

Newington Public Schools Department of Athletics



NEWINGTON ATHLETICS COACHES HANDBOOK

Newington E.D.G.E. | 2022-2023

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PREFACE

The purpose of this handbook is to serve as a guide to your coaching duties and responsibilities. The handbook contains the procedures, regulations and paperwork of the Newington High School Athletic Department. It is an attempt to compile the information with which you must become familiar and information that will be requested of you. Each coach will follow the procedures and regulations set forth and provide paperwork requested as well. **This handbook is to be kept handy for reference.**

PHILOSOPHY

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

To be of maximum effectiveness, the athletic program must be closely coordinated with the general instruction of the school. It must be such that the number of students accommodated, and the educational aims achieved, justify its inclusion in the over-all educational program. Using our E.D.G.E. initiative, the athletic department's impact on the school culture can change the landscape of teaching and learning at NHS.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health.

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

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

MISSION STATEMENT

Newington High School believes that physical activity is a valuable contributor to personal growth and enhances the educational values set forth by the school. Athletics is meant to foster social, emotional, and physical growth to produce active and contributing citizens to our society. We will always provide necessary resources to assure equity throughout our high quality programs that promote and facilitate all participants to embrace high standards of competition, work ethic, and sportsmanship. We expect our student-athletes, as representatives of our school, to constantly exhibit exemplary behavior in and away from school.

VARSITY ATHLETICS

Varsity athletes are those athletes that exhibit the most skill of those that have tried out for the team. They will have the opportunity to compete against equally talented athletes from opposing schools. Grade level should not play a role in the determination of a player's standing on the team. The student athletes should understand that they are not senior student athletes or freshmen student athletes, but equal student athletes. The purpose of Varsity athletics is to refine the skills of the team in an attempt to provide the high school with the best opportunity to succeed.

JUNIOR VARSITY ATHLETICS

Junior Varsity athletic programs offer those students who do not yet possess the skills required of Varsity athletes an opportunity to participate in a competitive setting. Junior Varsity athletes are in the process of gaining valuable knowledge, skill and experience required for Varsity competition. There is no guarantee of playing time at the JV level, but it is encouraged for skill and performance development.

Occasionally, Junior Varsity athletes may participate in Varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This should not be misinterpreted as an absolute move to the Varsity level.

FRESHMAN ATHLETICS

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

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

GOALS

1. To encourage student athletes to achieve success by maintaining academic eligibility rules and to keep athletics in proper perspective.
2. To develop good citizenship, honesty, emotional control, dependability, and respect for rules, property and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain a high standard of credible and positive performance and conduct on and off the field.
5. To teach and emphasize the fundamental skills of the various sports as a necessary ingredient in achieving individual and team success.
6. To stress the importance of physical fitness, conditioning, health habits, and safety in athletics.
7. To provide opportunities to develop lasting friendships with teammates and opponents.
8. To teach athletes to work together as a cohesive unit in order to achieve a common goal.
9. To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible.
10. To provide high quality leadership for all athletic programs so as to exemplify to student's a desired behavior to be developed from each athletic program.
11. To provide opportunities for the development of a feeling of unity and belonging, team pride, teamwork and commitment.

DUTIES AND RESPONSIBILITIES OF COACHING PERSONNEL

A. Head Coach Job Description

Qualifications:

1. Valid Connecticut Five Year renewable Coaching Permit.
2. Valid American Red Cross CPR/AED and Standard First Aid Certificates.
3. Has previous successful coaching experience in assigned sport
4. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

Job Goal: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

General:

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

- a) Be responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction and enforce all rules of the CIAC and the CCC as they pertain to the respective sport.
- b) Arrange for pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations for your program.
- c) Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- d) Distribute and discuss the following items with all student/athletes (secure necessary signatures):
 1. CIAC Regulations
 2. Student Athlete Handbook
 3. Eligibility Requirements
 4. Expectations during all practice sessions
 5. Be responsible for technical development and supervision of all levels in assigned sport.
- e) Promote respect by example through appearance, manners, behavior, language and conduct.
- f) Insure proper warm-up and conditioning programs in an effort to reduce the risks of injury.
- g) Supervise and evaluate assistant coaches, assign duties and conduct staff meetings as necessary at all levels.
- h) Properly supervise all athletes at practice, in transit and at games.
- i) Inspect all equipment oversee the issuance and collection of equipment/uniforms. Maintain an equipment inventory, keep records, enforce rules regarding care of equipment and advise the Athletic Director as to reconditioning needs.
- j) Monitor academic progress of team members during the season emphasizing the implementation of the Extra Assistance Program.
- k) Be responsible for drafting and submitting budget request no later than the first week of October.
- l) Submit proper end of season information (award lists, end of season report, schedule, etc.)

- m) Assist students in college placement.
- n) Support youth programs by offering clinics and other assistance in an effort to provide program continuity.

B. Assistant Coach Job Description

Qualifications:

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

Job Goal: To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

Duties and Responsibilities:

- a) Support the head coach in conducting the athletic program of the particular sport and the total athletic program of the Newington Public Schools.
- b) Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- c) Assists the head coach in carrying out his/her responsibilities. (Pre-season, in-season and post-season).
- d) Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
- e) Plans and schedules with the head coach a regular program of practice (including holiday or vacation periods).
- f) Be responsible for the junior varsity and/or freshman programs were deemed possible.
- g) Properly supervise student athletes at practice, in transit and at games.
- h) Has a thorough knowledge of all the athletic policies and is responsible for it's implementation.
- i) Maintains discipline and works to increase moral and cooperation within the school sports program and school community.
- j) Promote respect by example through appearance, manners, behavior, language and conduct.
- k) Performs other duties that are consistent with the nature of the position and that may be required by the head coach.
- l) In the case of emergency or authorized absence of the head coach, assume all responsibilities herein designated as those of the head coach.

C. Volunteer Coach Job Description

QUALIFICATIONS:

1. CT Coaching Permit desired (TECP, if applicable)
2. High School graduate
3. Valid American Red Cross First Aid/CPR certificate
4. Previous coaching and/or playing experience

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

DUTIES AND RESPONSIBILITIES:

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

EVALUATION:

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

CODE OF ETHICS FOR NEWINGTON COACHES

The function of a coach is to teach attitudes, proper habits, knowledge and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student athletes and, therefore, shall never place the value of winning above the value of character building.

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

The coach shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse and under no circumstances shall authorize the use of these substances.

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

The coach shall be thoroughly acquainted with contest, state, league and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, booster clubs and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials or against each other. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

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

A coach shall not engage in inappropriate verbal or physical contact with a student athlete. Examples of these behaviors are, but are not limited to: driving alone with a student athlete, talking about personal relationships, texting or emailing one individual player, having conversations about personal matters that are not relevant to the sport. **Violations of these policies provide grounds for immediate termination from position.**

POLICIES AND PROCEDURES FOR ALL STUDENT ATHLETES

Substance Abuse Policy

The Athletic Department believes that it is important that student athletes refrain from the use of substances that are potentially harmful to them. Every sport requires proper conditioning, and substances that may adversely affect that conditioning must be avoided. Therefore, during the time a student athlete is a member of a team in season, he/she must adhere to this substance abuse/use policy.

All instances of possession, distribution, purchases or attempted purchases, use or abuse of any harmful substance shall be referred to the school administration for disciplinary action. Presence at parties or other activities at which alcohol or harmful substances are available may constitute grounds for disciplinary action. Harmful substances are defined as, but not limited to, tobacco products, alcohol, and drugs.

Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol, drug paraphernalia or the misuse of other drugs/medications will result in the **immediate dismissal** from the team for the season. The student-athlete shall report any use of medication(s) prescribed by a physician to the coach. The student-athlete may regain athletic eligibility for the next season after completing a planned assistance program.

The use or possession of tobacco (including smoking, chewing, or use of snuff) will result in a two (2) week suspension from the team. This will include all practices and competition. A second violation of this nature will result in the **immediate dismissal** from the team for the season.

Self-Referral for Substance Abuse

- Self-referral is not an attempt to turn in oneself *after violating the drug policy to avoid penalty.*
- When a drug dependency problem is identified with use of the above substances by the student-athlete through self-referral or by a parent's referral, and is being monitored by a physician, the student-athlete WILL NOT be immediately dismissed from the team, however;
 - The student-athlete and present coach will collaborate with the appropriate certified personnel and develop a program of assistance utilizing the schools resources and outside agencies. The assistance team will then monitor and report progress.
 - Dismissal from the team will result if the student-athlete fails to complete the program of assistance.

The student athlete WILL BE immediately dismissed from the team upon the next incident of any substance abuse violation

Appropriate Behavior

1. Any student athlete who initiates a fight will be dismissed immediately from the team.
2. Verbal and/or physical abuse of officials or coaches by student/athletes will result in immediate dismissal from the team.

3. The following behaviors will be considered serious violations of the athletic code and school rules and will result in disciplinary action:
 - a. Civil law and criminal infractions.
 - b. Theft or malicious destruction of individual, private or school property.
 - c. Misconduct by an athlete that is potentially detrimental to the athletic program, school or school district.

School Attendance

- Refer to page 12 of the NHS Student/Parent Handbook
- Student athletes must be in attendance for at least half of the school day to be eligible to participate on an athletic team on that given day unless they receive an Authorized Absence (AA).
 - Contact Director of Athletics with any questions

Absence from Scheduled Practice

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

Locker Rooms

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

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

Athletic Equipment

1. The student athlete is responsible for all uniforms and equipment that is assigned to him/her.
2. All equipment will be returned when the athlete completes the sport, either at the end of the season, or on leaving the team.
3. If items are lost or abused, the student/athlete will be required to pay for a replacement.
4. Uniforms are to be worn only at scheduled practices, contests or on game days.

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

Vacations

Team members are expected to attend practices and contests during vacations that fall within the team season. Parents should make family vacation plans with the student/athletes commitment in mind. However, athletes who have family vacation plans must furnish the coach notification of vacation plans the day after the team has been selected. A parent or guardian of the athlete must sign the written notification. No team member will be removed from a team for missing

practice or games during vacation for which they have notified the coach as previously stated. It shall be the coach's prerogative to decide when a player is in condition to resume play.

Bus Behavior

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

Hazing

Hazing is **prohibited** at all times. Hazing activities of any type are inconsistent with the educational goals of the school system. "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose.

The term hazing includes, but is not limited to:

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

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

Captain's Practice

Captains should not be named before an athletic season has begun. The CIAC and CCC do not in any way sanction, encourage or condone "Captain's Practice" in any sport. "Captain's Practice," depending on the member school's involvement, may be a clear violation of the season limitations eligibility rule or certainly a violation of the spirit of the rule.

Changing Sports

1. Prior to the opening of each season, athletes will be allowed to transfer from one sport to another only on mutual agreement of the two coaches involved.
2. An athlete who drops from the squad after the first contest is not permitted to join another squad during that season.

Gymnasium Procedures

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

Performance Enhancing Drugs Policy

A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances shall be declared **ineligible** for all CIAC-controlled activities for **one hundred eight (180) school days** on each occurrence.

School Suspensions

Out of School Suspensions (OSS), In-School Suspensions (ISS) and Saturday Detentions

In the event a student-athlete commits an infraction that warrants an OSS, ISS or Saturday detention:

- A student-athlete who receives an OSS or ISS will automatically serve a one game suspension. In addition, the student-athlete will not be allowed to participate in after-school athletic activities on the date(s) of the ISS. If the one game suspension is not served on the day of the issued ISS, then the student-athlete will miss the NEXT regularly scheduled contest.
- Student-Athletes who receive and serve Saturday detention are not allowed to participate in practice or a contest on the Saturday served. A one game suspension must be served as a result of the Saturday detention, whether the contest is that specific Saturday or the NEXT regularly scheduled contest.
- If a student-athlete skips a detention, ISS or Saturday detention to participate in practice or a contest, that student-athlete will be subjected to extended consequences from the coach and Administration.

A student-athlete who does not follow attendance rules, skips a class, or has ISS the day of an athletic contest will not participate in the contest that day.

ATHLETIC REQUIREMENTS FOR PARTICIPATION

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

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

1. Health Assessment Record completed by Physician and Parent/Guardian and submitted to the School Nurse.
2. Gold Card & Student Contract completed and submitted to Athletic Office.
3. All eligibility requirements must be satisfied.

ATHLETIC TEAMS & ORGANIZATION OF NEW TEAMS

Varsity and Junior Varsity (JV)

Fall	Winter	Spring
Cheerleading	Basketball – Boys’	Baseball
Cross Country – Boys’ & Girls’	Basketball – Girls	Golf – Boys’ & Girls’
Field Hockey – Girls’	Cheerleading	Lacrosse – Boys’
Football	Ice Hockey – Boys’	Lacrosse – Girls’
Soccer – Boys’	Indoor Track – Boys & Girls	Softball
Soccer – Girls’	Swimming & Diving – Boys	Tennis – Boys’
Swimming & Diving – Girls’	Wrestling	Tennis – Girls’
Volleyball – Girls’		Track – Boy’s
		Track – Girls’
		Volleyball – Boys’

All teams, excluding Ice Hockey and Cheerleading, have a Junior Varsity event schedule.

Team Limitations

In any given year, each coach may be forced to reduce the size of their teams due to safety concerns, space limitation and the availability of coaches. The athletic coach, hired by the Board of Education, is the person responsible for selecting student-athletes to compete on a given athletic team. Final decisions will be at the discretion of the coach and Athletic Coordinator and within the CIAC rules.

- Transfer after Team Limitations or “Cuts”: A student-athlete may transfer to another sport with the consent of the coach(es) prior to that team’s first athletic contest.
- Coach’s Discretion: The head coach will determine whether or not a student-athlete can register for a particular sport after try-outs have been completed. (Prior to the team’s first athletic contest.)
- Transfers: Exceptions may be made at the discretion of the head coach and athletic coordinator for transfer students and students whose academic eligibility has been reinstated. Student behavior and academic standing will be taken into strong consideration.
- There is a ‘no cut’ policy for the Newington-Berlin Ice Hockey Co-op team.
- Senior student-athletes are not entitled to be a member of a Varsity team.

AWARDS

Athletic Department Awards

- Athletic Awards and Scholarship Night
- Individual Award/Banquet ceremonies are held according to team, and are usually funded by a booster club or parent support group

George Brinley and E. Joyce Jamer Awards:

The George Brinley Memorial and E. Joyce Jamer Awards are awarded each year to the top female and the top male senior athletes in the Newington High School graduating class. These are annual awards presented to the seniors who, in the opinion of the head coaches, have shown outstanding achievement, have brought recognition to Newington High School or the town, and have been an inspiration to their teammates and to the student body. To be considered for these awards, you must be a multi-sport athlete who has competed in a minimum of two different sports while a student-athlete at Newington High School.

Career Sportsmanship Award:

Career Sportsmanship Award is awarded each year to a senior female and male student-athlete who has displayed exemplary sportsmanship during their athletic careers at Newington High School.

Athletic Team Awards

- **Varsity Letter and Team Pin** – First-time Varsity Letter achievement in a sport.
 - Achievement of a Varsity Letter is indicated in the Team's Policies and Procedures.
- **Bar** – A 'Bar' is awarded for those student-athletes who achieve a Varsity Letter in the same sport beyond their first-time Varsity Letter for that sport.
 - i.e. If a sophomore earns a varsity letter and team pin in football, each year after they are considered varsity, they earn a bar
- A student-athlete is not eligible to receive an award (i.e. athletic letter, pins, certificates, team awards), if they have been permanently suspended from the team for academic or disciplinary reasons, during any part of the season, nor can they participate or be recognized at athletic team banquets or senior recognition events, (i.e. senior nights, etc).

Certificates:

- Varsity student-athletes will receive a Varsity Certificate.
- JV and freshman student-athletes receive an Athletic Certificate for participation.
- Managers will receive an Athletic Certificate.

All-Conference/All-State Recognition

All-Conference selections are selected by the divisional CCC head coaches. Each sport is allowed a designated number of All-Conference selections by Division. Selections are based on performance, ability, and statistics. Team sports are usually selected by position. In Individual sports, like Track and Field, Swimming, and Tennis, the candidates are awarded by specific performances, usually conference championship meets/tournaments.

All-State selections are chosen in the same manner as All-Conference, yet there are a greater number of student-athlete candidates. Selections are done by the State division your sport falls into – either the Class L or Class LL. Ask your coach what Class (division) your sport competes.

All-Conference Academic Team/All-State Academic

All-Conference Academic team is rewarded to varsity athletes who receive High Honors in a given grading quarter. Fall sports are aligned with the first quarter grades, winter sports are aligned with the second quarter grades, and the spring sports are aligned with the third quarter grades.

All-State Academic awards are given to varsity student-athletes who achieve the specific sports academic standards. Not all sports have an All-State Academic Award. Consult with your head coach to see if your sport offers this award.

BUDGET

Each varsity coach is responsible for assisting the Athletic Director in the preparation of the proposed budget for his/her sport. When preparing budgets, careful consideration should be given to quality, cost, and present inventory on hand. Use catalogues that are current and be specific when indicating item (include model #, sizes and brand name).

BUILDING USE

The Athletic Director, in cooperation with the coaches involved, will schedule the gymnasium usage. Careful consideration will be given to:

- a. Equality of male and female teams.
- b. Sufficient practice time for teams.

During inclement weather, when the gym usage may be beneficial for outside sports teams, every effort will be made not to disrupt the activities of the indoor sports that are also in season. If a scheduled game or scrimmage has been planned by an indoor sport, that activity will have first priority.

Practice on non-school days may be scheduled only after consultation with the Director of Athletics. The Director of Athletics will notify the community usage service of the times the building will be in use and the personnel authorized for the activities.

CAPTAIN SELECTION

To be appointed a team captain for a Newington High School athletic team is a distinction. Characteristics of a team captain include the following: Integrity, Knowledge, Courage, Decisiveness, Dependability, Initiative and Example.

Selection of Team Captains:

The team captain is the liaison between members of the team and the coaching staff. In many instances, the team members vote to indicate their preferences and help guide the coach in his/her decision.

Coaches need to utilize the application process set forth by the Athletic Department in regards to captain selection. Procedures will be distributed by the Athletic Department before each season. Captains can be selected once the season has begun, but not before the CIAC determined date for that sport.

Other than the selected team captain, individual game or match captains may be selected by the coach.

Summary:

A good captain is one who, by example, will lead his/her teammates to follow the rules set by the team and the coaches.

A good captain is not involved in a popularity contest. A leader should gain the respect, confidence and trust of his/her teammates.

COACHES CERTIFICATION

Individuals who wish to coach in the State of Connecticut must be at least 18 years of age, hold a high school diploma or its equivalent, successfully completed a standard first aid course and CPR, and possess a **five-year renewable coaching permit** or a **temporary emergency coaching permit**. Applications for these permits are available in the Athletic Director's office or using the CT State Department of Education website:
http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/certform/ed_185.pdf .

Effective July 1, 1999 all certified teachers who serve, as coaches must hold a "Five Year Renewable Coaching Permit."

Individuals who are applying for a **Five-Year Coaching Permit** for the first time (i.e.: they are not certified teachers) must submit:

- Application ED 185;
- A photocopy of a high school diploma or its equivalent;
- Module 15: Concussion Management Certificate
- Photocopies of valid first aid and CPR cards (standard first aid must have been completed within three years of the application and the CPR course must have been completed within one year of the application); and
- An official transcript of an approved coaching course (45 clock hours).

The coaching permit must be renewed every five years upon completion of not less than 15 clock hours of seminars, course work and workshops providing information on safe and healthful coaching practices and understanding child and adolescent development.

In order to be eligible for a **Temporary Emergency Coaching Permit** the district submits an ED 186 form and the following:

- A photocopy of the candidate's high school diploma or its equivalent; and
- Module 15: Concussion Management Certificate
- Photocopies of the candidate's first aid and CPR cards, which verify that both courses were completed within **one** year of the application.

The **Temporary Emergency Coaching Permit** may be reissued **once**, provided that the district submits a new application and:

- Photocopies of the candidate's **new** first aid and CPR cards which verify that both courses were completed within **one year** of the new application; and
- Verification that the individual has enrolled in an approved coaching course.

CONNECTICUT HIGH SCHOOL COACHES ASSOCIATION

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

Membership in the association provides coaches with a membership card, liability insurance, and reports of the monthly executive board meetings, information regarding new coaching vacancies and other pertinent information.

Coaches pay for their own membership. Each coach is responsible for sending in their membership form and check to the CHSCA. Forms are available through the Director of Athletics in the early fall.

EJECTION RULE

The CIAC and the Conference have placed into effect an ejection rule for unsportsmanlike behavior or fighting.

ELIGIBILITY

Newington High School is a member school of the Connecticut Association of Elementary and Secondary Schools. As a member school, we are governed by a minimum of uniform eligibility requirements by the CIAC.

Coaches should be familiar with the Rules of Eligibility and Control for Boys and Girls High School Athletics in Connecticut as well as the Athletes' Rights of Due Process. (In accordance with the CIAC students are **NOT ELIGIBLE** if:

1. You are not taking at least four (4) units of work or its equivalent; (Rule I.B.)
2. You have not passed at least four (4) units at the end of the last regular marking period as of the official day that grades are issued, with the exception of fall eligibility. * (Rule I. A.)
3. You are nineteen (19) years of age before July 1; Student-athletes will be allowed to compete up through their 19th birthday, however, if their 20th birthday falls during a season, the

student-athlete will not be allowed to start or compete during that season and all eligibility will cease. (Rule II.B.)

4. You have changed schools without a change of legal residence; (Rule II.C.)
5. You have been in attendance for more than eight (8) semesters (A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition); (Rule II. B.)
6. You play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season; (Rule II.E.)
The exception to Rule II.E. shall be:
 - 1) Participation in parent/child tournaments and caddy tournaments.
 - 2) Swimming, tennis, and gymnastics – a pupil may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.
7. You play under an assumed name on an outside team; (Rule II.F.)
8. You receive personal economic gain for participation in any CIAC sport. (Rule II.F.)
9. Your work habits or conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.
10. Local rules may be more restrictive than those of the CIAC. (See additional eligibility requirements under policies and procedures).

The school principal may declare a student ineligible if it is felt that the student is not taking care of his/her responsibilities both as a student and citizen of Newington High School and the community.

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

NOTE: Marking period grades (not semester grades) are to be used in determining scholastic eligibility, except for fall eligibility.

Each coach should, at the initial day, review the rules with the entire squad.

The date of eligibility is the day report cards are issued.

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

The list will include the date of birth of each team member, the grade in school, and if a transfer student, the school the athlete attended the previous year. **The completed list is to be submitted to the Director one (1) week prior to the first contest of the season.**

EMERGENCY MEDICAL PROCEDURES

***Please review the Emergency Action Plan for your particular sport.**

END OF SEASON RESPONSIBILITIES

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

- a) End of season report. The report should include season record for all teams, outstanding records and achievements, All-Conference, All-State and All-New England selections and program recommendations.
- b) Lost uniform/equipment list.
- c) Updated inventory.
- d) Evaluation of assistant(s) and self evaluation.
- e) Return all keys, first aid kits, ice coolers, water jugs and emergency forms.

EQUIPMENT

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

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

Coaches are to work cooperatively with the Director of Athletics by informing him of items that need to be reconditioned.

EVALUATION

The Director of Athletics will meet with all head coaches at the end of the season for an evaluation of their coaching performance and program. Head coaches will have the responsibility of evaluating their assistants with input from the Director. All evaluations are managed through Frontline.

FUND RAISING

Any coach who wishes to conduct a fundraiser with their respective team must obtain permission from the athletic director regarding the type of fundraiser. The athletic director will then forward this information on to the building principal for approval.

All information related to the fundraising needs to be placed in writing. Details related to how revenue is to be generated, expected income from the effort, expenses related to the fundraising, and how the revenue produced will be utilized must be included. (Sale of refreshments must also be included in this request.)

The student-athletes and their parents/guardians should affix their signatures to a fundraising information sheet. Misunderstandings are less likely to occur if all concerned are clearly informed of all the details related to the fund raising.

GUIDELINES FOR BOOSTER CLUBS

Our booster clubs (“Friends Of”) serve an important purpose for many of our teams. Through their hard work and fundraising they provide banquets and other opportunities that would not otherwise be available. In order to maintain equity and balance within the athletics program, it is important that the following rules for the operation of booster clubs be followed:

All fundraising activities need to be approved by the Director of Athletics. (Head coach’s approval is also needed). This helps prevent the duplication of efforts that would otherwise occur.

A financial report must be submitted to the Director of Athletics before the end of the school year. (This would also include sale of refreshments at athletic events.)

Funds generated by booster clubs must be utilized to benefit the team for whom the booster club operates or for another Newington High School team or program.

Revenue produced by the efforts of booster clubs may not be paid directly to student-athletes or their parents/guardians.

GAME PERSONNEL

The assigning of scorer, timers, etc., is the responsibility of the Faculty Manager with the cooperation from the coaching staff.

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

Vouchers for officials and other support staff will be created for payment. The following information must be completed: Name, address, social security number, date, level of competition and opponent.

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

INJURY PROTOCOL & PREVENTION

CONCUSSION MANAGEMENT AND RETURN TO PLAY REQUIREMENTS

“WHEN IN DOUBT – SIT IT OUT”

*Public Act No. 10-62 requires that a coach MUST immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who (A) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or (B) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred.

If you suspect that a player has a concussion...

1. Immediately remove the athlete from play and seek evaluation from the covering Certified Athletic Trainer (ATC).
2. If there is NO ATC present, observe the athlete for signs and symptoms of a concussion:

Signs Observed by Coach	Symptoms reported by athlete
<ul style="list-style-type: none">• Player appears dazed and sometimes with vacant stare• General confusion• Athlete forgets plays• Player seems disoriented• Player seems overly emotional (laughing, crying)• Player demonstrates balance issues and difficulty standing or walking• Loss of Consciousness---CALL 911• Changes in normal behavior/personality• Repetitive speech or delayed speech• Vomiting by athlete	<ul style="list-style-type: none">• Headache• Nausea• Balance Problems or dizziness• Double/blurred vision• Sensitivity to light/noise• Feeling very fatigued• Feeling “foggy”• Concentration/memory problems• Irritability• Sadness• Feeling more emotional

*(based on the National Federation of High School Associations’ Sports Medicine Handbook, Third Edition)

3. If any of the signs/symptoms listed above are reported/observed, the athlete is not to return to play. If unsure, keep athlete out until he/she is evaluated by a medical professional.
If an athlete loses consciousness...call 911 immediately!!!
4. Notify the athlete’s parents/guardians of the possible concussion. Advise the athlete/parents to follow up with the athletic trainer the following day and to seek emergency medical attention should condition worsen.
5. Notify the ATC about the injury and fill out an Accident Report documenting the injury. This will have to be given to the ATC the next day.
6. **NO athlete is to return to play without being cleared by their doctor and then the ATC. A specific return to play protocol is required prior to return to unrestricted play.**

HEAT STRESS AND ATHLETIC PARTICIPATION

Injury Action Plan for dealing with Heat Illness:

- Prevention of heat illness begins with aerobic conditioning, which provides partial acclimatization to the heat. Student athletes should be exposed to hot and/or humid environment conditions **gradually over a week** to achieve acclimatization.
- In extreme temperatures and conditions all attempts should be made to practice at cooler times of the day.
- Hydration should be maintained during training with multiple breaks an hour placed into the schedule.

Signs and Symptoms of Heat Illness:

Heat Exhaustion

- Profound weakness
- Exhaustion
- Dizziness/fainting
- Muscle cramping
- Treatment
 - Rest in cool, shaded environment
 - Fluids
 - Student athletes should not be allowed to practice or compete for the remainder of that day

Heatstroke

- Very high body temperature
- Hot, dry skin, which indicates failure of the body to cool itself (sweating).
- Possible seizure or coma
- Treatment
 - **Call 911** – Follow Emergency Action Plan for specific location
 - Immediate cooling of body by removal of excess clothing
 - Immersion in cold water
 - Wetting the body and fanning vigorously

Protocol

1. Notify the athlete's parents of the incident.
2. Notify the ATC about the incident and fill out an Accident Report documenting the injury. This will have to be given to the ATC the next day.
3. NO athlete is to return to play without being cleared by their doctor and then the ATC.

Injury Action Plan for dealing with Asthma:

- Coaches should be aware and have a list of all athletes who have a history of asthma and exercise induced asthma.
- All athletes with asthma who require the use of an inhaler should be instructed to carry their inhaler with them at ALL times or keep it in the med kit for the duration of the season.

Signs and Symptoms of Acute Flare-Ups:

- Wheezing or spastic coughing
- Complaints of chest tightness or discomfort
- Rapid heart rate
- Rapid/shallow breathing
- Tripod positioning (leaning over with hands on knees)
- Blue lips/fingernails: if SEVERE

In the event of an Acute Flare-up:

1. Immediately remove athlete from play and place athlete in seated position, leaning forward slightly.
2. Keep the athlete calm.
3. Obtain the athlete's inhaler medication and give to athlete to self-administer. **DO NOT HAVE ATHLETE USE ANOTHER ATHLETE'S INHALER.** If the athlete does not have an inhaler with them then go to step 5.
4. Only help the athlete should he/she have difficulty with self-administration.

Proper Use of an Inhaler:
<ol style="list-style-type: none">a. Remove cap and hold inhaler uprightb. Shake the inhalerc. Instruct athlete to tilt head back slightly and exhale through the mouthd. Instruct athlete to put mouth around the opening of the inhaler insuring a seale. Instruct the athlete to push down once on the inhaler while inhaling deeplyf. Instruct athlete to hold breath for about 10 seconds to get the medication down into the lungsg. Dosage may be repeated only as directed by the athlete's physician

*(based on the National Federation of High School Associations' Sports Medicine Handbook, Third Edition)

5. Encourage the athlete to breathe "in through the nose, out through the mouth".
 - a. Instruct athlete to breathe in through the nose for a count of 2
 - b. Instruct athlete to then breathe out slowly through the mouth for a count of 4 concentrating on using the abdominal muscles to contract while exhaling.
6. Emergency Care is required if the following signs occur:
 - a. Athlete has increased breathing difficulty (hunched over, gasping for air, cessation of breathing)
 - b. Lips or finger nails turn blue or gray
7. Notify the athlete's parents should the athlete's condition not improve with inhaler administration or emergency care is needed. Encourage the athlete to follow up with the athletic trainer upon return to school following incident.
8. Notify the ATC about the incident and fill out an Accident Report documenting the injury. This will have to be given to the ATC the next day.
9. NO athlete is to return to play without being cleared by their doctor (if emergency care required) and then the ATC.

Injury Action Plan for dealing with Anaphylactic Shock:

- Coaches should be aware and have a list of all athletes who have a history of allergies which require the use of an EPI-PEN.
- All athletes with a severe allergy who require the use of an EPI-PEN should be instructed to carry their EPI-PEN with them at ALL times or keep it in the med kit for the duration of the season.

Signs and Symptoms of Anaphylactic Shock:

- Skin reactions including hives and itching, flushed or pale skin (almost always present with anaphylaxis)
 - Constriction of the airways and a swollen tongue or throat, which can cause wheezing and trouble breathing
 - A weak and rapid pulse
 - Nausea, vomiting or diarrhea
 - Dizziness or fainting
- *(taken from “Anaphylaxis” from www.mayoclinic.com)

If you suspect an athlete is going into anaphylactic shock...

1. Obtain athlete’s prescribed EPI-PEN and give to athlete for self-administration. **DO NOT ADMINISTER EPI-PEN FOR THE ATHLETE.**
2. Notify the covering ATC of athlete’s status
3. **Call 911**—Inform the dispatcher that you have an athlete going into anaphylactic shock.
4. Notify the athlete’s parents of the incident. Follow the Emergency Action Plan specific to the activity location.
5. Notify the ATC about the incident and fill out an Accident Report documenting the injury. This will have to be given to the ATC the next day.
6. NO athlete is to return to play without being cleared by their doctor and then the ATC.

LIGHTNING POLICY

Key Weather Terms

- Watch: Threatening weather is likely. Remain alert and be prepared to implement an action plan
- Warning: Severe weather is occurring or has been indicated. Take immediate action

Actions

- 1) AD/ATC/Coach should check weather forecast 2 hours before the event for a weather “watch” or “warning”
- 2) Designate an individual to monitor weather activity during contest
 - a. Utilize cell phone weather monitoring program, if applicable
- 3) When Flash to Bang (F-B) is less than 30 seconds all individuals involved with the event should seek shelter in the area of refuge
Wait 30 minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.

INCLEMENT WEATHER AND EARLY DISMISSAL GUIDELINES

No School:

- No practice in the morning.
- No game in the morning.
- However, after 12 noon practice/games may be permitted weather permitting based upon the decision of the Principal and Athletic Director.

Early Dismissal:

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

NEWINGTON HIGH SCHOOL POOL SAFETY PLAN

***Please refer to policy at the end of the document to ensure you are meeting the minimum requirements when utilizing the pool facility.**

INJURIES, Sport Related

The potential for injury is inherent in any sports related activity. As all coaches are certified in Basic First Aid, CPR and have received AED training, it is expected that proper care in the prevention and treatment of injuries will be used.

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

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

INSURANCE

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

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

Coaches must complete the Accident Report Form within 48 hours of the injury occurring. The coach supervising the injury should complete the form.

INVENTORY

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

The coaching personnel will place proper identification numbers, if not already on equipment, on each piece of equipment or apparel.

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

LEGAL LIABILITIES AND POLICIES

Lawsuits have placed coaches in a precarious position. The most common charge is negligence, the failure to act in a reasonable, prudent and careful manner. Although it is impossible to anticipate every accident, please try to be consistent with the following:

- a. Adhere to the regulations of this manual.
- b. Never allow a student to practice or play without first obtaining a current physical examination and a parent permission form.
- c. Never take liberties with starting dates.
- d. All conditioning programs should be progressive. Accurate attendance records should be kept. Any student missing a number of practice sessions should be given ample time to regain proper fitness before playing again.
- e. Players must receive adequate training in fundamentals and technique. The skills should conform to accepted practices and be within the

capabilities of the players. Coaches should avoid mismatches in age, weight etc.

- f. All techniques must fall within established rules. For example, in football, any technique or terminology that cites the helmet as the initial contact point is a breach of the rules and leaves the coach open to liability.
- g. The nature of every drill should be thoroughly explained and the proper techniques explained and demonstrated. Players should always be informed of any risks involved with any activity.
- h. Player's protective equipment should be checked regularly.
- i. Prompt attention to all injuries is paramount.
- j. A returning player from the injured list should not be permitted to play again without the coach first obtaining written approval from the attending physician.
- k. All coaches must hold current certification in First Aid and CPR/AED.
- l. Accident forms must be filled out properly within 48 hours.
- m. Never diagnose an injury, and never give an athlete any kind of medication at any time, even aspirin.
- n. Students must never be allowed to drive to away games. A Travel Release Form must be secured in the Athletic Office prior to being transported other than by the team bus.
- o. Coaches should never feel that because they have excellent rapport with parents that their techniques would go unchallenged. They may discover how fragile that relationship can be after a serious accident or injury.

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

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

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

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

- 1. Duty to plan
- 2. Duty to supervise
- 3. Duty to assess athletes readiness for practice and competition
- 4. Duty to maintain safe playing conditions
- 5. Duty to provide proper equipment
- 6. Duty to instruct properly
- 7. Duty to match athletes
- 8. Duty to condition properly
- 9. Duty to warn

10. Duty to ensure athletes are covered by injury insurance
11. Duty to provide emergency care
12. Duty to develop an emergency response plan
13. Duty to provide proper transportation
14. Duty to select, train and supervise coaches.

MAILBOXES

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

MEDICAL SERVICES

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

Athletic Trainer Facilities: **Indoor** – Located at bottom of ramp from the gymnasium and accessible from the main hallway. **Outdoor** – located in the Field House.

Ambulance Service: Available at all home football games (freshman, junior varsity & varsity). To call for an ambulance dial 911.

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

Team Physician: Accessible at all varsity home football games.

REGISTRATION

Each athlete is to register online at www.newingtonathletics.com . Each student athlete who is cleared for participation will have a form on file with the Athletic Office. Registration can be accessed by coaches using the Shared Coaches Google Drive.

PHYSICAL EXAMINATIONS

Participants are required to receive a physical examination before they are allowed to participate in a practice, scrimmage or game.

Physical Examinations are valid for 13 months before the start date of the athletic season. Please refer to the Sport Registration forms on the Newington Athletics website for detailed information.

Participants are to obtain the physical exam at their own expense. The **Health Assessment Record** must be handed to the Nurse's Office in order for sport registration paperwork to be accepted in the Athletic Office during the sports registration period. The examining physician **must** include the current school year on the physical form.

Important: The blue colored State Medical Form is not acceptable for athletic participation unless the examining physician specifically states in writing on the form that

the athlete is: “physically able to participate in all sports including contact sports during the current school year.” The parent and athlete are still required to complete the top portion of the Medical Consent Form.

PRACTICE CANCELLATION

In case of inclement weather coaches **must** call the Athletic Director **prior to 2pm** to notify the student body through the p.m. announcements. Be sure to include the specific teams (V, JV, F) and information regarding location, time or cancellation. If no cancellation is made before that time period the coach should plan to meet with their student athletes for the normal practice time slot.

PUBLICITY

Coaches are responsible for reporting contests results to the media. As a general rule, coaches should report the results of their home contests to the Hartford Courant and the New Britain Herald. The Courant can be reached at 860-241-6653 and the Herald at 860-225-0899. In reporting scores please be sure your information is accurate including the spelling of student athletes' names.

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

RECRUITMENT

Recruitment means influencing or inducing a student to attend a particular high school for athletic purposes. A member school or any affiliated person or organization of that school may not recruit a student for athletic purposes. In case of a violation, the school, after a proper hearing before the CIAC Board of Control, may be placed on probation or suspended from membership in the CIAC.

RELEASE FROM CLASS

If it is necessary to have a team dismissed before the end of the school day for a State Tournament Event, the coach must secure permission from the building principal through the Athletic Director. The coach must submit a list of all the athletes and managers to be excused from class before 12 noon on the day preceding the dismissal to enable the Athletic Director ample time to notify the faculty.

Coaches should remind their players that they are to leave the room, corridor and school with the least amount of disturbance as possible. No coach is to make private arrangements with another team to alter starting times without the prior approval of the Athletic Director.

SCHEDULING

All scheduling is arranged through the Athletic Director with the cooperation of the varsity coach. All scheduling of non-league contests should be attempted only after the league athletic directors and principals have accepted the league master schedule. Schedules are available on the school website: www.newingtonathletics.com or on the CIAC website: ciacsports.com

All contests with out-of-state teams must be approved by the CIAC.

All schedules will be forwarded to the Athletic Director for assignment of approved officials. Coaches should indicate their choice of approved officials to the respective sport commissioners.

Schedule changes ***should not be made*** unless prior approval of the Director of Athletics has been made.

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

There ***will not*** be any contests scheduled on any religious holiday that is recognized by the Newington School District's yearly calendar. No contests will be played on Sundays.

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

SCRIMMAGES

All scrimmages should be arranged cooperatively with the Athletic Director. All scrimmages should be communicated with the Athletic Office at least one week ahead of time. A scrimmage is defined as a game with an opponent without an admission charge, standing in league play, or counting for tournaments.

SUSPENSION/DISMISSAL PROCEDURES

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

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

TEAM BENCH

Other than players, coaches, medical personnel, and student managers, no other persons are permitted on or near the team benches. Coaches must enforce this rule with assistance from athletic personnel.

TEAM PICTURES

The Yearbook Photographer will take pictures of all teams. Advance dates are forwarded to the Athletic Director via the photography company. Coaches are responsible for adhering to the scheduled date, assisting the photographer with the balance of the squad picture, assuring that squad members are in game uniforms and presentable for the picture. The Athletic Director will notify the coach when these pictures will be taken.

TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance...”

Harassment Is ILLEGAL

SEXUAL HARASSMENT IS PROHIBITED based on Federal Law - Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c.

FOR STUDENTS: Sexual harassment is **unwanted and unwelcome** behavior of a sexual nature which interferes with a student’s right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

Examples of Sexual Harassment include: unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses; requests for sexual favors; retaliation for complaining about sexual harassment, derogatory or pornographic posters, cartoons or drawings.

If you have questions or believe that you or others are being harassed, contact:

District Title IX Coordinator:
Office Address:
Telephone number:
Email Address:

Building Title IX Coordinator:
Office Address:
Telephone number:
Email Address:

Building Title IX Coordinator: Mr. Michael Gaydos, John Paterson Elementary School
Office Address: 120 Church Street, Newington, CT 06111
Telephone number: 860.666.4657
Email Address: mgaydos@npsct.org

Building Title IX Coordinator: Ms. Luz Antonio, Martin Kellogg Middle School
Office Address: 155 Harding Avenue, Newington, CT 06111
Telephone number: 860.666.5418

Email Address: lantonio@npsct.org

Building Title IX Coordinator: John Wallace Middle School
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Office Address: 71 Halleran Drive, Newington, CT 06111
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Telephone number: 860.667.5888

Email Address: kfreeman@npsct.org

Building Title IX Coordinator: Mr. Mario Ficocelli, Newington High School
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Office Address: 605 Willard Avenue. Newington, CT 06111

Telephone number: 860.666.5611

Email Address: mficocelli@npsct.org

Building Title IX Coordinator: Mr. Christopher Meyers, Newington Athletics

Office Address: 605 Willard Avenue, Newington, CT 06111

Telephone number: 860.666.5611

Email Address: cmeyers@npsct.org

You may also contact: The Connecticut Commission on Human Rights and Opportunities (CHRO), 25 Sigourney Street, Hartford, CT 06106 (Tel: 860-541-3400 or 800-477-5737) Connecticut law requires that a formal complaint be filed with the Commission within 180 days of the date under which the alleged harassment occurred.

You may also contact: Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, FAX: 617-289-0150; TDD: 877-521-2172

Email: OCR.Boston@ed.gov, **Filing complaints electronically:**
<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

Sexual harassment is not limited to prohibited behavior by a male toward a female, or by a supervisory employee toward a non-supervisory employee, or a teacher to a student. The victim does not have to be the opposite sex of the harasser. Harassment may be student to student, teacher to student, student to teacher or teacher to teacher. The gender of the complainant and/or the alleged harasser is irrelevant, even if they are of the same gender. Sexual harassment based on sexual orientation or gender identity is also prohibited under State Law.

► ***What should I do if I believe I am being sexually harassed?***

- Find out about your school or school district's policy and procedures for handling sexual harassment issues. Follow those procedures.
- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.

- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator, or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- If not satisfied with the resolution of your concerns, contact one of the appropriate organizations listed.

The victim does not have to be the person at whom the unwelcome sexual conduct is directed; the victim may be someone who is a witness to and personally offended by such conduct although directed toward another. Sexual harassment is unwelcome conduct that is personally offensive, lowers morale, and interferes with educational performance. This unwelcome sexual behavior is defined from the perspective of the victim, not the harasser.

► *Where to Get Help*

- **State Title IX Coordinator:** Dr. William A. Howe, Connecticut State Department of Education, 165 Capitol Ave., Hartford, CT 06106 (860-713-6752)
email: william.howe@ct.gov
- **Permanent Commission on the Status of Women (PCSW)**
18-20 Trinity Street, Hartford, CT 06106 (860-240-8300) <http://www.cga.state.ct.us/PCSW/>
- **Connecticut Women's Education and Legal Fund (CWEALF)**
75 Charter Oak Avenue, Suite 1-300, Hartford, CT 06106, <http://www.cwealf.org/>

NON-DISCRIMINATION STATEMENT:

Equal Opportunity - Nondiscrimination

The President and the Congress of the United States and the State of Connecticut have enacted laws and issued directives affirming their intent to protect and grant equal opportunity, to all employees and students. Also the federal government and the state of Connecticut have enacted and enforced laws regarding the equality of employment and equality of opportunity in education.

The Board of Education reaffirms its policy of equal educational opportunity for all students and prohibits discrimination because of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or expression, learning disability, mental retardation and mental disability or physical disability in district educational programs and activities, including, but not limited to course offerings, athletic programs, guidance and counseling, and tests and procedures. To the maximum extent possible an intensive affirmative action program shall be an integral part of an educational policies and programs.

The Board of Education also reaffirms its policy of equal employment opportunity for all persons and to prohibit discrimination in employment because of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, ancestry, present or past history of mental disorder, mental retardation, pregnancy, or physical disability except in the case of a

bonafide occupational qualification or need. Sexual harassment shall not influence employment decisions, nor shall decisions be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union. This policy shall be relevant to every aspect of employment not limited to but including upgrading, demotion or transfer, recruitment and/or recruitment advertising, layoff or termination, rates of pay, other forms of compensation including fringe benefits, employment selection or selection for training and apprenticeships, promotion or tenure.

These statements shall be made available to all present and future employees and students.

(cf. 4112/4212 Nondiscrimination, 6214 Nondiscrimination in Instruction)

Legal Reference: Connecticut General Statutes

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

[10-153](#) Discrimination on account of marital status.

[46a-60](#) Discriminatory employment practices prohibited.

Federal Law

Title VII of the Civil Rights Act 1964

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

American Disability Act of 1989.

Chalk v. The United States District Court of Central California.

Title IX of the Education Amendments of 1972.

Civil Rights Act of 1987.

Policy adopted: September 23, 1998

Policy revised: December 12, 2012

TRANSPORTATION

All forms of transportation are to be scheduled in cooperation with the Athletic Director, including the departure time. Coaches are required to complete transportation request forms for each away athletic contest prior to the season. Transportation Request forms

should be submitted no less than one week before the season and can be acquired in the Athletic Office.

Participants should not be allowed to drive a car or carry other players or personnel to a contest involving the team they are representing. The Newington Public School System will provide transportation for athletic teams to and from games and scrimmages.

The following is a basic checklist for coaches for away contests regarding buses:

The coach must accompany the team on the bus and is responsible for supervising their conduct.

The coach will establish orderly procedures for loading the bus, including equipment and storage. No equipment will be stored in the aisles or doorways.

Coaches and players are to display positive attitudes toward the driver. This also includes assistance with directions.

Attention to cleanliness of the bus will be maintained throughout the trip.

The bus will be checked at the end of the trip to make certain that no equipment was left behind and that no damage was done.

All participants must return to Newington on the team bus, unless a Travel Release for has been filled out and approved.

Players who ride on a bus or are conveyed by the coach are representatives of the school. Their appearance should be that of neat well-groomed athletes.

Stopping to eat during athletic trips is not allowed. This practice increases the cost of transportation and at times brings negative attention to certain children who may not have the funds to purchase food. Coaches should instruct athletes to pack a snack. Please make sure they clean up if they consume the snack on the bus.

There will be instances for exceptions to this rule, such as, an all day trip to a far away tournament. Special permission may be granted by contacting the Athletic Director in advance. The AD will inform the appropriate personnel to make special arrangements with the drivers.

TRYOUTS

Athletes are not permitted to practice/try-outs if they do not appear on the roster distributed to coaches by the Athletic Department. Students who have properly completed and submitted the proper forms (found in the student-athlete handbook) are eligible to participate.

The length of the try out session may vary depending on the number of candidates, the weather conditions, facility limitations, etc. Each athlete should be given a fair and equitable opportunity to try out. A minimum of **2-3 sessions** should be given for all sports.

TEAM SELECTION

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

1. Indicate to all candidates the number of athletes that will be members of the team as well as defining the procedures for the tryout at a pre-season meeting.
2. Clearly define your philosophy, expectations and commitments of all team members.
3. Devise an objective method of evaluation so that definite information can be given to those who were cut from the team. This evaluation tool will assist you in explaining the reason the athlete was not named to the team.
4. Get all coaches involved in the tryout period, and don't cut an athlete until there is a unanimous decision. The Head Coach should be involved in all cuts at all levels of the program whenever possible.
5. Allow a minimum of **two days of tryouts** for each candidate prior to making any cuts.
6. When possible have each candidates compete in a scrimmage-like situation. Not all athletes perform as well in drills as they do in a competitive setting.
7. Take time to speak individually to those athletes cut from the team. Be sure to explain how they could improve their skills in an effort to come out for the team next season. Remind them that “**Michael Jordan**” was cut from his High School Basketball team during his Freshman and Sophomore seasons.
8. NEVER POST A “CUT LIST”
9. Upon reaching the **first contest date of the season**, as defined by the CIAC, **currently enrolled** students **may not tryout or be added to the team.**
10. If a candidate feels that they could have performed better and would like one more opportunity to show their talents- please feel free to add an additional

day for those requests. This will show that you have compassion and diminish negative reactions. This is an excellent method to use on sub-varsity levels.

REMINDER TO THE STAFF:

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

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

VOLUNTEER COACHES

Application for appointment as an unpaid volunteer should be made through the athletic office prior to the season. A mandatory meeting with the Athletic Director is required prior to working with the athletes.

Volunteer coaches will be required to meet all coaching certification requirements. This includes current First Aid, CPR/AED certifications; possess either a Temporary Coaching Permit or a 5-Year Coaching Permit.

MANDATORY CHILD ABUSE REPORTING

Public Act 11-232: The new law takes comprehensive steps to prevent bullying and ensure every child the right to learn in public school without fear of teasing, humiliation

or assault. (Includes cyberbullying) All coaches are responsible for monitoring behavior and noticing possible signs of bullying

- ❖ When bullying is witnessed by or reported to any school employee...
 - ❖ **Within 1 school day** – School employee makes oral report to school climate specialist
 - ❖ **Within 3 school days** – School employee makes written report to school climate specialist
 - ❖ **Promptly after receiving report** – School climate specialist completes investigation
 - ❖ **Within 48 hours after investigation** – Parents notified of school response & consequences



Pool Safety Plan

In accordance with the State of Connecticut Public Act No. 13-161, the following guidelines will be adhered to by all Newington High School Athletics staff in order to comply with the safety regulations set forth by the Senate and House of Representatives of the State of Connecticut regarding pool safety.

In order for any student to participate in an interscholastic athletic activity that makes use of the Newington High School pool facility the following regulations will be followed:

- a) At no time will any student be allowed in the pool or on the pool deck without a qualified swimming coach, qualified educator, or a qualified lifeguard supervising the pool area.
- b) At no time will a student be allowed in the pool if only one qualified swimming coach, qualified educator, or qualified lifeguard is available.
- c) At all times that students are using the swimming pool there will be a qualified swimming coach who is responsible for implementing the provisions of the school swimming pool safety plan and at least one qualified educator, qualified swimming coach or qualified lifeguard whose primary responsibility is to monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.
- d) The head qualified swimming coach and assistant qualified swimming coach will designate supervisory duties. At all times one qualified swimming coach will be designated as the instructor and one as the pool safety supervisor who is solely responsible for monitoring the swimming pool for swimmers who may be in distress and provide assistance to swimmers when necessary.
 - a. Qualified educators and qualified lifeguards will also be utilized solely as pool safety supervisors responsible for monitoring the swimming pool for swimmers who may be in distress and provide assistance to swimmers when necessary.
- e) Coaches will have a medical kit available on the pool deck that has been provided by the Athletic Department.
- f) All coaches will have their Emergency Action Plan guidelines available in their medical kit along with individual Gold Cards for each student athlete participating.
 - a. All Emergency Action Plan procedures will be reviewed before the season begins and practiced within the first two weeks of the season with the Athletic Trainer and the Director of Athletics.

Christopher Meyers, Director of Athletics & Student Activities
Rev. 07/22