

Killingly School District
Athletic Coaches Handbook



TABLE OF CONTENTS

Title	Page
Introduction/Purpose	3
Objectives	4
Personal Responsibilities of a Coach	4
Duties and Responsibilities of the Head Coach	5
Duties and Responsibilities of the Assistant/Volunteer Coach	6
Sportsmanship Expectations of the Coach	6
Fourteen Legal Duties of a Coach	7
Non-Discrimination Statement	8
Title IX Reporting	9
Eligibility	9
Code of Conduct for Student-Athletes	10
Hazing	10
Administration	11
Evaluation of Coaches	11
Performance Evaluations	11
Coaching Evaluation Rubric	12
Equipment Guidelines	15
Locker Room and After-School Supervision	15
Weight Room Regulations and Supervision	15
Killingly Summer Out of Season Guidelines	16
Summer Practices/Conditioning Guidelines	17
Severe Weather (Lightning) Safety Policy	18
Meetings and Banquets	20
Media Responsibilities	20
Medical Considerations and Injuries	21
Injured Athlete Procedure	22
Communication	22
Parent Communication and Chain of Command	22
Transportation	23
Captain's Practices	23
Fundraising	23
School Cancellation and Activities	24
After-School Hours, Security and Use	24
Athletic Awards	24
Lettering Criteria	25
Team Captain Selection	26
Injury Report Form	27
Important Contact Information	28

INTRODUCTION/PURPOSE

The purpose of this handbook is to provide Killingly Public Schools all head coaches, assistant coaches and volunteer coaches with an overview of the Killingly School District athletic policies, procedures, and rules that govern it. The handbook will help coaches prepare for all aspects of an athletic program that are vital to its success. Questions regarding any material in this handbook, as well as questions about aspects of the program not addressed in this handbook, should be directed to the athletic director.

Outlined within the handbook are the areas that a quality athletic program should incorporate to provide a safe and positive environment. Included in these areas are budget procedures, academic eligibility, equipment inventory, coach's responsibilities, medical emergencies and evaluations.

Athletics play an integral part of the educational experience at Killingly. Our students learn lifelong lessons from their participation in interscholastic athletics. Lessons on sportsmanship, teamwork, cooperation, and competition are an integral part of the athletic experience. The program also plays an important role in helping the individual student-athlete to develop a healthy mind and body. Athletic competition fosters school spirit and helps all members of the school community spectators as well as participants, to develop pride in their school and community.

This handbook will assist in achieving and maintaining high standards in our interscholastic program. Any policy or statement may be amended or modified at the time of the annual review.

We are committed to the highest sense of integrity encompassing every aspect of our behavior as representatives of the Killingly community. We strive for high moral character, honor, respect, and honesty in all our actions, realizing that the strength of a community is based on the integrity of its members. We serve as role models, mentors, and leaders seeking not only to teach others but also to learn from their diverse experiences. We take pride in creating and fostering relationships, which lead to a strong and vibrant community.

The Killingly School District requires our coaches to conduct themselves within the framework of the goals of the district, to follow all district policies and procedures of the Killingly School District, and the regulations set forth by the conference and state associations. Our coaches represent the district in interscholastic activities and **MUST** consider athletics as part of the total education program, encouraging athletes to work to their maximum ability in academics as well as in sports.

OBJECTIVES

Athletics at Killingly will be treated as an educational endeavor. Coaches must strive to attain specific objectives toward the positive development of the student-athlete through proper educational principles and techniques.

- Development of a positive atmosphere
- Development of leadership qualities
- Development of physical, social and emotional growth
- Development of moral qualities
- Development of sport-specific skills
- Development of life skills such as accountability, punctuality and responsibility
- Development of positive character traits including loyalty and cooperation
- Development of sportsmanship and fair play

PERSONAL RESPONSIBILITIES OF A COACH

The coach will follow the requirements of the school district, school administration, athletic director and the Quinebaug Valley Junior Conference (QVJC), Eastern Connecticut Conference (ECC) and the Connecticut Interscholastic Athletic Conference (CIAC).

The coach will set a good example for all student-athletes by:

- Practicing good health habits
- Always exhibiting good sportsmanship
- Dressing appropriately for the occasion
- The coach will be cognizant of the academic progress of their players and encourages academic excellence.
- The coach will meet all state and local certification requirements. These courses will be tracked by the athletic director and human resources director. The coach will possess the following:
 - Meet all requirements set forth by the CIAC, ECC and QVJC.
 - Comply with NFHS rules
 - Must be in compliance with the Coaching Certification Requirements by the state of Connecticut.
 - All coaches must at all times maintain current certification in the following areas: First Aid, Cardiopulmonary Resuscitation (CPR) and AED certification.
 - All coaches will complete a federal background check.

The coach is required to use the district-issued account to communicate with students and parent/guardians. The district will determine which if any app may be used for communication. Coaches may not use their personal emails or cell phone numbers to communicate with students and families. Coaches will respond to parent and/or guardian communication within 48 hours.

All coaches are required to keep all personal contact information updated with the athletic director and human resource department. This includes name, address and phone numbers.

Coaches' communication with students should always be respectful and refrain from degrading, humiliating, or discriminatory remarks. While it is understood that the nature of the coach-athlete relationship can develop into one of mentorship and trust, coaches must foster a relationship that is professional and avoids partiality and the

appearance of impropriety. Coaches must use good judgment in their relationships with students both inside and outside the school and district context.

Physical activity shall not be assigned as punishment or behavior management. Athletic conditioning must be planned, sport-related, developmentally appropriate and connected to legitimate training objectives. Consequences for violations of team expectations shall be individualized, non-humiliating, proportionate and consistent with board policy.

Coaches are expected to communicate with student-athletes, officials, opponents, families, and colleagues in a professional and respectful manner at all times. Profane, demeaning, humiliating, threatening, discriminatory, or otherwise abusive language directed toward or used in the presence of student-athletes is prohibited.

Concerns regarding inappropriate language will be reviewed by the athletic director and school administration and may result in corrective action or discipline.

Coaches are responsible to know and understand the district's policies. This includes policies regarding harassment, bullying, Title VII (Civil-Rights), Title IX (Sex Discrimination), and student abuse and neglect (DCF).

All Coaches and Assistant Coaches are expected to follow the requirements regarding mandated reporting as outlined in their mandatory DCF training. All Coaches and Assistant Coaches are mandated reporters. A mandated reporter must act when they have reasonable cause to suspect or believe that a child has been abused, neglected, or placed at imminent risk. They are expected to contact the Department of Children & Families (DCF) within 12 hours to report such concerns. For more information see the CT DCF site [HERE](#).

All these requirements must be completed to coach in the Killingly School District.

DUTIES AND RESPONSIBILITIES OF THE HEAD COACH

- Hold a pre-season meeting with parents/guardian of athletes on team. Explain team expectations.
- Enforce and carry out all rules established by the QVJC, ECC, CIAC and the Killingly School District.
- Immediately report all violations of rules, regulations and behavior to the athletic director.
- Immediately report all injuries to the athletic trainer and athletic director, using the appropriate form. The athletic trainer and/or athletic director will report it to the school nurse, principal and superintendent if appropriate.
- Maintain accurate roster at all times and file such with the athletic director.
- Assist the athletic director to ensure that all participants have a current physical examination, assumption of risk form, signed athletic handbook contract and signed concussion form.
- Assist the athletic director by recommending games/scrimmages in addition to the league schedule, but keeping within the maximum number of contests allowed.
- Assume responsibility for knowing location of all away contests.
- See that facility regulations are understood and enforced.
- Assigning duties to and evaluate the performance of all assistant and volunteer coaches in their sport.
- Assist the athletic director in preparing public information releases for their sport.
- Maintain a detailed list of equipment used and be prepared to inventory and collect at the conclusion of the sport's season.
- Prepare and submit a list of recommendations for awards, supplies and equipment.
- Submit when requested KHS Athlete of Month nominations, ECC Athlete of Week Nominations and Northstar Player of the Season nominations.

- Submit game write-ups same day as game to the Athletic Director and media outlets.
- Complete all annual reports using the appropriate forms.
- Assume responsibility for the team under their direction.
- Plan and conduct all practice sessions.
- Enforce all rules and regulations pertaining to conditioning and training.
- Promote a positive team culture that extends to the school.
- Advise parents of athletes on all matters of the student's well-being.
- Reach out to parent/guardian immediately if they are subject to any team or athletic department discipline.
- Pay any fines imposed by the CIAC for failing to have a representative at mandatory interpretation meeting or ejection from a contest.
- Advise athletes of the dangers of alcohol, smoking, vaping and other drugs if applicable.
- Review the athlete handbook with the athletes and their parents.
- Supervise the athletes at all times.
- Attend all meetings called by the athletic director or their designee.
- Attend all meetings called by the CIAC and the coaches' association.
- Hold end of year meeting to collect all uniforms, equipment and hand out athletic department awards.
- Recommend additions and/or improvements for the care and maintenance of facilities.

DUTIES AND RESPONSIBILITIES OF THE ASSISTANT/VOLUNTEER COACH

- Support the athletic program of the school.
- Attend all meetings called by the coach and athletic director.
- Support the head coach in their particular sport.
- In the absence of the head coach, assume the role of head coach and function accordingly.
- Pay any fine imposed by the CIAC and/or ECC/QVJC for ejection from a contest.
- Attend all meetings called by the athletic director or their designee.

SPORTSMANSHIP EXPECTATIONS OF THE COACH

- Coaches will lead by example in the promotion of good sportsmanship
- Coaches will demand good sportsmanship from their players
- Coaches will always show respect for the officials. Public displays of dissent, abusive language and/or gestures will not be tolerated
- Coaches will show respect for all players, coaches and fans of the opposing team
- Coaches will play within the spirit of the rules. They will not teach or allow their players to break rules as a form of intimidation or to gain an advantage
- Coaches will not encourage or allow players to intentionally injure an opponent
- Coaches will not allow their players to fake an injury
- Coaches will not incite the crowd
- Coaches will encourage good sportsmanship from their fans
- Coaches will strive to have their team leave the game with respect for themselves, opponents and officials

FOURTEEN LEGAL DUTIES OF A COACH

- Duty to plan – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
- Duty to supervise – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
- Duty to assess athletes' readiness for practice and competition – Athletic administrators and coaches are required to assess the health and physical maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with the state association regulations before participating in practice or competition.
- Duty to maintain safe playing conditions – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury in defective indoor and outdoor facilities or hazardous environments.
- Duty to provide safe equipment – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
- Duty to properly instruct – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability.
- Duty to match athletes – Athletes should be matched with consideration for maturity skill, age, size and speed. To a degree possible, mismatches should be avoided in all categories.
- Duty to condition properly – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
- Duty to warn – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
- Duty to ensure athletes are covered by injury insurance – Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
- Duty to provide emergency care – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
- Duty to design a proper emergency response plan – Coaches must design plans to ensure an expedited response by EMS and an effective transition to care and supervision of emergency medical personnel.
- Duty to provide proper transportation – In general, bonded, commercial carriers should be used for out-of-town transportation. Follow School District guidelines regarding transportation.
- Duty to select, train, and supervise coaches – Administrators have a responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well-being among athletes.

NON-DISCRIMINATION STATEMENT

The Killingly Public Schools does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity it operates, as required by Title IX and its regulations, including admission and employment.

The Killingly Board of Education has designated the following individual(s) to coordinate efforts to comply with and carry out its non-discrimination responsibilities under Title IX (2024's "final Rule," applicable State laws, and court decisions). Questions regarding the District's non-discrimination commitments, as well as related laws, regulations, and District policies, may be referred to this/these designated employees(s):

District Title IX Coordinator:

Kim Burnham

79 Westfield Avenue

Killingly, CT 06239

Email: kburnham@killinglyschools.org

Phone #: 860-779-6795

Districts' Other Designees Under Section 504

The Killingly Public School District is required not to discriminate on the basis of sex by Title IX and its implementing regulations. Inquiries about Title IX may be referred to the District's Title IX coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The U.S. Department of Education's Office for Civil Rights Contact Information:

U.S. Department of Education

Office of Civil Rights

Lyndon Baines Johnson Department of Education Bldg.

400 Maryland Avenue, SW

Washington, DC 20202-1100

OCR@ed.gov

800-421-3481

Please see the district's nondiscrimination policies linked below:

Personnel Non-Discrimination (4118.11) [Linked HERE](#)

Student Non-Discrimination (5145.4) [Linked HERE](#)

Mission - Goals - Objectives: Non-Discrimination Policy & Notice (0521) [Linked HERE](#)

TITLE IX REPORTING

Title IX is a federal law that requires prompt and effective response to reports of sexual misconduct that occur within an educational program or activity. Sexual misconduct may take many forms, including sexual harassment, sexual assault, or stalking, along with other forms of sex or gender-based misconduct or discrimination.

Killingly Public Schools encourages all staff and students to report Title IX incidents and is committed to addressing these matters promptly.

Any individual may report sex discrimination, including sexual harassment, at any time, including during non-business hours, by mail, phone or email.

During district business hours, reports may be made in person.

To view an electronic copy of the District's Title IX policies, please go to:

<http://z2policy.cabe.org/cabe/browse/killingly/killingly/z20000105>

To obtain a copy of the District's Title IX policies, including the grievance process that complies with 34 C.F.R. 106.05(b) of the 2020 Title IX Regulations, please contact: Kim Burnham, 79 Westfield Ave. (KPS Central Office) Killingly, CT 06239.

Upon receiving an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with Board policies #4000.1 and #5145.44.

ELIGIBILITY

Any student may be eligible to participate in interscholastic athletics as long as they meet both the requirements outlined by the Connecticut Interscholastic Athletic Conference and the Killingly Schol District.

Academic eligibility for athletics:

Student-athletes wishing to participate in athletics must meet the following criteria (in addition to eligibility requirements of the Connecticut Interscholastic Athletic Conference).

Killingly School District academic eligibility rules require that each student is taking and passing a minimum of 5 courses. Academic eligibility is determined by grades of the previous marking period.

Students are NOT eligible if:

- They are excused from physical education for medical reasons.
- Their nineteenth (19) birthday occurs prior to July 1st of the current school year.
- They have represented the school in any one sport for more than four seasons and/or have been in attendance for more than eight semesters. A student-athlete has eight consecutive semesters of eligibility beginning with the ninth grade.
- If 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.

- If you play under an assumed name on an outside team.
- They have changed schools without a change of legal residence.

CODE OF CONDUCT FOR STUDENT-ATHLETES

In addition to eligibility regulations established by the Connecticut Interscholastic Athletic Conference, there are Killingly School District rules to which the student-athlete must adhere.

The Killingly Student Handbook and the Killingly Athletic Handbook will be applied in all situations and student-athletes will receive the same disciplinary action as that applies to the entire student body.

Disciplinary action will be administered by the coach and/or athletic director. Immediate action may take place at the discretion of the coach in situations where consultation with other authorities is not possible. Parent will be advised in all cases of the suspension by the head coach of sport program immediately via a phone call. A written report(s) of all pertinent details of a disciplinary matter will be filed with the athletic director immediately upon the occurrence of the incident.

The athletic handbook is designed to create a set of guidelines for each player to follow. These guidelines will help teach the players about responsibility and commitment to their teammates and the athletic program.

Before starting the athletic season, the coach will meet with the athletes to discuss the athletic handbook rules and regulations. At this time, all rules and regulations are to be presented to the athletes for clarification and discussion. These rules and regulations are designed to provide a fair and consistent approach to discipline the athletes in the areas of academics, conduct on and off the field, and training rules. Each athlete should discuss the rules and regulations with their parents/guardians before deciding to make the commitment to the team. A signed athletic handbook contract is to be completed each year.

HAZING

Hazing is a very serious act and will not be permitted or tolerated by any member of a KPS athletic team. Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization. Hazing refers to any activity expected of someone joining a group that humiliates, degrades or risks emotional and/or physical harm, regardless of the victim's willingness to participate.

Definition – Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with an athletic team. Hazing includes, but not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or substance that subjects the student to an unreasonable risk of physical harm.
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- Any activity that subjects a student to levels of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
- Any activity involving any violation of federal, state or local law or any violation of school district policies and regulations.

Hazing perpetrators are subject to appropriate disciplinary action including, but not limited to, expulsion from the team.

ADMINISTRATION

Postponing Games: Postponement of game will take place only after there is a conference between the athletic director and the coach.

The following factors must be considered:

- Safety of athletes
- Safety for all concerned
- Conditions of playing surfaces
- Travel conditions
- Equipment conditions
- Commitment to opposing school

The athletic director will render the final decision and assume the responsibility for rescheduling the contest according to league rules.

Canceling Practices: Practice is not allowed if school is canceled or dismissed early due to weather or an emergency. In limited, unique circumstances, authorization may be obtained from the Superintendent to approve a practice or contest if school is canceled or dismissed early.

EVALUATION OF COACHES

The athletic director will be responsible for a written evaluation of all head coaches. Upon completion, the form will be signed by the head coach and athletic director.

The head coach will be responsible for the written evaluation for all assistant coaches. Upon completion, this form will be signed by the assistant coach, head coach and turned into the athletic director.

A copy of the evaluation will be distributed to the coach, athletic director, and school principal upon request.

PERFORMANCE EVALUATIONS

The basis of the evaluation process is to ensure that everyone involved is making an effort to provide out student-athletes with quality instruction, leadership, professionalism, effective communication and overall positive experience.

The following is a summary of outcomes which can be achieved through coaching evaluations:

- To identify, recognize and praise quality instruction and coaching.
- To create a positive atmosphere by challenging a coach to achieve individual improvement through job targets.
- To identify the factors which have a positive impact on the program. Also, the evaluation can identify the factors which may be interfering with the coach's contributions.
- To understand that coaching is a shared responsibility.
- To evaluate if major responsibilities were met.

COACHING EVALUATION RUBRIC

Used by the athletic director to assess coaching effectiveness and guide professional growth.

Rating Scale

Score	Description
4	Exceeds Expectations – Performance consistently outstanding and serves as a model.
3	Meets Expectations – Performance is solid and fully meets the standard.
2	Needs Improvement – Performance occasionally meets expectations but needs growth.
1	Unsatisfactory – Performance does not meet expectations and requires immediate attention.
N/A	Not applicable at this time.

Criteria 1: Leadership & Professionalism

- Models ethical and professional behavior

N/A	1	2	3	4
Not applicable at this time	Frequently unprofessional or disrespectful	Inconsistent professionalism or judgment	Consistently demonstrates professionalism	Serves as a role model for professionalism

- Represents school positively

N/A	1	2	3	4
Not applicable at this time	Damages school reputation	Occasionally misrepresents school/team	Positively represents school/team	Enhances school culture and image

Criteria 2: Communication

- Communicates with athletes and families

N/A	1	2	3	4
Not applicable at this time	Poor communication; lacks clarity	Inconsistent communication; occasionally unclear	Clear and consistent communication	Proactively communicates; highly responsive

- Collaborates with AD and school staff

N/A	1	2	3	4
Not applicable at this time	Rarely communicates or updates	Occasionally communicates when prompted	Keeps AD/staff informed as needed	Maintains open, ongoing communication and collaboration

Criteria 3: Knowledge of Sport & Instruction

- Demonstrates sport-specific knowledge

N/A	1	2	3	4
Not applicable at this time	Lacks understanding of rules/strategies	Limited or outdated knowledge	Solid understanding of sport	Expert-level knowledge; seeks continued learning

- Delivers effective practices

N/A	1	2	3	4
Not applicable at this time	Practices lack structure/focus	Some structure but inconsistent outcomes	Organized and purposeful practices	Highly effective, progressive, and engaging sessions

Criteria 4: Athlete Development

- Promotes skill development

N/A	1	2	3	4
Not applicable at this time	Minimal focus development	Some development, inconsistent	Consistent individual and team improvement	Outstanding development of all athletes

- Supports academic and personal growth

N/A	1	2	3	4
Not applicable at this time	Neglects athlete's off-field needs	Provides limited support	Encourages academic/character growth	Actively mentors athletes holistically

Criteria 5: Team Culture & Climate

- Builds positive team culture

N/A	1	2	3	4
Not applicable at this time	Team lacks cohesion or discipline	Some team unity but needs growth	Positive and respectful climate	Exceptional culture; players display unity and leadership

- Manages conflict constructively

N/A	1	2	3	4
Not applicable at this time	Avoids or escalates conflict	Inconsistently manages conflict	Resolves issue professionally	Proactively prevents and resolves issues effectively

Criteria 6: Program Management

- Organizes team operations

N/A	1	2	3	4
Not applicable at this time	Disorganized and inefficient	Some disorganization affects function	Well-organized with smooth logistics	Highly efficient and anticipates needs

- Cares for equipment/facilities

N/A	1	2	3	4
Not applicable at this time	Neglects responsibilities	Occasionally careless	Proper use and maintenance	Goes above and beyond in stewardship

Criteria 7: Safety & Compliance

- Follows safety protocols

N/A	1	2	3	4
Not applicable at this time	Frequently ignores protocols	Inconsistently applies procedures	Consistently ensures safety	Champions athlete safety and awareness

- Maintains certifications and documentation

N/A	1	2	3	4
Not applicable at this time	Certifications are missing/expired	Incomplete documentation	Up to date on all requirements	Proactive and helps others maintain compliance

Criteria 8: Program Results & Growth

- Reflects and improves annually

N/A	1	2	3	4
Not applicable at this time	Shows little/no growth	Limited self-reflection	Reflects and adjusts effectively	Uses feedback/data to drive consistent improvement

- Reflects and improves annually

N/A	1	2	3	4
Not applicable at this time	Team regresses or stagnates	Limited progress shown	Clear signs of growth and development	Team consistently improves and

				competes at a high level
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Overall Comments & Recommendations

EQUIPMENT GUIDELINES

Coach's Responsibility – Head coach is directly responsible for the care, control, and upkeep of all equipment and the facilities to ensure the safety of the athletes. They must also make the athletic director aware of the need to replace equipment and repair facilities

Inventory/Issuing Equipment – Head coach will complete an inventory sheet prior to the start of the season and keep it on file. Once this is done, the coach may begin to issue all equipment necessary to their athletes. When each athlete is issued equipment, they will be instructed in the proper use, care (washing) and maintenance of their equipment. Athletic equipment will only be worn during practice sessions and contests. At no time shall an athlete wear school-issued uniforms and/or equipment to physical education class, school, or in the community without prior approval of their coach and/or athletic director.

Collection – Head coach is responsible for collecting, inventorying and storing all equipment. All equipment will be collected, cleaned, inventoried and stored within two weeks of their last contest. All equipment turned in by the athlete will be cross-checked against their information sheet. Any athlete who has lost their uniform and/or equipment will be charged the full replacement costs. All payments will be forwarded to the Killingly Athletic Department.

LOCKER ROOM AND AFTER SCHOOL SUPERVISION

A coach will be responsible for the opening and closing of the locker room at all times.

The head coach or assistant coach is responsible for the actions of their players from the time they report until the time they leave the practice of contest.

If a practice or game is scheduled well after the end of the school day students are asked to go directly home after school and get a ride back for their game/practice.

Coaches need to plan accordingly as child supervision is paramount. The head coach or assistant coach must be present immediately after school to supervise their team effectively.

If this is not possible, students are to go home directly after school.

Cleats are prohibited from being in the build any place but the locker room. All locker areas are expected to always be clean and neat.

WEIGHT ROOM REGULATIONS AND SUPERVISION

- Shirts, shorts and shoes are required at all times.
- NO ONE is to be in the weight room alone.
- Students MUST be under supervision of the assigned coach of that sport, no coach no entry!
- Lifters must work with a partner.
- Replace all weights on the racks immediately following use.
- Know your limits! Work with the coach in determining your limits.

- Do the lifts correctly. It is better to use lighter weights than run the risk of injury.
- Warm up with proper stretching exercises.
- Because of limited space, the number of lifts will be determined by the coach.
- No food/drink inside the weight room with the exception of water.
- No horseplay or profanity
- No abuse of equipment. Any equipment that is broken must be reported immediately to the PE department head.
- Strength training is not only a supplement to other athletic programs, but also a highly skilled activity.

KILLINGLY SUMMER OUT OF SEASON GUIDELINES

Timeline – Starts the week after school lets out in June, ends first Friday in August (Subject to change per CIAC)

Must submit to AD BEFORE June 1st an email stating if you plan to hold practices, if so need to include dates/times that need to be approved by athletic director.

Practice times MUST be approved by the athletic director and added to the summer calendar schedule and shared with O&M and KHS administration. If NOT approved on the calendar you may not hold practices. *This will act as the facility use request.

Practices/Summer League Games – Twice a week maximum, 2 hour a practice maximum. If you are coaching in summer league one game counts as a two-hour practice. So, it is either summer league game or practice. You can't do two summer league games and then practice, this is not allowed under CIAC rules.

Indoor practices at KHS must be held from Monday-Friday 1-8pm only.

Outdoor practices at KHS must be held from Monday-Friday 1-9pm only and Saturday-Sunday 9am-5pm only.

Practice at Old KHS (Wrestling) must be during school building hours that janitors are present.

Teams using turf field or gym must schedule times with advance for the whole summer.

Students must provide their own transportation.

No officials will be provided by KPS.

No extra payment for coaches, this is totally voluntary.

Can still hold conditioning in addition to the 2 days/2-hour practices.

No trainer will be onsite.

ONLY certified KPS coaches can run practices or work with kids, no volunteer coaches unless they hold coaching certificate and currently approved by KPS.

Not mandatory for coaches to run practices.

Not mandatory for players to attend practices.

May use school equipment, must be taken out and put away by coaches after each practice session.

Coaches MUST stay with athletes until ALL athletes are picked up.

ANY athlete participating in team sponsored practices/conditioning **MUST** have an up-to-date physical and signed up on Arbiter. At no time will a student be allowed to do any activity unless cleared by the athletic director or administration. There is no summer deadline for sign-ups.

SUMMER PRACTICES/CONDITIONING GUIDELINES

Here are the guidelines that **MUST** be followed when doing ANY activity during summer practices or conditioning sessions.

Wet Bulb Globe Temperature Guidelines - GRASS FIELD/TRACK/PAVEMENT

USE the Zelus WBGT App to Monitor

WBGT Reading	Acceptable Activities	Expected Breaks/Attire
Below 65	Normal Activities	Provide at least three separate rest breaks per hour with a minimum duration of 3 minutes each during the workout.
65-73	Use Discretion for Intense/Prolonged Exercise	Provide at least three separate rest breaks each hour with a minimum duration of 5 minutes each during the workout. Football: Helmets/Shoulder Pads/Shorts only.
73-82	Maximum practice 1.5 hours.	Provide at least three separate rest/water breaks each hour with a minimum duration of 10 minutes each. Football: No protective equipment worn during practice.
82+	No Activity is Allowed!	Delay practice until a cooler WBGT is reached.

Heat Index Guidelines - TURF FIELD/TENNIS COURTS

USE the OSHA-NIOSH Heat Safety App to Monitor

Heat Index Reading	Acceptable Activities	Expected Breaks/Attire
Below 80	Normal Activities	Provide at least three separate rest breaks per hour with a minimum duration of 3 minutes each during the workout.
80-84	Use Discretion for Intense/Prolonged Exercise	Provide at least three separate rest breaks each hour with a minimum duration of 5 minutes each during the workout. Football: Helmets/Shoulder Pads/Shorts only.

85-89	Maximum practice 1.5 hours	Provide at least three separate rest/water breaks each hour with a minimum duration of 10 minutes each. Football: No protective equipment worn during practice.
90+	No Activity is Allowed!	Delay practice until a lower Heat Index is reached.

SEVERE WEATHER (LIGHTNING) SAFETY POLICY

The following procedure is to be used in all outdoor sports/activities sponsored by the CIAC by game officials and/or athletic directors and/or sport directors and/or coaches.

The Connecticut Interscholastic Athletic Conference (CIAC) requires that ANY TIME lightning is observed or thunder is heard, all outdoor activities must be immediately suspended.

Participants and spectators must quickly seek safe, enclosed shelter. Play cannot resume until at least 30 minutes have passed since the last observable lightning flash or sound of thunder.

Guidelines for Thunder and Lightning:

Procedures for severe weather should be a part of the athletic department's Emergency Action Plan.

Prior to severe weather:

- Establish a means of monitoring weather including reliable weather forecast resources for your area.
- Create a communication system for when dangerous weather approaches for all personnel and facilities. Establish a chain of command for making decisions for postponements and cancelations.
- Train coaches, athletic trainers, game personnel and other staff on procedures and practices to follow during a storm.
- Establish appropriate safe areas for all facilities/venues.

During severe weather:

- When thunder is heard or lightning is reported within six miles of the outdoor event, everyone should be moved to a designated safe area.
- If someone is struck by lightning, enact first aid and CPR including calling 911.

Following severe weather:

- Activities should NOT be restarted until 30 minutes after the last rumble or thunder of lightning flash.

WEATHER RESOURCES:

- Phone apps may lack accuracy and may have a delay of several minutes until accurate weather is displayed.
- National Weather Service – Hartford – 860-247-1212
- National Weather Service – Bridgeport – 732-235-1212

SAFE AREAS:

For each venue, identify substantial, fully enclosed buildings with wiring and plumbing, such as a school, field house, library, home or similar habitable building to serve as a safe place. (See EAP for locations and safe areas)

Once inside a safe place, people should stay away from plumbing, showers, electrical equipment and corded phones.

If an appropriate safe place is not available, a hard-top vehicle with the windows closed and buses are safer than open areas. If no safe place can be found, people should seek out the next best option. While there is no absolutely safe place outdoors when lightning is in the area, the risk of being struck may be slightly lessened by seeking out low areas such as valleys, which are slightly less dangerous than higher elevations. In a large group of trees, spreading out with 50 feet or more between individuals will reduce the likelihood of multiple casualties caused by a single lightning strike.

UNSAFE AREAS:

Unsafe locations include most places termed shelters, such as picnic, park, sun, bus, and rain nonmetal shelters and storage sheds. Locations with open areas, such as tents, dugouts, refreshment stands, gazebos, screened porches, press boxes, and open garages are not safe from a lightning strike. Tall objects (e.g. trees, poles and towers, and elevated areas). Are potential lightning targets and should be avoided. Large bodies of water, including swimming pools, are unsafe areas.

Injuries have been reported to people inside a building who were using plumbing or wiring or were near enough to the structure to receive a side flash from lightning. Close proximity to showers, sinks, locker rooms, indoor pools, appliances, and electronics can be unsafe.

How to determine when to suspend outdoor activities:

- All activity is to be postponed or suspended if a thunderstorm appears imminent before or during a contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorms activity are darkened clouds, high winds and thunder or lightning activity.
- Officials, coaches, sport directors or personnel in charge will designate a safe shelter for each venue, such as inside a school, but not dugouts or under trees or bleachers where lightning can still strike. An alternative emergency safe shelter is a school bus, car (solid roof, not a convertible) with windows rolled up completely.
- Officials are to make the call to remove individuals from the field. Coaches and Athletic Directors are to make the call to remove individuals from any sport/activity where no official(s) are present.
- Activities may resume after thirty (30) minutes following the last sound of thunder or lightning flash.

Other:

- Be more wary of the lightning threat than the rain. Lightning can strike far from the rain shaft.
- Lightning or thunder should be the determining factor in postponing or suspending the activity - not the amount of rainfall on the playing field. Even a gentle rain can bring lightning.
- For further information on the topic: “Lightning Safety for Athletics and Recreation”
www.nata.org/publicinformation/files/lightning/pdf.

MEETINGS AND BANQUETS

Along with other duties, the head coach is responsible for filing the end-of-the-year season report with the athletic director that contains information about the team for the year. The report must detail the information listed below:

- League and season record
- League standing
- Player/team recognition of awards (league/state)
- Recommendation for players earning a varsity letter
- Recommendations regarding equipment needed for the next budget
- Inventory list of uniforms

A head coach or delegate must attend league meetings in order to be in good standing with the Connecticut Interscholastic Athletic Conference, Eastern Connecticut Conference and the coaches' association. Their attendance is vitally important to the team for the following reasons:

- Rules interpretations/changes (new and old)
- Equipment changes
- League and non-league scheduling
- All-league and state nominations
- General association information

The head coach must attend the league awards recognition to represent the school and support the players being honored by the league or state. Showing that all coaches care about student-athlete's personal achievements and recognizing the dedication and commitment they have made to the team and school means a great deal to the athletes and their families.

MEDIA RESPONSIBILITIES

The head coach must be available to make the game, player and seasonal information available to the local newspapers, radio and television stations.

The head coach is responsible for providing statistics (player/game), along with a game analysis and summary, to the local newspapers, radio and school secretary who reads the write-ups. This information will allow members of the community to follow local teams and athletes throughout the season. The coach must make arrangements for player interviews and photo sessions if asked.

When making statements to the media, a coach is prohibited due to confidentiality regulations, to discuss disciplinary, personnel, or medical matters regarding an athlete.

When communicating publicly on matters that involve Killingly School District business, coaches must NOT presume to speak for the Killingly School District on any topic, unless they are certain that the views they express are those of the Killingly School District, and is the Killingly School District's desire that such views be publicly disseminated.

When dealing with anyone outside the Killingly School District, including public officials, coaches must take care not to communicate the integrity or damage the reputation of either the Killingly School District, or any outside individual, business, or government body.

When reporting scores and game summaries send to the following (create a group message and ALWAYS CC jlackner@killinglyschools.org on any game reports):

- sports@norwichbulletin.com – Norwich Bulletin
- sports@winyradio.com – WINY Radio
- sports@stonebridghepress.com – The Villager
- sports@theday.com – The Day
- sjarvis@killinglyschools.org – Sarah Jarvis (KHS Secretary)
- www.casciac.org – State website to input scores, preferably no later than the next day.

MEDICAL CONSIDERATIONS AND INJURIES

No matter the amount of precaution taken, injuries to athletes will occur in interscholastic athletics. Therefore, all coaches must be prepared to handle all injuries and emergencies in a professional manner.

Before an athlete can participate in a practice or game, the coach must have proof that they have fully completed and passed a physical examination. All physical examinations must be completed on the school form submitted via FinalForms.

Prior to the start of the season, the head coach will make all players aware of the potential injuries that can occur while playing sports. Corresponding to this, all players will review the assumption of risk form for their particular sport that is signed by a parent or guardian on FinalForms.

All players must have filled out the registration on FinalForms. The coach will have this information accessible at all team events. This form contains vital personal information such as the player's name, date of birth, parent's names and contact information, emergency phone numbers and player's medical history. The parent or guardian's signature on this form authorizes medical treatment by medical personnel and transportation to a hospital only after repeated efforts to contact the player's parents have failed or in a life-threatening situation.

At Killingly High School, the athletic department does employ an athletic trainer, therefore, the assumption of responsibility is placed on the athletic trainer. However, the coach must be prepared to recognize injuries and administer first aid or refer the injured athlete to the appropriate medical personnel for all practices along with all home and away contests where an athletic trainer is not present.

There is an AED located in the hallway across from the gym leading to the cafeteria at the high school. An AED is also kept in the high school athletic press box, nearest the main athletic turf field. An AED is also lent out to several teams each sports season and must be always kept at practices and games with them. Prior to the start of the season the coach will inform the players of the location of the nearest AED.

There is an AED located in the entrance area by the nurse's office at the intermediate school.

There is an AED located in the main office hallway near the conference room at the Westfield building.

INJURED ATHLETE PROCEDURE

If a student is injured in an athletic contest/practice and a parent/guardian is not present, the following steps should be taken:

- Coaches will always have information from FinalForms on all their athletes on them. This information should be taken to the hospital with the injured athlete.
- If no parent/guardian is present, the coach or their designee will accompany the student to the hospital. If more than one coach is present, a coach must accompany the student to the hospital.
- A parent/guardian will be contacted immediately.
- The coach or their designee will make arrangements for transportation home from the hospital.
- Coaches must report an injury to trainer and athletic director within 24 hours and fill out and submit the medical report form to the athletic director within 48 hours of the injury.
- The completed injury report form given to the athletic director will be submitted to the principal, the school nurse and the human resource director.

It is our intent to ensure that a responsible adult be with the injured athlete at all times.

COMMUNICATION

All coaches are required to use district-approved communication platforms when corresponding with students and parents. These are the approved methods:

- FinalForms (Email)
- SportYou App
- District Issued Killingly Email Account
- ParentSquare

No other communication platforms or applications are permitted.

Both the athletic director and athletic trainer must be included in your chosen communication platform.

Please note that communication through personal cell phone text messages is strictly prohibited at all times.

PARENT COMMUNICATION AND CHAIN OF COMMAND

In order to maintain a positive and productive athletic environment, it is essential that all concerns and complaints are handled in a respectful and orderly manner to ensure that issues are addressed at the appropriate level, the following chain of command must be followed when a parent or guardian has a concern related to their child's athletic experience.

First Contact: The Coach

- Any concerns related to team decisions, playing time, expectations, or team dynamics should first be addressed directly with the head coach. This conversation should take place at an appropriate time, never immediately before, during, or after a game or practice.

Second Contact: The Athletic Director

- If the issue is not resolved after speaking with the coach, the next step is to contact the athletic director. The athletic director will listen to the concern, gather relevant information, and work with all parties to find an appropriate solution.

Third Contact: The Principal

- Should the matter remain unresolved, the parent may then bring the concern to the school principal. The principal will review the steps that have been taken and determine if further action is necessary.

Final Contact: The Assistant Superintendent or Superintendent

- Only after all prior levels have been exhausted should the concern be brought to the assistant superintendent or superintendent's attention.
- While student-athletes and their families are encouraged to follow the established chain of command when addressing questions, concerns, or complaints, substantial or significant concerns (such as Title IX, harassment, safety, etc.) may warrant bypassing the chain of command. In such circumstances, individuals may bring the matter directly to the appropriate athletic, school, or district administrator for review and resolution. Nothing in this chain of command is intended to prevent prompt reporting or appropriate handling of concerns involving student safety, well-being, discrimination, harassment, abuse or other serious matters.

TRANSPORTATION

- Coaches will distribute themselves on the bus to properly supervise athletes.
- Athletes must travel to and from away athletic contests in transportation provided by the athletic department.
- Athletes will remain with their team under the supervision of the coach when attending away contests.
- Athletes are not permitted to drive their own vehicles to away contest unless written consent from parents/legal guardian as well as permission from athletic director.
- No athlete who misses the bus is allowed to drive to an away contest and play in a game!
- All regular school bus rules will be followed.
- Athletes may return from an away contest only with their parent or legal guardian. In that event, the parent/legal guardian must complete and provide a written request for the coach.
- Coaches are NOT permitted to transport any students in their personal vehicles.

CAPTAIN'S PRACTICES

Captain's practices are strictly prohibited and not endorsed or supported by the athletic department.

FUNDRAISING

All requests to conduct fundraising activities associated with a sports team by players, coaches, parents, outside vendors must be in compliance with the district policy on fundraising. The district will NOT approve, sponsor, or facilitate events that involve the service or consumption of alcohol and/or gambling. Fundraising activities may not be used for the purpose of funding items that should be included in the school budget. A fundraising form must be submitted to the school activities director and final approval must be gained from the school principal.

SCHOOL CANCELLATION AND ACTIVITIES

If school is canceled or there is early dismissal due to weather conditions or unforeseen circumstances, all activities are canceled for the day. This includes all contests and practices. Authorization may occur and be required from the Superintendent through the athletic director if a team wishes to practice or participate in a game. This will only be granted in certain circumstances.

AFTER-SCHOOL HOURS, SECURITY AND USE

In an effort to improve after-hour security and use at Killingly High School the following guidelines have been implemented.

- All exterior doors will be locked at all times except the main door during home games that use the school gymnasium.
- All groups with approved requests to use Killingly High School with keys are to enter and exit by the front door only; these individuals are to sign-in and sign-out on the clipboard, regardless of if anyone else is in the building. If someone is in the building no need to disarm the building, if someone is not in the building it must be disarmed. When leaving if someone is in the building just sign-out, however if you are the only person in the building the alarm must be armed and you need to sign-out.
- Upon entry, an authorized individual or designee is to remain at the front door until all participants have arrived. **The doors are NOT to be “propped” open.** When all participants have arrived, the doors are to be closed and checked.
- Under no circumstances will participants enter the building prior to the adult supervision.
- While in the building, the adult supervisor is responsible for all participants. Participants are not to leave the assigned area without supervision.
- All groups approved to use the facilities must return all items to their original location and must leave the area clean and tidy.
- These guidelines must be reviewed with participants on a regular basis.
- Failure to follow these guidelines will lead to retraction of approval and access to use the facility.

ATHLETIC AWARDS

Awards are an integral phase of athletic programs because they represent recognition of participation and achievement. It is expected that requirements be such that they enhance the importance of such award.

The varsity letter shall be presented to an athlete who satisfied the participation requirements as listed below, completes all team obligations, and receives the recommendation of the coach.

BASEBALL/SOFTBALL: Position Player plays in at least half of all the games played on the season; pitchers play in at least 6 games on the season.

BASKETBALL: A player who participates in at least half of the total number of varsity games played on the season.

CHEERLEADING: Participates in at least ninety percent of all varsity contests and practices.

CROSS COUNTRY: A runner who takes a 1st place in any league cross country meet or who finishes in one of the top seven positions of all teams in at least two meets or competes in all meets and finishes as a top 5 runner in all meets for their team on the season.

FIELD HOCKEY: A player who participates in at least half of the total number of varsity games played.

FOOTBALL: A player who participates in at least half of the total number of varsity quarters for the season.

GOLF: A player who finishes 1st place in any scheduled league match or who finishes in one of the top four positions in at least two matches or place top three on their team in 6 matches.

GYMNASTICS: A player who participates in 80% of the total number of varsity meets and who's routine in any event counts towards the teams official score in at least 80% of the varsity meets on the season.

LACROSSE: A player who participates in at least half of the total number of varsity games played on the season.

SOCCER: A player who participates in at least half of the total number of varsity games played on the season.

TENNIS: A player who participates in at least half of the team varsity matches on the season.

TRACK & FIELD: Must participate in all meets and qualify for the ECC meet.

VOLLEYBALL: A player who participates in at least half of the total number of varsity games on the season.

WRESTLING: A player wrestles in at least half of all varsity meets/matches.

LETTERING CRITERIA

To receive an award, the student-athlete must be a bona fide member of the team at the end of the sports season. Any student-athlete who removes themselves or is removed prior to the final contest of the sports season will not receive any athletic awards.

A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.

Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter if in the coach's judgment, they would have met the lettering requirement.

The coach and/or athletic director reserves the right to deny recognition as they deem appropriate due to breach of conduct.

TEAM CAPTAIN SELECTION

Coaches are to use the following rubric when selecting captains.

Team Captain Selection Rubric

Criteria	4 – Exemplary	3 – Proficient	2 – Developing	1 – Does Not Meet Expectations
Leadership	Consistently leads by example, motivates teammates, and positively influences team culture.	Frequently demonstrates leadership and supports teammates appropriately.	Occasionally demonstrates leadership qualities but lacks consistency.	Rarely demonstrates leadership or negatively impacts team culture.
Sportsmanship & Character	Consistently demonstrates outstanding sportsmanship, integrity, and respect toward others.	Usually demonstrates respectful and appropriate behavior.	Displays inconsistent sportsmanship or maturity.	Frequently demonstrates poor sportsmanship or disrespectful behavior.
Commitment & Work Ethic	Consistently gives maximum effort, is highly dependable, and demonstrates exceptional dedication.	Regularly demonstrates effort, reliability, and commitment.	Effort and commitment are inconsistent at times.	Frequently lacks effort, preparation, or dependability.
Communication Skills	Communicates effectively and respectfully with coaches and teammates; helps resolve conflict.	Communicates appropriately and respectfully in most situations.	Communication skills need improvement or are inconsistent.	Frequently communicates negatively or inappropriately.
First Attitude	Consistently prioritizes team success, supports all teammates, and demonstrates humility.	Usually demonstrates a positive, team-oriented attitude.	Sometimes prioritizes individual interests over the team.	Frequently demonstrates self-centered or divisive behavior.
Academic Standing	Strong academic standing and consistently meets or exceeds eligibility expectations.	Meets academic and eligibility expectations.	Academic performance or eligibility concerns exist.	Significant academic or eligibility concerns.
Behavior & Discipline History	No disciplinary history; consistently demonstrates exemplary conduct in school and athletics.	Minor behavioral concerns that have been addressed appropriately.	Multiple behavioral or disciplinary concerns on record.	Significant or ongoing disciplinary concerns that impact leadership suitability.

- 25-28 = Highly Recommended for Captain
- 15-19 Consider with Reservations

- 20-24 = Strongly Consider for Captain
- 7-14 = Not Recommended

NOTE: scores of 1 or 2 in any rubric area above can be a cause for concern

Any athlete who has been suspended or put on a safety plan is ineligible to be a captain.

INJURY REPORT FORM

Killingly Athletics Student Injury/Report Form

Student Name: _____ School: ☐ KHS ☐ KIS Grade: _____ Sex: ☐ Male ☐ Female

DOB: _____ Date of Injury: _____ Time of Injury: _____ Date of Report: _____

Body Part Injured

☐ Ear ☐ Eye ☐ Face ☐ Head ☐ Scalp ☐ Abdomen ☐ Back ☐ Chest ☐ Groin ☐ Shoulder ☐
☐ Trunk ☐ Ankle ☐ Elbow ☐ Finger ☐ Foot ☐ Hand ☐ Hip ☐ Knee ☐ Lower Arm ☐ Lower Leg
☐ Thumb ☐ Toes ☐ Upper Arm ☐ Upper Leg ☐ Wrist ☐ Other (Describe) _____

Type of Injury

☐ Laceration-Abrasion ☐ Sprain-Strain ☐ Fracture ☐ Surface Cut-Scratch ☐ Dislocation
☐ Concussion ☐ Burn ☐ Other (Describe) _____

Action Taken

☐ Released to Parent ☐ Returned to Activity ☐ Called 911 ☐ Transfer to Hospital ☐ Parent took to Doctor
☐ Parent took to ER ☐ Other (Describe) _____

Explanation of Accident

☐ Collision w/Person ☐ Collision w/Obstacle ☐ Hit w/Object ☐ Injury to Self ☐ Fall – Height _____
☐ Other _____

Accident Location

☐ Gym ☐ Auditorium ☐ Classroom ☐ Stairs ☐ Hallway ☐ Bus ☐ Lower Fields ☐ Turf Field
☐ Tennis Courts ☐ Track ☐ Other _____

Surface Type

☐ Blacktop ☐ Carpet ☐ Concrete ☐ Dirt ☐ Gravel ☐ Ice-Snow ☐ Grass ☐ Mats ☐ Sand
☐ Rubber Tile ☐ Synthetic Surface ☐ Wood Product ☐ Other _____

Type of Activity

☐ Baseball ☐ Basketball ☐ Cheerleading ☐ Field Hockey ☐ Football ☐ Golf ☐ Gymnastics
☐ Lacrosse ☐ Soccer ☐ Softball ☐ Running/X-C ☐ Tennis ☐ Track & Field ☐ Volleyball
☐ Wrestling ☐ Other _____

Description (Describe in detail how injury occurred)

Insurance Forms ☐ Part A – Complete by Nurse ☐ Part B – Completed by Parent/Guardian and Mailed

Signed (Coach): _____ Signed (AD): _____ Signed (Principal): _____

IMPORTANT CONTACT INFORMATION

Addresses:

Killingly High School

226 Putnam Pike

Dayville, CT 06241

(860) 779-6620

Killingly Intermediate School

1599 Upper Maple Drive

Dayville, CT 06241

(860) 779-6700

Contacts:

James Lackner – KHS Athletic Director

jlackner@killinglyschools.org

Rick Ramthun – KIS Athletic Director

rramthun@killinglyschools.org

Allison Gilbert – KHS Athletic Trainer

algilbert@killinglyschools.org

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