

STAPLES HIGH SCHOOL

AN EDUCATION-BASED ATHLETIC PROGRAM

COACHES HANDBOOK



2026-2027

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Introductory Letter

Staples High School Coaches:

Welcome to Staples High School Athletics. Our athletic program is built upon a proud tradition of excellence, and we look forward to strengthening that foundation over the course of this school year. Our goal is to be a model athletic program within the community, in the classroom and in competition.

When our teams compete wearing the “Block S”, they represent not only themselves, but also their families, our community and our school - and they do so under your leadership. While we strive for our student-athletes and teams to perform at the highest level, we must always remember that they are students first and that academic success remains our top priority.

We are proud to offer forty-three sports across three athletic seasons, many of which include opportunities for competition at both the sub-varsity and varsity levels. Our participation rates are among the highest in Connecticut and are a key factor in fostering the family atmosphere that we value. Staples High School is a proud member of the National Federation of High Schools (NFHS), the Connecticut Interscholastic Athletic Conference (CIAC) and the Fairfield County Interscholastic Athletic Conference (FCIAC), the latter of which is regarded as the most competitive conference in Connecticut.

This handbook provides an overview of our policies, expectations and key information that will support you in your roles as a coach at Staples High School. Please take time to thoroughly familiarize yourself with its contents. Although the handbook serves as a guide, open and ongoing communication between the coaches and athletic department staff is essential to the continued success of our athletic department. If you have any questions or concerns, please know that I am always available to assist.

I look forward to working with you throughout the year.

GO WRECKERS!

Sincerely,

VJ Sarullo

Athletic Director

Westport Public Schools Administration

Superintendent: Thomas Scarice

Assistant Superintendent of Teaching and Learning: Anna Mahon
Assistant Superintendent of HR and General Administration: John Bayers
Assistant Superintendent of Pupil Personnel Services: Michael Rizzo
Chief Financial Officer: Elio Longo

Staples High School Administration

Principal: Stafford Thomas, Jr.

Assistant Principals:
Christine Cincotta, Grade 9
Pat Micinilio, Grade 10
Micah Lawrence, Grade 11
Jim Farnen, Grade 12
Rosemarie Ampha, Special Education

Director of School Counseling: William Plunkett

Staples High School Athletic Department

VJ Sarullo
Athletic Director
203-341-1263
vsarullo@westportps.org

Michelle Garrity
Athletic Department Assistant
203-341-1260
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Sam Romano
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203-341-1261
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Athletic Trainer
203-341-1261
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X: @StaplesAD
Instagram: @stapleswreckers_ad

WESTPORT SCHOOLS AFFIRM NON-DISCRIMINATORY PRACTICES IN EMPLOYMENT AND IN EDUCATIONAL OPPORTUNITY

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, THE WESTPORT SCHOOLS shall exclude no person from participation in, denied benefits of, or be otherwise discriminated against in employment or in educational opportunity on the basis of sex, sexual orientation, disability, past or present history of mental disorder, mental retardation, race, color, creed, religion, national origin, ancestry, age or marital status.

Complaint procedures

File complaint with principal; copy to coordinator (see below)
If not satisfied, you may appeal to the Assistant Superintendent
Next level is appeal to Superintendent
Next level is to Board of Education

Title VI & Title 504

Coordinator

Michael Rizzo
Asst. Superintendent
PPS
Westport Town School
Offices
110 Myrtle Ave Room
302
Westport, CT 06880
203-341-1253

Title VII & IX Coordinator

John Bayers
Asst. Superintendent of HR
& General Administration
Westport Town School Offices
110 Myrtle Ave Room 302
Westport, CT 06880
203-341-1004

Sport Offerings

Fall:

*Cheerleading
Boys Cross Country
Girls Cross Country
Field Hockey
Football
Boys Golf
Boys Soccer
Girls Soccer
Girls Swimming & Diving
Girls Volleyball
Unified Sports
Boys Water Polo*

Winter:

*Boys Basketball
Girls Basketball
Cheerleading
Fencing
Gymnastics
Boys Ice Hockey
Girls Ice Hockey
Boys Indoor Track
Girls Indoor Track
Boys Skiing
Girls Skiing
Boys Squash
Girls Squash
Boys Swimming & Diving
Unified Sports
Wrestling*

Spring:

*Baseball
Girls Golf
Boys Lacrosse
Girls Lacrosse
Boys Outdoor Track
Girls Outdoor Track
Boys Rugby
Girls Rugby
Sailing
Softball
Boys Tennis
Girls Tennis
Unified Sports
Boys Volleyball
Girls Water Polo*

Philosophy Of Athletics

Purpose

The purpose of the athletic program is to stimulate students to develop mutual interests, promote motivations and improve their physical skills. It is one of the many Staples programs which offer the individual the opportunity to develop interests and grow through their participation and competition in a group activity. Athletic contests involve considerable time for practices and games, strenuous physical effort, and student travel. Each sport is a specialized form of learning experience, and as such, entails numerous responsibilities. Students who try out for any sport should be aware of these responsibilities and be willing to assume them.

Value

Taking part in athletics is one of the most important parts of our educational system. There is no other course in our schools today which can offer all the following benefits:

- 1. Competition**
- 2. Physical well-being**
- 3. The release of physical energy**
- 4. Recognition**
- 5. Understanding**
- 6. Emotional Control**
- 7. Discipline**

8. Perseverance

9. Thinking under pressure

10. Loyalty

Expectations Of Coaching Personnel

Head Coach Expectations

Requirements:

- CT Coaching Permit
- First Aid & CPR Certification
- Concussion Management Certification (Module 15)
- CT DCF Training
- Annual review of Concussion Management, Sudden Cardiac Arrest and Heat Illness best practices
- Concussion Management Refresher course taken every five years
- Attend five state approved professional development classes over the course of their five year coaching permit
- Ability to organize and supervise an entire sport program
- Excellent communication skills

Job Goal:

To instruct student-athletes in the fundamental skills, strategy and physical training necessary to obtain both individual and team success. In addition, the student-athlete shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

General Duties and Responsibilities:

- Be responsible for all matters pertaining to the organization and administration of their respective program
- Ensure that all Westport Board of Education policies and procedures are both followed and enforced
- Enforce all rules of the NFHS, CIAC and FCIAC as they pertain to the respective sport.
- Ensure that all levels of the program (Varsity, Junior Varsity, Freshmen) are operating in a way that reflects positively on the school community.
- Ensure the Athletic Department Communication Policy is enforced
- Establish a culture of success, both athletically and academically, and sportsmanship

Assistant & Volunteer Coach Expectations

Requirements:

- CT Coaching Permit
- First Aid & CPR Certification
- Concussion Management Certification (Module 15)
- CT DCF Training
- Annual review of Concussion Management, Sudden Cardiac Arrest and Heat Illness best practices
- Concussion Management Refresher course taken every five years
- Attend five state approved professional development classes over the course of their five year coaching permit
- Excellent communication skills

Job Goal:

To carry out the objectives of the program as outlined by the head coach and school administration. To instruct student-athletes in both individual and team fundamentals, strategy and physical training necessary to realize both individual and team success.

General Duties and Responsibilities:

- Support the head coach in all matters pertaining to the program
- Ensure that all Westport Board of Education policies and procedures are both followed and enforced
- Coaches student-athletes in the skills necessary for excellent achievement in the sport.
- Manages various aspects of sub-varsity teams
- Ensure the Athletic Department Communication Policy is enforced

Important Links

Westport Public Schools & Staples High School

[Westport Public Schools Website](#)

[Staples High School Student-Athlete and Family Handbook](#)

[Staples High School Emergency Action Plan](#)

[Westport Board of Education Policies and Regulations](#)

[Westport Teachers Contact \(coaching stipends\)](#)

Staples High School Athletics Resources

[FinalForms \(Athletic Registration\)](#)

[REMIND \(Coach Notifications\)](#)

Affiliated Organizations

[National Federation of High Schools \(NFHS\) Website](#)

[NFHS Mission and Purpose](#)

[Connecticut Interscholastic Athletic Conference \(CIAC\) Website](#)

[CIAC Education Based Athletics Website](#)

[CIAC Handbook](#)

[CIAC Mission and Purpose](#)

[CIAC Eligibility Rules](#)

[CIAC Medical Handbook](#)

[Fairfield County Interscholastic Athletic Conference \(FCIAC\) Website](#)

[Connecticut High School Coaches Association \(CHSCA\) Website](#)

[Connecticut Coaching Education Website](#)

State of Connecticut

[Connecticut Coaching Competencies](#)

[Five Year Coaching Permit Application](#)

[Connecticut Bullying and Harassment Information](#)

[Connecticut Concussion, Sudden Cardiac Arrest and Heat Education Annual Reviews](#)

State of Connecticut Certification Requirements

Initial Emergency Permit (valid for 1 calendar year)

- Take Module 15 (Concussion Management) at the following link:
<http://www.ctcoachinged.org/concussionpage.html>
- Need signed First Aid & CPR certificate dated within 1 year of application
- Permit application dated 6/14/25 must have First Aid & CPR certificate dated on or after 6/15/24
- Provide high school diploma or official high school transcript
- Complete application packet with Human Resources

Emergency Permit Renewal (valid for 1 calendar year)

- Need signed First Aid & CPR certificate dated within 1 year of application
- Permit application dated 6/14/25 must have FA/CPR cards/certificate dated on or after 6/15/24
- Proof of registration/payment in 45 hour coaching course at the following link:
<http://www.ctcoachinged.org/Permit.html>

Initial 5 Year Permit

- Need to take 45 hour coaching course (non-certified teachers only)
- Need to take Module 15, Concussion Management, (if not already completed) at the following link: <http://www.ctcoachinged.org/concussionpage.html>
- Need up to date, signed FA/CPR certificate
- Complete permit application
(https://portal.ct.gov/-/media/SDE/Certification/Forms/ed_185.pdf) and submit to athletic department to mail (do not mail yourself)

5 Year Permit Renewal

- Need to take 5 CEU courses over previous 5 years (please see Staples High School Athletic Department Professional Development Plan below)
- Need up to date, signed First Aid & CPR certificate
- Need to take free, online Concussion Refresher course 5 years after taking Module 15

- There is a different Concussion Refresher course for football and non-football coaches. The correct link will be emailed to you when it is time to take your refresher
- Complete permit application (https://portal.ct.gov/-/media/SDE/Certification/Forms/ed_185.pdf) and submit to athletic department to mail (do not mail yourself)

Yearly Requirements

- Sign Off on Concussion Annual Review
- Sign Off on Cardiac Arrest Annual Review
- Sign Off on Exertional Heat Illness Annual Review

Reminders

- Westport will offer FREE...
 - o First Aid & CPR courses (3x per year)
 - o Professional Development courses

Do not mail permit applications to the state on your own. Please submit to the athletic department so that copies can be kept on file.

Westport Public Schools, Westport Board of Education & Staples High School
Information

Westport Board of Education Employee Conduct Expectations

The Westport Board of Education (the "Board") requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility. Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board's policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.
11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or action in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill his/her professional duties.
12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill his/her professional duties.
13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances in accordance with Board Policy 4118.131.
14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.
15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Booster Club Fundraising & Donation

Overview

The athletic department is committed to providing the resources necessary to effectively operate all athletic programs. Our Booster Clubs play an important role in supporting our student-athletes by providing supplemental resources that enhance the development of our programs. In order to ensure full compliance with both state and federal regulations, all Booster Clubs that engage in fundraising or provide financial support to our programs must adhere to the policies and regulations outlined below.

Links

- [Westport Board of Education Gift Policy](#)
- [Westport Board of Education Gift Regulation](#)
- [Westport Board of Education Fundraising Policy](#)

Professional Development Plan

In accordance with state law, all coaches are required to complete five professional development courses during the five-year term of their state coaching permit. These courses may be completed through any of the following approved options:

- Courses offered by the Staples High School Athletic Department
- Courses offered by the FCIAC
- Courses offered online at the following website: [Connecticut Coaching Education](#)

Head Coach Mentor Program

Serving as a varsity head coach is a demanding role that requires effective leadership, clear communication and the ability to work collaboratively with both student-athletes and adults. To support a successful transition into this position, all newly appointed Staples Head Coaches will have the opportunity to be paired with an experienced mentor. Mentors will be selected from a group of veteran head coaches who have volunteered for this role and will provide guidance, support and institutional knowledge to help ensure a smooth first year.

Program Related Events and Activities

All activities associated with a Staples High School athletic program are considered official school events. This includes events held off campus as well as those occurring before, during, or after the CIAC-designated sport season. Examples of such activities include, but are not limited to, conditioning sessions, fundraising events, team pasta dinners, and end-of-season banquets.

Scheduling on Religious Holidays

In accordance with Westport Public Schools policy, athletic practices and competitions are not permitted on religious holidays when school is not in session.

Weight Room

Overview

Staples High School is fortunate to have a state of the art weight room as part of our athletic facilities. Usage of this space has grown significantly in recent years across both girls and boys programs. To ensure equitable access for all teams, the athletic department utilizes a registration system. Coaches may request time in the weight room by reserving space through the designated Google Doc.

Please note that student-athletes must be supervised by a coach at all times while using the weight room.

Link

- [Link to Weight Room Calendar](#)

Captain Selection

Head coaches are responsible for overseeing the selection of team captains for their respective programs. Upon completion of this process, head coaches should promptly communicate the names of the selected captains to the athletic department.

Transitioning A Club to Varsity Sport Status

When a request is made to add a new varsity sport at Staples High School, the following process will be followed:

- Club Establishment
 - Students must first submit a request to establish a club through the Assistant Principal's office
- Sustained Club Operation
 - Once officially recognized, the club must operate successfully for a minimum of three consecutive school years. During this time, the club should demonstrate consistent student interest, participation and organizational stability
- Request For Varsity Status
 - At the beginning of the fourth year, students may submit a formal request to the Athletic Director to be considered for varsity sport status. This request must be submitted by September 15 to be considered for implementation in the following school year. This deadline ensures adequate time for administrative review and planning.
- Approval and Implementation
 - If the club is deemed viable and is approved through the necessary administrative processes, it may transition to varsity sport status no earlier than the fifth year

- Initial Financial Responsibility
 - During the first year as a varsity sport, all associated costs will be the responsibility of the participating families. The athletic department will plan to begin including the sport in its budget starting in year six.

Please note that various factors - such as facility availability, funding, opponent availability, legal review and overall program alignment - may impact the timeline or feasibility of a transition to varsity status. The Athletic Director will maintain open and ongoing communication with both students and families throughout the process.

Building Use Procedure

When an athletic program requires the use of spaces within Staples High School, such as a classroom or cafeteria, the coach must submit a request via email to the appropriate person (listed below). The request will be reviewed, processed and the coach will receive official notification from the school.

- Athletic Areas (fields, gym, fieldhouse, pool and health classrooms)
 - VJ Sarullo vsarullo@westportps.org
- All other areas of the school
 - Jen Morse jmorse@westportps.org

Student-Athlete Mental Health and Well Being

The mental health and overall well-being of our student-athletes is a top priority of the Staples High School Athletic Department. Coaches play an important role in creating a supportive environment and recognizing when a student-athlete may be experiencing challenges that could affect their well-being. If a coach has any concerns regarding a student-athlete's mental health or emotional well-being, the coach should communicate with the Athletic Director immediately. This will allow the school to respond appropriately and ensure that all available school-based and community resources are identified and utilized to support the student-athlete. Coaches should not attempt to manage significant mental health concerns independently and should follow all district protocols regarding student safety and support.

Reporting Incidents

During the course of the school year, coaches may encounter situations that require reporting to school administration, the Department of Children and Families (DCF), or other appropriate authorities. Examples of such situations include, but are not limited to, student mental health, bullying, harassment, hazing, discrimination and other forms of misconduct. As coaches within a Connecticut Public School, you are designated as mandated reporters and are legally required to report suspected abuse, neglect or sexual exploitation to DCF.

If a complaint is brought to your attention or if you become aware of concerning information, you must contact the Athletic Director immediately (same day). While coaches are not expected to be legal experts, they are expected to promptly communicate all issues to the Athletic Director. Coaches should never attempt to handle such matters

independently. Timely and clear communication ensures the safety and well-being of our student-athletes.

The following steps provide general guidance for responding to incidents:

1. Ensure the immediate safety of all individuals involved
2. Contact the Athletic Director without delay

Each situation is unique, and additional steps may be required depending on the circumstances. School administration will guide the appropriate investigation and follow-up procedures.

Athletic Department Communication

The Staples High School Athletic Department strives to continuously improve in all areas of our operation. One specific area that is of most importance is our effective communication with families. Whether it is communicating through our social media accounts, website, e-mails, etc., our goal is to get all athletic information out to everyone efficiently and effectively. With that said, we are asking for your help to ensure that we have an outstanding two-way communication system. During the course of our three sports seasons, there are often times that parents have questions or concerns regarding various aspects of our program. Unfortunately, parents are oftentimes reluctant to bring items forward to either the coaches or myself for a variety of reasons. In order for us to deal with issues in the best possible manner, please bring forward questions and concerns as soon as they arise. It is always most productive when we are able to deal with issues immediately rather than days, weeks or months down the road. Our coaches and staff are committed to ensuring that everyone in our athletic program has a rewarding experience, and we need your assistance in that endeavor.

While our expectation is that all of our interscholastic athletic programs will run smoothly, we understand that there are times that student-athletes and/or their families may have questions or concerns. Both parenting and coaching are extremely difficult vocations. By understanding each other and working together, we can truly make Staples High School the best athletic program in the state.

Below, please find information that you may find helpful in regards to communicating questions and concerns with the athletic department. Also, please remember that we enjoy hearing about the positives as well!

Communication your Student-Athlete Should Expect From the Coach

1. Overall philosophy
2. Expectations the coach has for your student-athlete and for the team as a whole
3. Locations and times of all practices and contests
4. Team requirements, including all fees, special equipment and off-season programming
5. Procedure should your student-athlete be injured

6. Discipline that can result in the denial of the student-athletes participation
7. Specific team rules

Communication Coaches Expect from Parents

1. Questions or issues addressed directly to the coach as soon as they arise
2. Notification of any schedule conflicts well in advance

As your student-athlete becomes involved in the Staples High School Athletic Program, they will experience some of the most rewarding moments of their lives. Please understand that there also may be times when things do not go the way that they wish. At these times, please encourage your student-athlete to communicate with the coach first. By doing so, you are fostering social-emotional growth, as well as the ability for them to resolve their own issues.

Parent-Coach Communication

Generally, at any time, a parent may discuss the following with a coach:

1. Mental and physical treatment of the student-athlete
2. Ways in which the student-athlete can improve both academically and athletically
3. General concerns about the student-athletes behavior

While the above are certainly important topics that should be discussed both openly and professionally, the following list must be left up to the discretion of the coaching staff. Please remember that all of our coaches are professionals who have gone through thorough interview processes, annual professional development courses and more. Our coaches are charged to make judgments based on what they believe to be best for all student-athletes involved. Certain issues can and should be discussed with the coach, as mentioned above. Other issues, including the following, must be left to the discretion of the coach:

1. Playing time
2. Tryout procedure/Selection of team members
3. Team strategy/Play calling
4. Performance of other student-athletes
5. Selection of captains
6. Selection of award recipients

It is also important that the established “chain of communication” is followed. General issues that can occur should be handled in the following order:

1. Student-athlete and coach

2. Parent and coach
3. Student-athlete and athletic director
4. Parent and athletic director
5. Parent and building administration
6. Parent and assistant superintendent of teaching and learning
7. Parent and superintendent

****We ask that parents not approach coaches before, during or after practices and games. Please contact the coach or athletic department the next day via phone or e-mail to have a discussion or to set up a meeting.*

****We also ask that parents provide their name and contact information when contacting a coach or the athletic director. Issues that may arise are always handled in a much more efficient and effective manner when direct communication can be made with families.*

COMMUNICATION WITH STUDENT-ATHLETES WITH PARENTSQUARE/STUDENTSQUARE

Westport Public Schools has implemented a communication policy that prohibits staff from texting student-athletes through personal devices (e.g., cell phones). To support appropriate and secure communication, the district will now utilize ParentSquare as the approved platform for messaging with student-athletes. Training materials, including a video tutorial and slide deck, are available to assist coaches in becoming familiar with the platform.

It is important to emphasize that under no circumstances may a coach text student-athletes using a personal device.

PARENT MEETING

Each team will conduct (1) all-encompassing parent meeting for all parents whose children will be participating in the athletic program for that year. It is the responsibility of the parent or guardian to attend that meeting and to receive information regarding the student-athlete's participation in the program.

EFFECTIVE COMMUNICATION

Effective communication with all stakeholders is a cornerstone of our athletic department's success. When situations arise, please keep the following principles in mind:

- No issue is too small to communicate - always share relevant information promptly
- When in doubt, reach out - contact the Athletic Director or appropriate administrator to ensure proper handling
- Whenever a sensitive conversation with a student-athlete is required, another coach should be present to ensure transparency and support

Maintaining open and timely communication helps support our student-athletes, coaches and overall community.

COMMUNICATION WITH FCIAC AND CIAC

To ensure clear, consistent, and effective communication with the FCIAC and CIAC, all questions, concerns, or issues related to league or state athletic policies, procedures, schedules, rules, eligibility, or other organizational matters should be directed to the Athletic Director. The Athletic Director will communicate with the appropriate FCIAC or CIAC representative as necessary and will relay relevant information and guidance back to the coach. Maintaining this chain of communication helps ensure that questions and concerns are addressed appropriately, that the Athletic Department is aware of issues affecting its programs, and that all coaches receive consistent information and the necessary support.

Bus Transportation Procedures

Please use the following as expectations for our buses to away contests:

- Buses should be on time, but the expectation should not be that they arrive early. Simply put, the expectation should be that a bus scheduled for 2:45pm arrives here by 2:45pm.
- Please be patient if buses are not on time, but not to an extreme. Please contact the athletic department once a bus is ten minutes or more late.
- Before departing the bus at an away site, please touch base with the driver regarding where they will be parked, if a separate bus will be picking you up, etc... It is also not a bad idea to exchange phone numbers before departing (if the driver is staying). This will help eliminate issues if the driver goes and gets something to eat and your contest ends early, etc...
- If the bus is late (more than 10 minutes), you cannot find the bus, etc... please call the athletic department immediately. We will then contact the bus company for an update
- At no time should you get on a bus that is not ours. We are First Student, we should never get on a bus from another company
- Scheduled Bus Times
 - Please take the time to review bus times on your schedule. You always have access to this with the most up to date information. Please pay attention to the pickup time after your contest. If the bus is scheduled to come back at 6:00 PM and your game ended at 5:30 PM, please know that you should wait in a safe area until the bus arrives.
- Do's and Don'ts
 - Do:
 - Review the Transportation Sheet linked in the Coaches Google Drive
 - Get the bus driver's phone number if they are the same but that will be bringing you back to Staples
 - Let the athletic department know right away if a bus is more than ten minutes late for a pickup
 - Call the athletic department if a return bus is more than ten minutes late for pickup
 - Do Not:
 - Attempt to contact the bus company directly. Contact the athletic department with any issues
 - Ask drivers on campus if they can take you if your bus is late. All drivers on campus already have routes for dismissal that they are assigned to
 - Ask drivers from other bus companies if they can take you back to Staples

Pre-Season, In-Season & Post-Season Responsibilities

Pre-Season

- Communicate tryout and practice information to both the athletic department and families
- Ensure all student-athletes are compliant in FinalForms
- FinalForms
 - What if a student-athlete is not listed on my roster?
 - This means that the student-athlete has not started the registration process and cannot participate
 - Understanding The Colors (Green/Yellow/Red)
 - **Green:** Student-athlete is cleared to participate
 - **Yellow:** Two possible situations:
 - Student-athlete is limited (injury, RTP from concussion)
 - Student-athlete has a physical on file that will expire in the next 60 days
 - **Red:** Student-athlete cannot participate due to:
 - Missing parent signatures
 - Missing student-athlete signatures
 - Expired physical
- Attend all required meetings, including Staples High School, CIAC and FCIAC sessions

In-Season

- Maintain consistent and clear communication with the athletic department, families and athletic training staff, following all medical instructions.
- Tryout Procedures:
 - Tryouts will be conducted for a minimum of three days
 - Cuts cannot be made on the day before or the first day of school
 - Student-athletes who do not make the team after tryouts will have the opportunity for a one-on-one conversation with a coach. This conversation should include:
 - Areas to improve for future tryouts
 - Recommendations for other sports or activities they can participate in now
- Transportation
 - Regularly check the Transportation Google Sheet to confirm bus schedules
 - Ensure at least one coach is on each bus to away contests
 - Keep directions accessible on a mobile device
 - Exchange cell phone numbers with the bus driver to ensure a smooth post-contest pickup
 - Travel Release Procedures
 - Westport Public Schools Board of Education Policy requires that student-athletes ride the bus to and from all athletic events, and a departure from this requirement will release the Westport Public Schools from any liability with reference to the above stated transportation. Note: All students participating in field trips, away games, and other official, school-sponsored, group events for which transportation is provided, are expected to travel to the event and return to school together, on school transportation. All participants are to remain under the supervision of the coach(es), at all times, until they return to school. When school

transportation is provided, participating students must ride it both ways. Parents, chaperones and others may not drive students to or from the site of the event using private transportation. Exceptions to this rule may be allowed only with advance permission from a school official, who will grant exceptions only for emergencies, extreme hardships, or other unusual, extenuating circumstances.

- Submit scores and other relevant results to the appropriate websites
- Respond to all media requests in a timely manner
- Check the team mailbox in the athletic department at least once per week

Post-Season

- Coaching Evaluations
 - Head Coach evaluations are completed by the Athletic Director
 - Assistant Coach evaluations are completed by the Head Coach of the respective sport
- Uniform & Equipment Collection/Inventory
 - Head Coaches are responsible for collecting and inventorying all uniforms and equipment at all levels
 - Submit a list of accountabilities for student-athletes who fail to return uniforms or equipment
 - Multiple collection attempts must be made before submitting accountabilities
 - Accountabilities must be submitted promptly
- Awards
 - Head Coaches must submit names of all major award recipients using the proper athletic department forms
- End of Season Banquet
 - Head Coaches coordinate with their respective booster clubs to plan annual banquets
- Budget and Purchasing Requests
 - Head Coaches submit all purchasing requests to the athletic department via the appropriate form
- Attend all required meetings, including Staples High School, CIAC, FCIAC sessions

Credits

- Connecticut Association of Athletic Directors
- Weston High School Athletic Department
- Wilton High School Athletic Department