

**Madison Public Schools
DANIEL HAND HIGH SCHOOL**



Student Athlete Handbook

2023 – 2024

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Daniel Hand High School - Interscholastic Athletic Program

Athletic Department

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PURPOSE of HANDBOOK

The purpose of this handbook is to provide comprehensive and relevant information for all personnel associated with the athletic program, including student-athletes, coaches, parents, and administrators.

OBJECTIVES of HANDBOOK

The objectives of the handbook are to:

- Promote desirable, ethical practices, sportsmanship and productive relationships among schools, coaches, participants, officials, and spectators.
- Provide information on the various regulations and policies of the C.I.A.C
- Provide information on the major procedures, regulations, and policies approved by the school board and school administration.
- Provide information, guidelines, and relationships of the duties and responsibilities of coaches, participants, and administrators.

Helpful Links:

[Connecticut Association of Interscholastic Athletic Conference](#)

[Southern Connecticut Conference Website](#)

[2023-2024 CIAC Season Limitations](#)

[Daniel Hand Code of Conduct](#)

[Daniel Hand Student Parent Handbook](#)

TABLE OF CONTENTS

ATHLETIC DIRECTOR WELCOME.....	4
DEPARTMENT OF ATHLETICS MISSION STATEMENT.....	5
OBJECTIVES OF ATHLETIC PROGRAM.....	6
PARTICIPATION IN DANIEL HAND ATHLETICS.....	6
ATHLETIC EVENT SPECTATOR FEES.....	7
ATHLETIC EVENT STAFF.....	8
CONFLICT RESOLUTION.....	8
STATEMENT ON SPORTSMANSHIP.....	9
TIGER STUDENT ATHLETE PLEDGE.....	10
GOALS FOR TEAM SUCCESS.....	10
PROGRAM OFFERINGS.....	11
LEVELS OF COMPETITION.....	12
SAFEGUARDING THE STUDENT-ATHLETE.....	13
TEAM SELECTION PROCESS.....	14
ACADEMIC AND ELIGIBILITY REQUIREMENTS.....	15
IN-SEASON REQUIREMENTS / PROCEDURES.....	17
GUIDELINES FOR SPECTATOR BEHAVIOR - WE ARE A CLASS ACT SCHOOL.....	21
EXPECTATIONS OF ALL SPECTATORS (INCLUDING PARENTS).....	22
RESPONSIBILITY OF ATHLETES DURING COMPETITION.....	22
ROLE AND RESPONSIBILITY OF PARENTS OF STUDENT ATHLETES.....	23
ATHLETIC INJURIES.....	23
TEAM CAPTAINS EXPECTATIONS AND PROCESS.....	24
CRITERIA FOR CONSIDERATION FOR VARSITY LETTERS.....	26
ATHLETIC AWARDS.....	27
ATHLETIC SCHOLARSHIPS.....	28
BOOSTERS CLUBS.....	28
GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, AND SECTION 504.....	34



Daniel Hand Athletics

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Chris Farrell
Director of Athletics

Dear Student Athletes and Parents/Guardians,

I am thrilled to welcome you to the Daniel Hand High School Athletic Program for the upcoming school year. As the Athletic Director, it is my honor to lead our dedicated team of coaches and to support each student athlete in their pursuit of excellence both on and off the field.

Our athletic program is built on a foundation of sportsmanship, teamwork, and personal growth. We believe that participation in sports not only enhances physical skills but also fosters important life skills such as discipline, leadership, and resilience. It is our mission to provide a safe, inclusive, and competitive environment where every athlete can thrive. Our program also has a rich tradition of athletic success both as a team and individually. We will continue to raise the bar and always look to be the best version of ourselves day in and day out.

In this handbook, you will find essential information about our program's expectations, policies, schedules, and resources. It is important that athletes and families familiarize themselves with the contents of this handbook, as it will serve as a valuable reference throughout the year. We are excited to see our student-athletes represent Daniel Hand High School with pride, integrity, and a strong work ethic. Their dedication and commitment are what make our athletic program exceptional. Together, we will strive for excellence, celebrate achievements, and support one another as we aim for success both on the playing field and in the classroom.

Parents, guardians, family members, alumni and fans all play a crucial role in this journey. Your support, encouragement, and involvement make a significant difference in our student athletes' lives. Let's work together to create an environment where our athletes thrive, pushing themselves to be the best they can be. Thank you for being part of our extended family and we look forward to reaching new heights together!

We look forward to sharing the upcoming school year with all of you. If you have any questions or need assistance, please don't hesitate to reach out to our coaching staff or the athletic office. Let's make this an incredible year of growth, teamwork, and memorable moments.

Go Tigers!

Sincerely,

Chris Farrell
Director of Athletics

DEPARTMENT OF ATHLETICS MISSION STATEMENT

The Madison Public Schools, through policy and action, supports the belief that a strong program of extracurricular activities provides a balance in educational programming for its students. Athletic competition, by its nature, contributes to greater student awareness of self-discipline, a growth in emotional maturity, and an increasing realization of the worth of the individual. Students should learn that participation in educational based athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct outside of school hours as outlined in the student handbook and the Code of Conduct for Madison Public School students, K-12.

All of our coaches are expected to, first and foremost, fulfill the role of being a dedicated leader of young men and women by constantly setting a fine personal example of what it means to be a student-athlete during and after school hours. There should be a complete understanding that all persons involved with the athletic program fall under all guidelines and district policies. It is expected that our coaches will be consistent and fair in all rules and regulations applied to the student-athletes they coach.

The athletic program strives to achieve success in all endeavors. It is recognized that a positive athletic program can contribute significantly to school morale and community pride for all persons involved with the athletic program.

Coaches, the Director of Athletics, and administrators bear the responsibility for the periodic evaluation of the total program. New programs should be suggested when appropriate and existing programs scrutinized to be sure that they are meeting student needs and interests.

Finally, we realize that a student's participation in interscholastic athletics could very well influence the overall quality of a student athlete's life. For this reason, we are committed to excellence in all phases of the program. A reminder that interscholastic athletics is a privilege and not a right.

OBJECTIVES OF ATHLETIC PROGRAM

The objectives of the comprehensive athletic program in the Madison Public Schools include the following:

- To promote an understanding of the value of athletics in our society through recognition of outstanding athletic performance; and by emphasizing the educational value of athletic participation.
- To develop good citizenship and respect for rules and authority by instilling principles of justice, fair play, and good sportsmanship in students; and by learning to be part of a team.
- To promote and contribute to the goals of the total educational program through the development of physical fitness and realization that a healthy body increases the probability of effective learning; by providing a strong program that attracts student body interests and motivates a positive learning atmosphere.

PARTICIPATION IN DANIEL HAND ATHLETICS

Athletic Registration Process:

Registration is open typically 30 days prior to the start of the season. Emails will be sent out to parents, guardians and student athletes when registration opens for each season.

<https://www.familyid.com/organizations/madison-public-schools>

1. Register on FamilyID - before the published deadlines. Registering after this deadline will affect the ability for student athletes to start on the first day. Read and review the required forms that both the parents/guardians and student athletes understand. Acknowledge understanding with the electronic signature of both parties.

Important Notes about Family ID

-If you already have a Family ID account, be sure to click PARTICIPANT NAME OPTION to avoid creating a duplicate account..

-All confidential waivers must be PRE-APPROVED. Call the Athletics Office BEFORE submitting (203-245-6366),

-If you need to request a refund, please do so by email to halloran.robin@madisonps.org. Refunds will be made in the same form as the original payment. -Refunds must be processed within 60 days of registration date or a service fee will be deducted from the refund amount.

2. Physical Examination- Have a current physical on file with the school nurse. Please note that physicals are valid for 13 months. This information can be found in your FamilyID account. It is best practice to hand in a copy of the physical exam to the main office and or nursing office immediately after the doctor's appointment no matter the season they participate in.

3. School Obligation - Hand in any equipment, uniforms, etc if a student athlete participated in a sport during the previous season and did not turn in their uniform they will not be able to participate in the next season. If any student athlete has not handed in their equipment they will not be allowed to participate. This information can be found in your FamilyID profile under School Obligation once the student athlete is registered.

4. Impact Testing- All student athletes must take an Impact Test before they can participate. This test only needs to be taken every two years. Coaches and our Athletic Trainer will be contacting students who need to take it. This information can be found in your FamilyID profile under Impact testing once the student athlete is registered.

5. Athletic Eligibility - According to the Student Athlete Handbook a student must be enrolled and pass four classes in order to participate. See specifics in the Academic Eligibility Section of this handbook.

Registration Fee: \$125 per sport with a \$625 family cap

Parents & Guardians are expected to pay the fee during the registration process online. Cash and or checks will not be accepted. Confidential waivers are available by contacting the Athletic Office. Participation fee waivers are granted by the Director of Athletics and require paperwork to be filled out by the parent/guardian.

The registration fee to participate is specifically allocated to help cover transportation costs. This ensures that all student-athletes have the opportunity to participate in sports programs, as it directly contributes to the provision of safe and reliable transportation to and from games and events.

Note: Boys and Girls Ice Hockey programs pay the registration fee as well as a program fee. The program fee per player helps offset the costs of running the program. The program fee cannot be applied to the family cap. Both the Boys and Girls Ice Hockey Boosters will contribute \$30,000 per season that should be paid before the first game of the season.

The monies collected from the registration fee goes directly to help cover the

ATHLETIC EVENT SPECTATOR FEES

Charging for athletic events at a high school is a common practice that helps support and sustain a high school's athletic programs. At Daniel Hand, we are proud to offer a highly successful and competitive high school athletic program that enriches the experience of our student athletes and fosters a strong sense of school spirit and community. The success of our athletic program relies on various sources of funding, and charging for athletic events is a vital component of this financial support system.

It's essential to note that we are committed to keeping our admission fees reasonable and accessible to as many individuals as possible. We also offer discounts for students, seniors, youth and families to ensure that cost is not a barrier to attending our sporting events. Additionally, revenue generated from ticket sales goes directly to cover the expenses associated with events. This includes but is not limited to, event staff, officials and transportation costs.

We appreciate the support of our dedicated fans, parents, and community members who attend our athletic events. Your presence not only contributes to the success of our teams but also strengthens the bonds within our school community. Together, we can continue to provide a rewarding and enriching athletic experience for our students.

Spectator Game Fees

School Year Passes (All Home Daniel Hand Regular Season Athletic Events)

Student Pass: \$30

Adult Yearly Pass: \$75

Single Game Ticket Prices

Students:\$3

Adults:\$6

Children Under 12 & Senior Citizens: Free

ATHLETIC EVENT STAFF

At Daniel Hand, we place great value on the treatment and respect shown to all individuals who contribute to the success of our high school athletic events, including staff, officials, volunteers, and support personnel. We believe that a positive and inclusive atmosphere is crucial to the overall experience of our student-athletes, fans, and the entire community.

The treatment of high school athletic event staff should reflect our commitment to sportsmanship, fair play, and courtesy. We have zero tolerance for harassment or disrespect toward our event staff. Any of these behaviors can lead to removal and or a ban from future athletic events. Our athletic events are an opportunity for our community to come together and support our student-athletes/community in a positive and uplifting atmosphere. The treatment of event staff plays a pivotal role in shaping this environment. We ask all attendees to join us in upholding these values and ensuring that everyone involved in our athletic events feels respected, appreciated, and valued.

CONFLICT RESOLUTION

In educational based athletics it is imminent throughout the athletic season there will be many positive and some negative moments that will occur. These moments are what make athletic competition so beneficial and meaningful in the development of our young student athletes. Many of these situations will have different meanings for our student athletes and may bring about issues that need to be discussed and dealt with. In order to encourage self-advocacy for our student athletes we ask that the following procedure be followed in order to deal with all situations in an appropriate manner. Parent meetings with the Daniel Hand administration will be limited to issues dealing with the safety, health and welfare of a student and or other unusual circumstances that may arise. The student athlete and coach can discuss other topics, such as positions, ways to improve skill/technique and specific participation issues.

- A student athlete and coach should first attempt to resolve any issues.
- If the conflict cannot be resolved between the student athlete and the coach, the student athlete and their parent should meet with the coach at an agreed upon time.
- If the problem is still unresolved, then the parent should contact the Director of Athletics to establish a meeting time with the student athlete, parent, coach and Director of Athletics.

These are the steps to be followed for the resolution of a problem:

1. Student Athlete- Coach
2. Parent & Student Athlete- Coach
3. Parent & Student Athlete - Coach - Director of Athletics
4. Parent & Student Athlete- Coach- Director of Athletics & Principal

- Student athletes will be expected to participate in parent meetings unless the administration decides it is not necessary.

Issues not appropriate to discuss:

- Playing time

- Captain selection (Please refer to the section on Captain selection for a better understanding of the process)
- Coaching strategy
- Other student athletes

Issues appropriate to discuss:

- The treatment of your student athlete both mentally and physically.
- Advice on ways your student athlete can improve their skills/knowledge of the game.
- Concerns about your student athlete's behavior.
- Any academic issues.

We understand that it is difficult for parents to accept that your student athlete may not be playing as much as they would hope. As a coach of an athletic team there are decisions that need to be made for the good of the team/program. These decisions sometimes can be very difficult, but it is the coach's decision alone. The Daniel Hand Athletic Department always encourages what is best for all of our student athletes and if a decision has been made that a student athlete does not agree with, we ask that steps for conflict resolution are followed.

STATEMENT ON SPORTSMANSHIP

Sportsmanship should be the cornerstone of our athletic community at Daniel Hand High School. It encompasses the values of respect, integrity, and fair play, both on and off the field. As representatives of our school, we hold ourselves to the highest standards of conduct, treating opponents, officials, and teammates with the same level of respect we expect in return.

In victory, we show humility and grace, recognizing that success is the result of hard work, dedication, and the efforts of all involved. In defeat, we display resilience and sportsmanlike conduct, acknowledging that setbacks are opportunities for growth and learning.

As athletes of Daniel Hand High School, we commit to upholding the spirit of fair competition, valuing teamwork and camaraderie, and embracing the joy that sports bring to our lives. Through our actions, we strive to inspire others, leaving a positive legacy that reflects the true essence of sportsmanship."

As spectators and fans of Daniel Hand High School, we are extremely proud of our record in competitive sports here in Madison. Our pride goes beyond the team and the game. All spectators at our athletic events are reminded that they are guests of our community and proper behavior is expected. Any spectator not abiding by the principles of good sportsmanship will be asked to leave the contest and may have the privilege of attending future contests revoked. Civility by all concerned promotes a positive atmosphere for athletic competition.

TIGER STUDENT ATHLETE PLEDGE

As a member of the Madison Public Schools' Athletic Department, student-athletes are expected to know, understand, and commit to their responsibilities as a student-athlete participating in the athletic program. Specifically, student-athletes are expected to take responsibility for the following:

- Communicate your sports schedule well in advance to your parents and teachers.
- Schedule your personal life so that it does not conflict with team expectations to the best of your ability to do so.
- Give your coach notice well in advance of any commitments you have that conflict with the team schedule, such as special family events.
- Discuss issues of concern with your coach, team captains and parents before they become problematic.
- Abide by all the training rules set forth by your coach and the Athletic Department.
- Make a commitment to your teammates and coaches to continually strive to contribute to the program.

GOALS FOR TEAM SUCCESS

The Madison Public Schools' athletics program offers many opportunities for student-athletes to grow and develop in ways that are beneficial to the students as a whole team as well as individuals. However, it is important for all involved in the program to understand that for real success to be achieved and growth to take place, everyone needs to be on the same page - which means everyone on the team needs to have common goals.

Teams that work together to reach common goals are the most successful. Teams that are unsuccessful - even though they may be winning teams - are those that have personal goals prioritized ahead of the team goals.

Every athlete should have personal goals and aspirations. However, those personal goals must be secondary to the common goals set for the team as a whole. If a student-athlete is more worried about his / her points, statistics, place, or playing time instead of the overall performance of the team – there is no longer a team competing, but a group of individuals. When a team performs as a group of individuals, no team ever wins for long under those circumstances, regardless of how talented its members are as individuals.

Common goals lead to team success

PROGRAM OFFERINGS

VARSDITY (V) JUNIOR VARSITY (JV) FRESHMAN (F)

Fall	Winter	Spring
Cheerleading (V)	Boys Basketball	Baseball (V, JV, F)
Boys Cross Country (V)	Girls Basketball (V, JV, F)	Golf (V)
Girls Cross Country (V)	Cheerleading	Girls Golf (V)
Girls Field Hockey (V, JV, F)	Fencing (V, JV)	Boys Lacrosse (V, JV, F)
Football (V, JV, F)	Boys Ice Hockey (V)	Girls Lacrosse (V, JV, F)
Boys Soccer (V, JV, F)	Girls Ice Hockey (V)	Softball (V, JV)
Girls Soccer (V, JV, F)	Boys and Girls Indoor Track (V)	Boys Tennis (V)
Girls Swimming & Diving (V)	Boys Swimming & Diving (V)	Girls Tennis (V)
Girls Volleyball Girls (V, JV, F)	Wrestling (V, JV)	Boys and Girls Outdoor Track (V)
Unified Sports	Downhill Ski (V)	Boys Volleyball (V, JV)
	Dance	Co-Ed Sailing (V)
	Unified Sports	Unified Sports

LEVELS OF COMPETITION

Varsity

Varsity teams are the highest level of competition in a high school athletic program. They have a distinct purpose and focus that sets them apart from junior varsity and freshman teams. The primary purposes and focuses of varsity teams in a high school athletic program include but are not limited to: competitive excellence, skill mastery, high level competition, leadership, championship aspirations and character development. Varsity teams are the highest level of competition in educational based high school athletic programs. Playing time is not equal and the best players that give the program the best opportunity for success will earn more time. This decision is the sole decision of the coaching staff in each program. They represent the highest level of skill, dedication, and achievement within a sport. Varsity athletes are not only exceptional players but also ambassadors of their school, contributing to the school's reputation and fostering a sense of pride and unity within the community.

Junior Varsity

The purpose of Junior Varsity (JV) teams in high school athletic programs is to provide an intermediate level of competition between varsity and freshman teams. Junior varsity teams serve several important functions within a high school's athletic program. Some of the functions include but are not limited to; skill development, building experience/confidence, and preparation to compete at a higher level. JV

opportunities exist to provide those student athletes, who are unable to participate on the varsity team, an opportunity to participate for their respected program. No student athlete is guaranteed playing time, but it is encouraged. All student athletes will earn their playing time during practice sessions under the judgment of the coaching staff. Being a member of a JV team does not guarantee that a student athlete will automatically move to the varsity level the following year. Overall, the junior varsity level serves as an important bridge between introductory levels of play and the heightened intensity of varsity competition. It caters to a wide range of skill levels and provides student-athletes with opportunities for growth, development, and participation in a supportive and educational environment.

Freshman

Freshman (F) teams in high school athletic programs serve a specific purpose, similar to junior varsity and varsity teams. The purpose of freshman teams is to provide an introductory and developmental level of competition for students who are new to high school sports. Some of the important purposes of this level are but not limited to; skill development, basic game experience at the high school level, team building and character growth. Teams are provided based on demand and need. Teams may not occur if there are not sufficient numbers to accommodate the program. There will be less emphasis placed on winning and more on development. Playing time is more encouraged at this level for all participants but it is not guaranteed or will it be equal. Freshman programs offer a smooth transition into the competitive world of high school educational based athletics where many lessons learned will help them be successful in all facets of their high school career.

Team Managers

Team Managers must complete a registration on FamilyID to serve as a member of the team. Managers do not need to be physically cleared by the school nurse unless they participate in “workouts” and/or practice. Managers are held to the same academic eligibility and behavioral expectations as all student-athletes. There is no registration fee for managers and are eligible to receive a varsity letter.

SAFEGUARDING THE STUDENT-ATHLETE

Participation in athletics is a privilege involving both responsibilities and rights. The student-athlete’s responsibilities are to play fair, to give his / her best, to train and condition to the best of their ability, and to conduct himself / herself in alignment with Madison Public Athletic Program’s expectations.

Student athletes have the right to optimal protection against injury as this may be assured through good conditioning and technical instruction, proper regulation and conditions of play, and adequate health supervision. Periodic evaluation of each of these factors will help to assure a safe and healthful experience for players. The list below provides parameters for safeguarding the safety of the student athlete.

- Proper conditioning of student-athletes helps to prevent injuries by hardening the body and increasing resistance to fatigue.
- Prospective players will be given suggestions by the coaching staff for participation in activities for pre-season conditioning. At this time, all out of season workouts are not mandatory. We

strongly suggest that all student athletes maintain a high level of fitness but cannot make those workouts mandatory.

- A minimum of two weeks of practice before the first game or contest will promote a level of skill / readiness to play the sport.
 - In accordance with the CIAC policy every team must have three (3) exertional practices before a scrimmage.
 - Every student athlete must also have ten (10) physical/exertional practice days with their program before the date of the first scheduled competition in order to be eligible.
 - No team/student athlete shall practice /compete with their school more than six (6) consecutive days to provide one day of rest.

Captain's Practice

The term "Captain's Practice" usually means the team's captain organizing and conducting practice sessions for the sport without certified adult supervision. The CIAC and Daniel Hand High School 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.

Polson and Daniel Hand Weight Room Policies

The weight room is a valuable resource provided to support the physical development and conditioning of our student-athletes. It is essential that all individuals using this facility adhere to the following policies to ensure safety, cleanliness, and a productive environment.

- **Supervision:** The weight room is to be used only under the supervision of a qualified coach or designated staff member. No unsupervised use of the weight room is allowed.
- **Proper Attire:** All individuals must wear appropriate workout attire, including athletic shoes, during their time in the weight room. Open-toed shoes, sandals, and jeans are not permitted in the weight room.
- **Respect for Equipment:** Handle all equipment with care and respect. Report any damaged or malfunctioning equipment to a coach or staff member immediately. Weights and equipment should be returned to their designated storage locations after use.
- **Hygiene and Cleanliness:** Maintain personal hygiene and cleanliness. Please bring and use a towel during your workout. Wipe down equipment and benches with disinfectant wipes after use to help maintain a clean environment.
- **Safety First:** Use proper lifting techniques and follow instructions from coaches or staff members. Student athletes should not engage in reckless or unsafe behavior that could lead to injury. Spotting is required for exercises that pose a risk, and spotters must be attentive at all times.
- **Respect for Others:** Be respectful and considerate of others using the weight room. Avoid loud or disruptive behavior that may distract fellow student athletes or coaches.
- **Personal Belongings:** Do not leave personal belongings unattended. MAdison Public Schools is not responsible for lost or stolen items.

- **Scheduled Use:** Access to the weight room may be restricted during specific hours to accommodate team practices and scheduled workouts. Please check with your coach or staff for the most up-to-date schedule.
- **No Food or Beverages:** Food and non-water beverages are not allowed in the weight room.
- **Emergency Procedures:** - Familiarize yourself with emergency procedures and exit routes in case of fire or other emergencies.
- **Compliance:** - Failure to adhere to these weight room policies may result in the loss of access to the facility.

By following these weight room policies, we can maintain a safe and productive environment for all student-athletes. Thank you for your cooperation and commitment to your health and athletic development.

TEAM SELECTION PROCESS

In any given year, each coach may be forced to reduce the size of their teams due to safety concerns, space limitation and the availability of coaches. The athletic coach and his/her staff who are hired through an in depth process, responsible for selecting student athletes to compete on a given athletic team. Final decisions will be at the discretion of the coach and Director of Athletics and within the CIAC rules.

- Transfer after Team Selections or “Cuts”: A student-athlete may transfer to another sport with the consent of the coach(es) prior to that team’s first athletic contest.
- The coach (es) in charge of each individual team is responsible for the selection of the members of that team.
- The following criteria should be used in selecting teams:
 - The student-athlete’s athletic and skill ability.
 - The student-athlete’s potential.
 - The number of available positions on the team and skill level.
- Head coaches should convey to their assistants what criteria they believe to be important in the selection of a team for the particular sport.
- Prior to final selection of any particular team the coach, who is immediately responsible for the selection of the team, should confer with any assistant coaches that he / she has and with the Head Coach of the program.
- It is recognized that “cutting” student-athletes is a difficult thing for all parties involved. It is also recognized that at times “cutting” will be necessary. Thus, it is suggested that the reasons for “cutting” student-athletes from a team be considered very carefully before being carried out.
- Anytime that “cuts” must be carried out, the Director of Athletics should be informed in advance. The Director of Athletics should inform the Principal and the School Counseling Department that there are “cuts” pending.
- If a coach thinks that he / she may have to have “cuts,” he / she should inform the student athletes and their parents of this possibility at the start of the tryout period. Additionally,

the coach should give the student-athletes a firm date of tryouts and also the process for selecting the team. as to when “cuts” will be carried out.

- If “cuts” take place, the student-athletes being cut will be informed personally and privately of the decision by the coach or designee. (Athletes should never be informed via lists, other students, or similar impersonal manners).

ACADEMIC AND ELIGIBILITY REQUIREMENTS

The academic success of our students is our primary purpose. Extra-curricular activities, although secondary, are a very important part of our overall educational program. It is expected that all students will maintain passing grades and meet all requirements in order to participate. Parents can access their student athletes' grades by logging into the Infinite Campus portal for the most up to date grades during the school year.

Student athletes and Parents should pay close attention to their grades at progress report time. In most cases it will give them an understanding of where they stand academically. Please see below on what determines a student athlete's eligibility for each season. Please note that a student athlete's eligibility is determined by Trimester Grade not the Final Grade.

Fall Season Eligibility- Third Trimester Grades (from previous school year)

Incoming 8th graders are deemed academically eligible for their first Fall Season

Winter Season Eligibility- First Trimester Grades

Spring Season Eligibility- Second Trimester Grades

A student-athlete cannot at any time represent a school unless he/she is enrolled in at least four Carnegie units/courses or its equivalent. During the school year, a student must pass at least four Carnegie units/courses in the trimester immediately preceding the athletic season. For example, to be eligible for winter sports a student must have received credit toward graduation in four Carnegie units/courses of study during the first trimester. A student's eligibility is determined on the report card distribution date which can be found on the school calendar. If a student is deemed academically ineligible then a meeting between the Athletic Director and student athlete will occur and it will be updated in their FamilyID profile.

- Students who TRANSFER from another high school must verify eligibility with the Director of Athletics, Coaching staff and Guidance Department prior to the start of the season.

ACADEMIC AND ELIGIBILITY REQUIREMENTS (continued)

- Incomplete grades are not considered passing grades, though a student can become eligible once the ‘incomplete’ is changed to a grade. Students receiving an incomplete grade for any course will have ten days to submit the necessary course work to receive a completed grade. If after this ten day period, the course work has not been submitted, the student shall be deemed to have failed the course.
- Freshmen may compete in the FIRST trimester regardless of marks received in eighth grade. For participation in winter sports, first trimester grades will determine eligibility as outlined above.

In accordance with the CIAC and MPS policy you are **NOT ELIGIBLE** if:

- You are not taking at least four (4) units of work or its equivalent; (Rule I.B.)
- 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 I. A.)
- You are nineteen (19) years of age; Student-athletes will be allowed to compete up through their 19th birthday, however, if their 20th 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.)
- You have changed schools without a change of legal residence; (Rule II.C.)
- 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.)
- You play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season; (Rule II.E.)

*Please see the CIAC handbook for exceptions to this rule. *

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

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

NOTE: Semester grades (not final grades) are to be used in determining academic eligibility.

[CIAC HANDBOOK](#)

IN-SEASON REQUIREMENTS / PROCEDURES

General Expectations for Student-Athletes

Athletic activities are an extension of the educational experience that a school may choose to offer. Therefore, participation is a voluntary privilege and not a right enjoyed by all students. Those who choose or are chosen, as a matter of due process, must be aware of the Code of Conduct for the Madison Public Schools District Athletic Programs and each participant is expected to operate within the framework of these rules and regulations

Behavioral expectations to be a Daniel Hand Student Athlete are extremely high. Student athletes must have a willingness to live up to these expectations when participating as a member of our athletic program. In many cases, the expectations for all student athletes will be greater than that of students not involved in athletics. For this reason, each athletic team member understands that by registering for a sport it is a commitment indicating that the student athlete and his/her parents recognize and understand this responsibility, and that they are willing to adhere to the basic concepts of good citizenship, proper training regulations and the positive example with which every athlete should be identified. Any violation of these basic concepts may result in removal from a program.

If a student feels the rules for participation on an athletics team are too demanding, that he/she will be unable to say “no” when pressured by others to break training rules, that his/her individual rights are too important to conform to team rules, then he/she should elect not to become a candidate for that team.

All student athletes are expected to act with integrity and class at all times. Unsportsmanlike conduct will be handled on a case-by-case basis. Student athletes who do not meet the behavioral expectations may be subject to disciplinary action by the head coach, Director of Athletics, and school administration ranging from temporary suspension to permanent removal from athletic teams and/or athletic events.

General Expectations for Student-Athletes

In general, the student-athlete is expected to ...

- Be courteous to visiting teams and officials at all times.
- Play hard and to the limit of his / her ability and keep a positive attitude. The true athlete does not give up, nor does he / she quarrel, cheat, bet, or grandstand.
- Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failure.
- Maintain a high degree of physical fitness by observing team and training rules conscientiously.
- Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
- Play for the love of the sport.

- Recognize that he / she is representing the school and should exemplify and follow the guidelines set forth by the coaching staff as well as the school's Code of Conduct during and after school.
- Maintain satisfactory academic standards and regular school attendance.

Violations of the Madison Public Schools' Code of Conduct

In case of alleged infraction of the approved Madison Public Schools' Code of Conduct, the student-athlete may be suspended, and subsequently expelled, from practices and participation in practices and games at all levels of competition, as determined in the regulations documented in the Code of Conduct. In these cases, due process procedures will be followed per the following:

- If an alleged infraction / violation occurs, the coach will notify the Director of Athletics and / or school administrators (in absence of the Director of Athletics) and conduct a prompt and thorough investigation of the alleged misconduct or violation and determine if a disciplinary action is warranted per the Madison Public Schools Code of Conduct.
- If, after the above investigation, a determination is made by the school administrators to suspend the student-athlete, the suspension shall take place immediately. The school administrator will give written notice to the student-athlete, stating the reasons for the suspension to the student-athlete and the student-athlete's parents / guardians and the Director of Athletics. The Director of Athletics will notify the coach(es) of the suspension.
- If after the above investigation, a determination is made by the school administrators to suspend a student athlete or a student athlete is deemed academically ineligible, that student athlete may have no association with the team during official team practices or contest (i.e. may not sit on team bench, travel on team bus, be present in team locker room, attend team practices, etc.) until the student athlete has been officially reinstated.
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Mandatory School Attendance

In order to be eligible to participate in any interscholastic contest, a student-athlete must be enrolled in a district secondary school. A student-athlete must attend school for four (4) hours in order to be eligible to participate in a sporting event or practice that afternoon or evening. Permission from the Director of Athletic Programs and or Principal is required for any exceptions.

- Student-athletes who are absent from school are not permitted to participate in or attend interscholastic contests, athletic practices or team meetings on the same day of the absence.
- If a student-athlete is absent the last day of the school week, the student-athlete is not permitted to participate until the return to classes. For example; If a student athlete is absent on a Friday. They are not able to participate in any games or practices on Saturday or Sunday of the weekend without permission from administration.
- In the case of an absence prior to an extended school vacation period the student-athlete must provide the Director of Athletics with a note outlining the reason for the absence and obtain his / her permission to return to competition.
- Student-athletes are expected to attend all classes regularly and on time.

- Student-athletes will not use athletics as an excuse to miss class or portions of class unless the team is departing early from school. In this case the proper notification will be sent to the school staff.
- Student-athletes who use a mental health day are eligible to participate with their program after school. Please note; Student athletes are allowed two (2) mental health days per school year.

Vacation Periods

Student-athletes are expected to attend all practice sessions and contests, including those scheduled during vacation periods. Parents and student-athletes are advised to review the athletic program descriptions for specific details on the length of season and practice requirements that may be scheduled for upcoming vacations. Student athletes who miss practices/contests during vacation could miss more competition time when they return.

College Visitations

College visitations should be scheduled during the summer break or at times when the athletics season, including practices and games, is not underway. Excused absences can be awarded for the purpose of a college visitation as long as the coach has been given two weeks advance notice. More than one absence in a single season needs to be approved by the Director of Athletics

NOTE: An excused absence does not guarantee playing time or previous playing status.

School Suspensions

Student-athletes serving a school suspension whether in-school or out-of-school are not permitted in any contest or athletic team practice, nor may the student-athlete appear on school grounds, off-site practices or home and away contests.

Hazing

- Hazing is prohibited at all times. Hazing activities of any type are inconsistent with the educational goals of the school system. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose.
- The term hazing includes, but is not limited to:
 - 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.

In-Season Priorities

Many students wish to participate in a school or outside activity during a sports season. Although this is not prohibited, coaches do reserve the right to expect their team members to be present at all practices and contests and to fully participate. It is the athlete's responsibility to communicate to their coaches about their participation in school activities and outside sports that could present conflicts. Coaches reserve the right to have discussion with parents and give penalties to student athletes who miss in-season team activities for the above mentioned reasons. The priority should be the in-season program.

****Students may not participate on any outside team in the SAME SPORT during the season of that sport. This is a direct violation of CIAC rules.***

Equipment

Student athletes are responsible to care for all the equipment supplied by the Daniel Hand Athletic Department. If equipment is damaged or lost, please inform your coach immediately. Uniforms are supplied by the Athletic Department and are purchased on a five year rotation. The equipment manager in coordination with the coaches will hand out uniforms prior to the start of the competitive season. Each student will be expected to sign off for the equipment/uniforms they are issued. Uniforms must be handed to the respective coach by the end-of-the season team banquet. The coaching staff is responsible for the collection of the team's uniforms. Uniforms should never be turned into the athletic office or left in the athletic barn.

Any uniform that is not turned in will be added to the obligation list and will hinder participation in future athletic programs and or other school activities. Student athletes will be charged for lost or damaged uniforms.

Student-Athlete Bus Transportation Guidelines

- Student-athletes are expected to use the transportation services the Department of Athletics arranges both to and from the athletic contests, scrimmages or events. This practice protects student-athletes from potential harm and contributes to the building of proper team camaraderie.
- School bus rules are in effect when student-athletes are being transported for an athletic contest, scrimmage or event. Infractions of bus rules will be dealt with in the same manner as the administration deals with school time bus violations.
- A coach, certified staff member or volunteer who has had a complete background check will always be present on the bus when a team is traveling by bus. If the coach cannot be present due to an emergency, the Director of Athletics or Principal will assign a supervisor to ride the bus with the student-athletes.
- It is recognized that there will be times when extenuating circumstances may make it necessary for a student-athlete to travel to or from an athletic event separately from the team. In the event

that a student-athlete needs to travel separately from the team, the parent/guardian needs to go on the athletics website and fill out the digital travel release before the end of the school day on the date of the contest. We ask for the travel release to be filled out as soon as it is realized a conflict exists. The Director of Athletics reserves the right to not approve any travel releases submitted after the deadline.

- No travel releases will be approved if the Parent/Guardian is not the one transporting the student athlete. Student athletes must travel with the team on the supplied athletic program transportation or with an approved travel release to the Parent/Guardian.
- Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contests.
- Any damage to buses, caused by athletes, will be paid for by the athlete(s) involved. said athlete(s), by this behavior, will be subject to dismissal from the squad and school discipline.
- Food and beverages (except water) must be consumed prior to boarding the bus. Eating and drinking on the bus is prohibited.
- Boosters clubs can purchase food for team dinners that need to be eaten in the parking lot or in a designated area at away games.

GUIDELINES FOR SPECTATOR BEHAVIOR - WE ARE A CLASS ACT SCHOOL

Spectators at athletic events are always welcome and are considered to be an important, supportive component of the athletic program. Student-athletes from both teams should expect and receive respect and support from spectators, regardless of the spectators' affiliation with the student-athlete or the school. Proper behavior on the part of spectators is always appreciated and provides a good behavior model for all in attendance at an athletic event.

To assure that student-athletes are not distracted by or discouraged by spectator behavior at home and / or away games, any spectator using or shouting inappropriate or abusive language will be removed from the sports activity venue and may be charged with disorderly conduct. Additionally, if groups of student or adult spectators shout profanities or use abusive language, the Director of Athletics or his designee will announce to the spectators, or direct the Site Director to announce that continued inappropriate behavior or verbal and / or gestural abuse will cause the game to be halted and possibly ended.

Any spectator committing a physical or verbal action that in any way could affect the safety of players or other spectators will be removed from the sports facility / venue and will be charged with disorderly conduct. This restriction applies to rental facilities such as ice rinks and contests played away from Madison Public Schools.

The CIAC and Madison Public Schools are committed to a philosophy of education based athletics. Learning to uphold the highest level of character under the pressured situations that present themselves through sports is our highest valued educational outcome in athletics. Articulating those expectations sets the direction for what we hold as most important. These Class Act Standards are set forth as a

statement of what we strive to achieve and are intended to create a consistent framework for acceptable behavior from all stakeholders including participants, coaches, students, spectators and parents.

Education in athletics is a process. When individuals fall short of our ideals, we look on it as an opportunity to grow. We hope that our students will always be evolving into better versions of themselves. Please read through the below expectations of spectators and student athletes.

EXPECTATIONS OF ALL SPECTATORS (INCLUDING PARENTS)

1. Adhere to the host school's acceptable dress code at all home and away contests commensurate with classroom behavior. For CIAC tournament contests all spectators will be appropriately attired with their torso completely covered and with no visible degrading or demeaning writings/logos.
2. Any signs must be positive in nature, reference only the school supported by the sign maker, and must be pre-approved by the athletic director of the school referenced in the sign.
3. During outdoor sports, no air horns or horns of any kind or whistles will be used, and any other noisemakers will be allowed with the host athletic director's approval and only be used during "dead ball" situations to celebrate good play.
4. During indoor sports, no noise makers will be used. Pep bands are allowable at a home contest if the school provides adult supervision and the band only plays during "dead ball" situations.
5. Spectators will cheer positively to support their team, and will not cheer negatively against the opponent. (Schools and leagues may adopt a "No Negatives, No Names, No Numbers" slogan.)
6. Spectators will show respect for the game officials and their decisions.
7. Spectators will show respect during the playing of the National Anthem.

RESPONSIBILITY OF ATHLETES DURING COMPETITION

1. Accept the responsibility and privilege the student-athlete has in representing their school and community by learning and showing teamwork, sportsmanship and discipline in all aspects of the game.
1. Conduct themselves responsibly during adverse or emotional situations.
2. Demonstrate respect for self, coach, teammates, opponents, officials and spectators by exhibiting good character and conducting themselves as a positive role model.
3. Win and lose graciously.
4. Cheer for your team, not against your opponent.
5. Congratulate opponents in a sincere manner following either victory or defeat.
6. Refrain from taunting opponents.

ROLE AND RESPONSIBILITY OF PARENTS OF STUDENT ATHLETES

- Parents of student-athletes are encouraged to reinforce their unconditional support for their son or daughter by letting them know that, win or lose, scared or heroic, you appreciate their efforts and are not disappointed with them. By doing so, your son or daughter can perform at his / her very best as a student-athlete without fear of failure. Parents, as well as coaches, should be the persons in a student-athlete's life he or she can look to for constant positive, constructive

reinforcement, because athletics should provide opportunities for growing and learning as a person.

- Parents are highly encouraged to communicate to their student athletes the importance of following the rules established by the coach and the school. Whether they are a first stringer or seventh stringer, all student-athletes are required to follow rules pertaining to acceptable and appropriate student behavior at all times.
- Parents should focus on being helpful to their student-athlete by helping him / her prepare for a game or practice and should avoid instruction that may be in conflict with directions coming from the coaching staff.
- Parents must insist that their student-athlete respect team rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
- Parents are highly encouraged to teach their son or daughter to enjoy the thrill of competition, to be “out there trying,” and to constantly strive for improvement in their skills while maintaining a positive attitude. Parents can help their son or daughter to develop an appreciation for competing, for trying hard, and having fun without loss of self-esteem.
- Parents are highly encouraged not to “relive” their own athletic experiences through their student-athlete in a way that creates pressure on their son or daughter to perform.
- Parents are asked to recognize that the coach is involved as a coach because he / she is sincerely fond of children and is experienced as a coach and many times as a teacher of young people. Coaches have different ways of dealing with student athletes and situations and a student-athlete’s life can be enriched by interaction with different types of coaches, in the same way that students benefit from different teacher styles or personalities.

ATHLETIC INJURIES

Reporting of Injuries

All injuries that occur while participating on an athletic team are to be reported to the appropriate coach and/or athletic trainer who will fill out an accident and turn it into the Athletic Department Office. This report should be completed the day of the injury or as soon thereafter as possible. The Athletic Director will then submit the report to the Nurses office, the insurance company and a copy will be sent home to the parents.

- It is imperative that student athletes report an injury in a timely manner to their respected coach and or athletic trainer so it doesn't lead to a worse injury.

Insurance for Athletes

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 (Blue Cross/Blue Shield, etc.) will cover the student athlete initially. The school’s athletic insurance will take effect when the individual’s insurance is exhausted, up to the limits contained in the school’s athletic insurance policy, which is on file in the Business Office. Please take notice, if you have questions about coverage or

particular treatment under the school's athletic insurance policy, you should inquire about such coverage before you request or authorize treatment. Student athletes who are injured will be mailed home a claim form with directions. Included will be the accident report, all of which needs to be filed in a timely manner to the insurance company.

Return to Play

If an injury occurs, there will be a required clearance note from the student athletes doctor. There are a number of different injuries and every return to protocol might vary. The clearance note will be reviewed by the medical office at Daniel Hand. They will then work collaboratively with the Athletic Director, Athletic Trainer and the coaching staff to put a plan in place to make sure the proper progression is followed.

Athletic Training Room

Athletic training services are available for all sports teams. On-field game coverage is determined by the number of contests happening, level of play and by the nature of the sport (collision, contact, non-contact). The athletic training staff will also provide care for teams visiting Daniel Hand.

The Athletic Training room is located inside of the nurses office. The office is open at the end of the school day at 2:00p.m. No student athlete should leave class early to go to the Athletic Training room as they have a pass from the Athletic Trainer or Director of Athletics. If there are no games, the athletic trainer will be covering practices. All coaches can communicate their needs for their student athletes to the Athletic Trainer who can travel to practice for care.

TEAM CAPTAINS EXPECTATIONS AND PROCESS

Expectations for Student Leaders

Effective leadership is demonstrated through positive attitudes and actions. DHHS students who are in or aspire to hold leadership positions, including but not limited to class officers, DHHS Student Council members, athletic team captains, National Honor Society inductees/members, are expected to demonstrate exemplary conduct and attitude. In addition to the DHHS Code of Conduct for students, all school leaders must also adhere to the following:

- 1.) Grades – All leaders must maintain a C average. If the average is not maintained, the student will be placed on probation for the following marking period and removed the following trimester if grades do not improve.
- 2.) Integrity/Ethics – Students risk removal from the position for encouraging, tolerating, and participating in dishonest, disrespectful behavior such as plagiarizing, cheating, and all other forms of academic misconduct.
- 3.) School policies – Students risk removal from the position for disciplinary actions or attendance issues at the discretion of the administration.
- 4.) Suspensions or violation of substance abuse policy – Suspensions will be reviewed on a case by case basis; however, suspensions and violations of substance abuse policy will result in the forfeiture of the student's position and renders the student ineligible to be considered for or hold a leadership position

5.) Attendance – Leaders are expected to attend all meetings of their organization. Continued poor attendance will eventually result in removal from the position. Each organization will develop an attendance policy at the start of the school year.

Leadership Qualities of a Team Captain

A team captain should have the following leadership qualities:

- Be a role model for the other student-athletes on the team.
- Be a hardworking, committed, dedicated team player.
- Demonstrate a positive attitude and show respect for coaches, teachers, adults and peers.
- Exhibit good citizenship and be dependable, loyal, trustworthy, and unselfish.
- Show a great deal of pride in the team, the school, and the community.
- Be committed to be alcohol and drug free and show social confidence as a drug free student athlete.
- Have a strong self-image, be mature, be motivated, and have good communication skills.
- Demonstrate good school behavior and maintain acceptable academic progress.
- Demonstrate a willingness to follow the regulations documented in the Madison Public Schools' Code of Conduct and the specific team rules for his / her sport.
- Act as a liaison between teammates, coaches and Director of Athletics, as appropriate, and assist in the process of resolving conflicts, issues and problems.

Team Captain Selections

- Candidates must be current members of the team in good academic standing, as determined by the Guidance Office school counselors and school administration.
- Senior Student Athletes who have earned a previous varsity letter in the specific sport should be considered first. Coaches reserve the right to nominate underclassmen with prior approval from the Director of Athletic. Underclassmen must also have earned a varsity letter the year prior.
- The head coach will nominate potential candidates for team captain(s). Prior to the team's voting for the candidates, the head coach is to address the team about the importance of leadership and the honor that goes with being a captain at Daniel Hand High School. At that time the coach is expected to outline to all team members the qualities of an effective leader and the responsibilities of a captain of that program. All current players are eligible to vote.
- The school administration, athletic director and the head coach will review the candidates to determine their eligibility as measured by the leadership qualities listed above.
- The school administration, working with the athletic director, reserves the right to withdraw a candidate from the slate of nominees on the basis of academic or disciplinary record. The student-athletes will vote for a captain(s) on the ballot paper provided by the Athletics Office, following the administrative review of nominees.
- ALL captain(s)-elect must sign, and return to the Head Coach, the Captains' Pledge, before the commencement of the season.

Nomination Process

- The coach nominates student-athletes based on character and leadership traits.
- The student-athlete fills out the Nomination Form by picking it up at the Athletic Office and has it signed by the head coach, one (1) teacher and an Assistant Principal. The signed form should be returned to the Athletics Office.
- The Athletics Office will compile a Ballot Form from the nomination forms.
- Current varsity players, will vote – student athletes cannot vote for themselves.
- The athletic office tallies ballots and notifies coaches
- Coach announces captain(s) for upcoming season

CRITERIA FOR CONSIDERATION FOR VARSITY LETTERS

The following criteria are based on NIAA guidelines.

- Alpine Skiing: Participate in 50% of all varsity races.
- Baseball: Participate in 50% of the games played or 25% of games for pitchers.
- Basketball (Boys and Girls): Play in 50% of total quarters played.
- Cheerleading (Fall): Cheer in 80% of scheduled contests. Meet practice requirements. Meet school spirit obligations.
- Cheerleading (Winter): Must compete in scheduled competitions.
- Cross country (Boys and Girls): Earn one (1) of top seven (7) times in the team in seven or more meets. Must also attend league and state meets.
- Fencing: Must compete in 50% of varsity competition.
- 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 four (4) varsity meets and/or compete in the state and regional championships.
- Ice Hockey (Boys and Girls): Participate in 50% of games played.
- Indoor Track (Boys and Girls): Score in the Eastern Sectional and / or qualify for States. Must fulfill practice requirements.
- Lacrosse (Boys and Girls): Play at least 50% of total minutes played by the team.
- Sailing: Participate in 50% of all races.
- Soccer (Boys and Girls): Participate in 50% of games played.
- Softball: Appeared in 50% of varsity games.
- Swimming (Boys and Girls): Must score thirty (30) points during the dual meet season.
- Tennis (Boys and Girls): Play in at least 50% of team matches.
- Track (Boys): Earn fifteen (15) points and qualify for state meet and fulfill practice requirements up to state meet.
- Track (Girls): Earn twenty-five (25) points and qualify for and compete in the division championships.
- Volleyball (Boys and Girls): Play 50% of varsity competition vs. junior varsity competition.

- Wrestling: Must wrestle in ten (10) varsity matches during the season.

Coaches will also consider the following criteria when determining awarding varsity letters for Student-Athletes:

- Conduct
- Dedication and effort
- Citizenship: On and off the field
- Years in the program

ATHLETIC AWARDS

A very important aspect of the Department of Athletics' mission statement is to honor student athletes who have met and exceeded expectations and standards for performance. The following is a list of athletic awards and scholarships that are available to student-athletes in the DHHS athletic program.

- **JOHN M. MURPHY LATIN AWARD GIVEN BY THE DANIEL HAND HIGH SCHOOL FOOTBALL BOOSTERS:** Awarded to a senior student-athlete who studied Latin.
- **DANIEL HAND HIGH SCHOOL STUDENT-ATHLETE ATHLETIC DIRECTOR AWARD:** Awarded to one male and one female student-athlete. These students have participated in a varsity sport at Daniel Hand High School, have demonstrated good sportsmanship on and off the field, and have been shining examples of all the qualities we honor in our school and community.
- **THE ROBERT M. DUNCANSON SPORTSMANSHIP AWARD:** Awarded to a senior boy and a senior girl who have exemplified qualities of good sportsmanship in all of their activities.
- **THE CIAC AWARD OF EXCELLENCE:** Awarded by the Connecticut Interscholastic Athletic Conference to a senior student-athlete who exemplifies the characteristics of sportsmanship, ethics and integrity.
- **THE MADISON LITTLE LEAGUE AWARD:** Awarded to a senior boy and a senior girl who have taken part in Madison Little League and have played baseball and softball at the high school.
- **THE V.F.W. JOE CASULA BASEBALL AWARD:** Presented by the Madison V.F.W. Post # 2096 and the Ladies Auxiliary to a senior boy on the Daniel Hand High School Baseball team who has demonstrated outstanding qualities of good sportsmanship, character, leadership and scholarship.
- **ARMY RESERVE NATIONAL SCHOLAR-ATHLETE AWARD:** Awarded to a senior boy and a senior girl who have demonstrated outstanding achievements in both academics and athletics.
- **U.S. MARINES DISTINGUISHED ATHLETE AWARD:** Awarded by the United States Marine Corps to a male and a female athlete who have distinguished themselves on a varsity team, are role models for younger students, and have exhibited courage, poise, self-confidence and leadership.
- **THE IRON TIGER AWARD** Awarded to one senior male and one senior female student athlete who has competed in three varsity sports in their senior year, and who exemplify outstanding citizenship and academic performance.

ATHLETIC SCHOLARSHIPS

- **DICK ARCAND MEMORIAL SCHOLARSHIP:** Awarded by the Madison Youth Football League to a senior member of the football team who has shown sportsmanship, team loyalty and determination, and who plans to further his education.

- **PAUL DOYON MEMORIAL SCHOLARSHIP:** Awarded annually by the Madison Lions Club in memory of Paul Doyon to a senior member of the Daniel Hand football team who has exemplified the spirit of scholarship, sportsmanship, leadership, and motivation, and who plans to pursue a degree program in higher education.
- **THE MILT GOODWIN “LITTLE LEAGUER” SCHOLARSHIP:** Awarded by the Madison Little League to a senior who has participated in Madison Little League and who is currently graduating from high school and seeking to further his / her education at a college or university or technical school. The recipient will have been involved in the league’s program of umpiring and has worked to enrich the lives of children through example.
- **MADISON GIRLS’ SOCCER BOOSTERS SCHOLARSHIP:** Awarded to a graduating senior girl who has been a member of the Varsity Girls’ Soccer team, who has shown leadership both on and off the field, and who will be attending a two-or four-year college, or technical school.
- **THE MADISON YOUTH SOCCER CLUB HANNAH LEE MEMORIAL SCHOLARSHIP:** Awarded to a member of the graduating class who has played soccer as a member of the Madison Youth Soccer Club or was a referee with the Madison Youth Soccer Club.
- **THE MADISON YOUTH SOCCER CLUB JOHN SZEKLICKI MEMORIAL SCHOLARSHIP:** Awarded to a senior boy who has been a member of the boys’ soccer team.
- **MADISON HOOP DREAMS SCHOLARSHIP** Awarded to a member of the graduating class who has attended Madison Hoop Dreams (fka Slammas Jamma) Summer Basketball Camp, and who has demonstrated sportsmanship, a continuing interest in athletics and a commitment to academics.

BOOSTERS CLUBS

Statement on Boosters Clubs

Booster clubs play a vital role in supporting high school athletic programs by providing financial, logistical, and moral support to student-athletes and their teams. The primary purpose of booster clubs for high school athletic programs is to enhance the overall experience and success of student-athletes while promoting a sense of community and school spirit. These clubs should be dedicated to supporting our coaching staff and student athletes in their pursuit of excellence both on and off the field. Booster clubs serve as a bridge between the community and our sports teams, fostering a sense of school spirit and unity.

Booster clubs work diligently to provide financial resources for needs outside what is provided to the programs through the Madison Public Schools Athletic budget. Some of these needs are but not limited to; awards, banquets, team building activities, off season programs, travel gear, team dinners, facility improvement, additional training equipment and other miscellaneous apparel. Running a comprehensive high school athletic program is a significant financial commitment. The costs associated with providing well-rounded, positive and successful student athlete experience can be substantial. Boosters Clubs organize fundraising events, engage in volunteer efforts, and promote school pride to ensure that our student-athletes have the tools and encouragement they need to succeed.

It is imperative that Booster Clubs work closely with the Head Coach of the program so that the needs of the program are met. The role of the Head Coach in a Booster Club is going to vary from program to program depending on the specific needs and dynamics of each athletic program. However, here are some common roles and responsibilities that a Head Coach may have with a Booster club:

Advisor and Liaison:

- The head coach often serves as an advisor or liaison between the booster club and the athletic program. They can provide insight into the team's needs, goals, and priorities.

Fundraising Support:

- The head coach may actively participate in fundraising efforts organized by the booster club. This could include assisting in planning and executing fundraising events, promoting fundraisers among athletes and parents, and or even attending fundraising events.

Program Advocacy:

- Coaches can advocate for the Booster club and its initiatives within the school and the broader community. They can help raise awareness of the club's activities and the positive impact it has on the athletic program.

Financial Oversight:

- While the booster club typically manages finances independently, the head coach has to offer input on how funds should be allocated to best benefit the team. They can help identify essential needs, such as equipment, travel expenses, or coaching staff support.

Volunteer Coordination:

- Coaches can assist in recruiting and coordinating parent volunteers for various club activities and events. This could include assistance with concessions, transportation, or team banquets.

Team Building:

- Boosters often contribute to team-building activities, and the head coach can play a crucial role in integrating booster club members into the team's culture and fostering a sense of unity.

Communication:

- The coach can help facilitate effective communication between the Booster Club, student athletes and their parents. They can provide updates on team progress, schedules, and any special needs or requests.

Acknowledgment and Recognition:

- The head coach can express appreciation to the Booster Club for its support and recognize its efforts during team events, such as banquets or games.

It's important to note that the level of involvement a head coach has in a Booster Club can vary widely, and it often depends on the coach's availability, the expectations of the Booster Club, and the specific circumstances of the athletic program. Open and transparent communication between the Head Coach and the Booster Club leadership is key to ensuring a harmonious and effective partnership that benefits the student-athletes and the entire athletic program.

To continue offering these enriching opportunities to our student athletes, we rely on the support of the school community, including parents, Booster Clubs, and local businesses, to help alleviate the financial burden and ensure that all student-athletes have the chance to participate in a positive and inclusive athletic program.

Purpose

The Madison Public Schools is very supportive of the Booster Clubs that serve our athletic programs, coaches and student-athletes. The Booster Clubs have to work with the Director of Athletics, Administration and athletic program. They are operated as a separate entity. It is the responsibility of each Boosters Club to know, understand and follow the guidelines that are set forth in the handbook.

1. The Booster Club shall support, encourage and advance the athletic program and related activities of the Madison Public School District and thereby cultivate wholesome spirit, promote good sportsmanship, and develop character and high ideals
2. The Booster Club shall promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the Madison Public School District.
3. The Booster Club shall not seek to influence or direct the technical activities or policies of the school administration or of the Board of Education who are charged with the responsibility of conducting the athletic program of the school and district.
4. The Booster Club shall do nothing which violates the rules of the Connecticut Interscholastic Athletic Committee or in any way jeopardizes the membership of the school district in said CIAC.

Booster Club General Policies of Operation *(IN THE PROCESS OF REVISING 10/6/22)*

1. The Madison 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. BOE Policy (3280) Forms are available in the Athletic office or on our website: [Fundraising Proposal Form](#)
2. Each Booster Club will have four representatives, one from each class (9th, 10th, 11th, and 12th grades). At the beginning of each season, each booster club must submit a registration form to the Athletics Office. The form will include the listing of names of the club representatives or officers for the coming season, including addresses, phone numbers and emails. It is strongly encouraged that all booster club representatives should be a parent of a current student athlete.

Booster Club Guidelines *(IN THE PROCESS OF REVISING 10/6/22)*

1. The Booster Club shall operate as a Not-for-Profit Charitable Organization and follow State of Connecticut tax codes.
2. The Booster Club or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the purpose of the organization
3. Persons representing the organization shall not make commitments that bind the organization, unless the proper authorization is granted through the Superintendent of Schools and Director of Athletics

Finances/Fiscal Year (*IN THE PROCESS OF REVISING 10/6/22*)

1. Monies raised by the individual sports booster club shall be used to further the purpose of supplementing a sports program other than the funding that is provided through the Madison Public Schools athletic budget.
2. All projects that require financial obligation of the booster club as proposed by coaches will be presented to the Director of Athletics and forwarded to the School Principal and Superintendent of Schools for final approval.
3. Projects for raising funds should in general contribute to the educational experience of students and should not conflict with, but add to the instructional program and comply with district guidelines (BOE Policy 5100.6)
4. Students in Grades K-12 are not permitted to participate in any program involving solicitation of funds to support any school-sponsored project during regular school hours (BOE Policy 5100.6)
5. It is recommended that each booster group be organized as a non-profit organization per section 501 (c) (3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. It is further recommended that each group purchase insurance.

Booster Club Concession Stands (*IN THE PROCESS OF REVISING 10/6/22*)

Booster club organizations are granted the opportunity by the Board of Education through Board policy, to operate concessions at athletic events. Through administrative regulations, the following procedure must be followed when a booster club is operating a concession stand:

- Booster club members operating concession stands are responsible for cleaning the concession area after the event. Trash cans, and litter must be properly sealed and placed in assigned areas for custodians to collect.
- Booster club members must abide by current BOE policy and administrative regulations delineating which food items may or may not be sold in concessions stands

- Booster club members are responsible for the collection and safekeeping of all funds collected in concession stands.

Proposing Purchasing of Special Items/Equipment

From time to time booster club 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 by the Head Coach and the Boosters Club, and 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. A donation form must be completed. [Donation Form](#)

All student-athlete uniforms must be purchased by the school district with the exception of athletic programs where the uniform is something that is kept by the student athlete or is an alternate uniform. For example the wrestling singlets are kept by the student athletes. 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. All other gifts from the Boosters to Student-Athletes must be discussed and approved by the Director of Athletics, Superintendent and Board of Education.

Student Fundraising Activities

The Board of Education recognizes that students may wish to support a particular school project or activity by conducting fundraising drives. The Board respects such expressions of support.

Because the Board's first responsibility is to the educational development of each student, no fundraising contests or activities will be held which interfere with the instructional program.

Fundraising activities such as games of chance or raffles may not be conducted or sponsored in school buildings or on school grounds. Any school club or organization must request and receive permission from the principal to engage in a fundraising activity. The request must be in writing by the club or organization's sponsor. All fundraising activities must comply with federal, state, and local laws including but not limited to any permit that may be required. Plans for such activities should be made well in advance of the event and the total fundraising efforts in a school must not be a burden or nuisance to students, faculty, parents, or the community.

Fundraising in grades K-5 will be limited to the operation of a school store. Only school supplies (pencils, pens, ink, paper, notebooks, school embossed shirts/souvenirs, etc.) and refreshments may be sold in the school store. Items of food and drink may not be sold at times which conflict with the operational rules of the school lunch program.

For grades 6-12, the above-stated project, along with the sale of advertisements in school yearbooks and newspapers are approved fundraising projects. Any other fundraising projects are subject to approval by the principal. The school principal will document the special fundraising project, the type of sale to be

held, and the projected sales with anticipated profits and expenses annually in the internal accounts report.

Students in grades K-8 are strongly discouraged from participating in fundraising activities involving door-to-door solicitations without parental supervision. This prohibition includes school-sponsored activities and activities of school-related organizations in which students sell items, solicit contributions or pledges, or take orders. Students in grades K-12 are not permitted to participate in any program involving solicitation of funds to support any school-sponsored project during regular school hours.

Money Raising Projects

In general, student body money raising projects will be limited to school activities, or will be in connection with regularly scheduled school events. No individual or group will instigate any project or activity involving the handling of money without first obtaining the permission of the principal or his/her designee. No class, club, or organization may raise money through community sales, or off-campus events, without approval of the principal and compliance with requirements established by the principals in accordance with Board of Education policy.

Reserves

Student organizations will not accumulate money reserves beyond reasonable requirements. In general, student monies will be expended for the benefit of those students currently enrolled in the schools who have contributed in some manner to the accumulation thereof. Upon specific authorization of the Superintendent, a reserve may be established to make a major expenditure that may be financed for more than one school year.

Fixed Assets. Student organizations will not acquire in their own names ownership of fixed assets. Upon approval of the Board of Education, acting upon recommendation of the Superintendent, fixed assets may be acquired and donated to the school district. Such approval may set forth such conditions, control and use as the board may desire.

Audit. The financial records of student organizations will be audited as a part of the annual school district audit that is performed in accordance with Town procedures. The cost of the audit will be paid from the district general fund.

GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, AND SECTION 504

Coordinator for Title VI, Title IX, and Section 504

Dr. Elizabeth Battaglia, Director of Special Education and Student Services Central Office

10 Campus Drive Madison, CT 06443

(203)245-6341

battagliae@madison.k12.ct.us

Any student or employee of the Madison Board of Education, who feels they have been discriminated against on the basis of race, color, national origin, age, sex, or handicap, may contact such coordinator at any time there is a complaint. The coordinators are located in the Board of Education offices. If the coordinator of Title VI and Title IX is unable to resolve the complaint, the grievance will be taken to mediation. The mediation committee consists of the coordinator and three members of the Title IX Committee who will work within the law and with fairness to find facts and resolve the issue. The final level for the grievance will be with the Superintendent of Schools and the Board of Education. Any individual who feels he or she has been discriminated against in violation of Section 504 should immediately contact the Director of Special Education and Student Services. Additionally, such individual may file a complaint with the Boston Regional Office of the Office of Civil Rights at:
Office for Civil Rights/ED 8th Floor 5 Post Office Square, Suite 900 Boston, MA 02109-3921