selection.
- Permits athletes to be in authorized areas of the building only at appropriate times.
- Secures all doors, alarms, lights, windows and locks before leaving building.
- Instills in each player a respect for equipment and school property, its care and proper use.

Planning and Preparation Expectations

- Develops a written, personal coaching philosophy approved by the Director of Athletics and congruent with athletic department coaching philosophy and objectives of participation which includes attempting to involve all players into practices and games, especially at the skill building freshmen level, while pursuing a competitive edge over opponents. This is not to be construed as requiring every player to play every game at any level.

- Attends pre-season meeting and organizes a team agenda. Communicates expectations, physical procedures, and important season dates. (Head Coach)
- Organizes initial practice sessions and develops a practice/game schedule at the beginning of the season to be submitted to athletic department. (Head Coach)
- Develops practice plans with dates for every practice session including skills to be instructed especially those skills which could lead to serious injuries (i.e. tackling, goaltending, etc.).
- Keeps attendance records for all practice and game sessions.
- Submits all transportation schedules/requests and supervise all trips.
- Maintains equipment inventory (pre and post-season), distribution, collection and storage; submits obligation reports on inventory loss and identifies any equipment needing reconditioning.
- Ensures all oral or written releases to local media are of high quality, effective, and valid; maintains good public relations with news media, booster club, parents, officials, volunteers and fans.
- Promotes the sport within the school through recruiting athletes that are not in another sport program and promotes the sport outside the school through news media, recreation programs or any other feasible manner.

In-season Expectations

- Uses sound and acceptable teaching/coaching practices and runs well-organized practice sessions.
- Adheres to an efficient and technically sound program of injury prevention. When injuries occur, follows a prescribed routine and maintains good communications with patient, trainer, doctor and parents.
- Constructs a well-organized game plan. Utilizes acceptable scouting procedures to establish an effective game plan.
- Is fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances; maintains good communication with athletes and parents (and booster clubs where applicable).
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility and to report any damages to the Athletic Director as well as the Head Custodian.
- Maintains the “Four S’s” immediately and throughout the season – Safety, Supervision, Security and Sportsmanship.
- Submits all game reports, updates rosters, and communicates any transportation and scheduling changes in a timely manner to the Athletic Office.
- Maintains alternate transportation requests, keeps possession of all emergency cards at all times, and supervises all athletes every day until the last player leaves campus.

Post-season Expectations

- Submits all End of Season Reports after all equipment is accounted for and post season honors have been selected. (Head Coach)
- Updates any game, season, or career records for individuals or the team and reports any information that needs to be updates on HHS gymnasium banners or record boards. (Head Coach)
- Provides for an end-of-season awards event for the individual sport (may be done in conjunction with the Booster Club where applicable) and is present for awards programs pertaining to the athletic department.
- Attends end-of-season awards for individual student athletes who received recognition.
- Develops and implements an out-of-season conditioning and/or weight training program. Plans, develops and implements summer activities to enhance program.

- Researches, collects and distributes any clinic/camp information for athletes in accordance with CIAC rules.
- Prepares the team room for upcoming season by collecting all leftover equipment and submitting a damage report with names, phone numbers and replacement cost estimates on the obligation form.

Professional Responsibilities

- Reports to all team related events on time and maintains good attendance.
- Is a positive role model: displays self-control.
- Displays enthusiasm for the sport.
- Maintains and secures school keys for the athletic complex necessary to conduct season.
- Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community and responds to their requests.
- Maintains organized, up-to-date, accurate, and thorough records.
- Is professional in demeanor and dress.
- Complies with district policies and procedures.

Scheduling

All league and out of league games should be made through the Athletic Department in conjunction with the Head Coach. All out of state games need to be approved by the CIAC. Coaches should not agree to any out of league games without the approval of the Athletic Director. The Athletic Department also will not move games unless of inclement weather or emergencies. Moving games because of players missing or around coach's schedules will not be acceptable.

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.

Non-School Day Practices

- Interscholastic athletics will not begin practice until 3:00 p.m. on in service days for teachers. Athletes should not be permitted in the locker room areas prior to 3:10 p.m. unless permission is granted from administration.
- If a coach desires to practice on a school holiday, he/she must have approval from the Director of Athletics. Sunday practices may be approved but only under special circumstances. Advanced notice must be provided to the Athletic Director.

Practice Cancellations

Coaches are responsible to call/email the athletic office by 12 noon if they are going to cancel practice. Please specify the level (V, JV, F or MS) and any additional plans you have for practice (time, location, etc.)

Inclement Weather and Early Dismissal Guidelines

No School:

- No practice in the morning.
- No game in the morning.

- However, after 12 noon practice/games may be permitted weather permitting based upon the decision of the Superintendent, Principal and Athletic Director.

Early Dismissal:

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

Lightning Policy

Anytime lightning is observed or thunder is heard, coaches must clear the field and get all student athletes to safety. Each program should have an emergency plan in case this takes place. For practice/games at HHS, the use of the school is permissible during a storm.

Mandatory Meetings for Coaches

- Annual Coaches’ Meeting in August.
- Conference/State Rules Interpretation Meetings.
- Seasonal Sport Night (Fall, Winter or Spring.)
 - Sports Nights are scheduled at the beginning of each season. This is an opportunity for coaches, student-athletes and parents to meet the Director of Athletics. The Department of Athletics will also schedule guest speakers occasionally, who will discuss topics such as sportsmanship, substance abuse, nutrition, athletic recruiting, leadership, etc. Coaches are expected to attend these events during their season and are invited to attend such meetings during their off-season.

Game Personnel

The assigning of scorer, timers, etc., is the responsibility of the Athletic Director with the cooperation from the coaching staff. Most sports will require a manager or a student athlete help with the book. In these cases, it will be up to the coach to prepare a student athlete prior to the contest in order to make the game run as smooth as possible.

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

Vouchers for officials and other support staff will be made out by the coach and given to the Faculty Manager no later than the day after the contest. The following information must be completed: Name, address, date, level of competition and opponent. (Appendix XXXXXXXXXXXXXXXXXXXXXXXXX)

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

Procedures to Activate Emergency Medical Services (EMS)

1. Call 911 (call 9-9-911 from a school line)

- Report the nature of the injury to operator.

- Speak slowly and clearly while providing details to the 911 dispatcher.
- Describe the exact location of the incident.
- Be specific about the name of the field or building.
- Do not hang up until instructed by the 911 dispatcher.
- Notify athletic trainer via walkie talkie or cell if necessary.
- Notify School Nurse and School Security if it is during school hours so they can assist.
- Designate someone to meet the ambulance and direct the EMT's to the athlete.
- Call the parent or guardian.

2. Secure the scene

- Certified medical personnel only should provide treatment.
- Only parents/guardians are allowed on the scene.
- Individuals not involved in the direct care of the athlete should be removed.

3. Notify the athletic director immediately of the incident

Include the following information:

- Name of athlete
- Sport
- Type of injury
- Cause of injury
- Name of hospital to which the athlete is transported
- Name of the adult that accompanied the athlete
- **Fill out an accident report form with the Athletic Trainer and return it to the Athletic Office within 24 hours.**

Release from Class

If it is necessary to have a team dismissed before the end of the school day for a State Tournament Event or a SCC Championship Event, the coach must secure permission from 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. A coaching staff member must be present to supervise the release of athletes to the locker room area.

Mailboxes

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

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. It is the coach's prerogative not to allow injured players on the sideline. Injured players on the sideline could be a safety hazard. The injured student athlete must have the ability to move and avoid objects or other athletes. Coaches will decide this on a case by case basis.

Publicity

Coaches are responsible for reporting contests results to the media. As a general rule, coaches should report the results of their home contests to New Haven Register and the Town Paper. The NHR can be via email at . In reporting scores please be sure your information is accurate including the spelling of athletes' names.

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.

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.

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. *All these forms will be on our school website.*

- a) End of season report. The report should include season record for all teams, outstanding records and achievements, All-Conference, All-State and All-New England selections and program recommendations.
- b) Lost uniform/equipment list.
- c) Obligations Forms
- d) Updated inventory and arrange your section of the Athletics Closet.
- e) Evaluation of assistant(s) and self-evaluation.
- f) Improvement for Program Plan
- g) Return all keys, first aid kits, ice coolers and water jugs