



## **OLD SAYBROOK**

# **ATHLETICS AND ACTIVITIES HANDBOOK**

### **OUR DISTRICT MISSION**

The mission of the Old Saybrook Public Schools is to educate and prepare students to achieve their highest aspirations, care for others and the environment, and contribute to a global society by working in partnership with families and the community, and by engaging each learner in a rigorous, personalized, and meaningful educational program.

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[www.ciacsports.com](http://www.ciacsports.com)

<http://www.oldsaybrookschoools.org/>

## **GENERAL INFORMATION**

### **VISION/MISSION/GOALS**

#### **Vision:**

Old Saybrook Public School athletics and extra-curricular activities will develop students physically, mentally, and socially into passionate citizens of outstanding character and integrity.

#### **Mission:**

To promote 100% participation in a wide variety of activities that is an integral part of the students' educational experience, promoting school pride, integrity, and the development of the whole child.

#### **Goals:**

##### **1. Integrity**

- a. Fairness
- b. Equal Opportunity (unbiased, impartial, neutral)
- c. Role Modeling
- d. Character Development

##### **2. School Connectedness**

- a. Opportunity for All
- b. School/Community Pride
- c. Enhance Educational Experience

##### **3. Development of Whole Child**

- a. Confidence
- b. Self-worth
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- d. Personal Growth
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- f. Sportsmanship
- g. Life Skills
- h. Work Ethic
- i. Teamwork
- j. Collaboration
- k. Perseverance
- l. Citizenship

## **INTRODUCTION**

It is the belief of the Old Saybrook Public Schools that extra-curricular activities provide students with opportunities to build a stronger connection to their peers, other adults in addition to the classroom, and ultimately their schools. There have been a myriad of texts and articles written to support student involvement as a means of connecting to school, increasing academic achievement and developing strong resumes for college acceptance and other future endeavors. Thus, it is the mission of the Old Saybrook Public Schools to promote 100% participation in a wide variety of activities that is an integral part of the students' educational experience, promoting school pride, integrity, and the development of the whole child.

This handbook will provide you with general information relative to the Old Saybrook Public Schools Athletics and Activities programs. It is imperative that we maintain a consistency among and between all coaches, schools, interscholastic teams and student participants for the success of the entire program. This handbook has been created to support that goal.

Please read and abide by all policies, procedures and expectations set forth in this handbook. This handbook should be kept handy for future reference. If you have any questions, please contact the Athletic and Activities Director.

## **DESCRIPTION OF ATHLETIC PROGRAMS**

Old Saybrook Public Schools adheres to all Connecticut Interscholastic Athletics Conference (CIAC) Policies, By-laws, Regulations and Guidelines with fidelity. Student-athletes must be enrolled with Old Saybrook Public Schools in order to compete in interscholastic athletics per the Board of Education.

### **OLD SAYBROOK HIGH SCHOOL VARSITY ATHLETICS**

Varsity athletic programs afford opportunities to those athletes who exhibit the most developed skills. These athletes will compete against equally talented athletes from opposing schools. The skills of varsity athletes will be refined to provide Old Saybrook with a good win-loss record and to draw the best possible individual performances of the athletes involved, some of whom may be preparing to play sports in college and/or beyond.

### **JUNIOR VARSITY ATHLETICS**

Junior Varsity athletic programs offer to 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, skills and experience required for Varsity competition. Junior Varsity athletes may, on occasion, participate in Varsity contests. Decisions of this nature are based on evaluation of the athlete's abilities by the coaching staff.

### **FRESHMEN ATHLETICS**

The freshman athletic program is designed to provide ninth grade students with the opportunity to participate in an instructional yet competitive setting. The program will teach basic skills of the sport and afford athletes an opportunity to gain valuable knowledge, skill development, and experience necessary for Junior Varsity competition.

Junior Varsity and Freshman athletes may, on occasion participate in Junior Varsity or Varsity contests, respectively. Decisions of this nature are based on the evaluation of the athlete’s abilities by the coaching staff. These decisions should not be misinterpreted as an absolute move to the next level of competition.

**MIDDLE SCHOOL ATHLETICS**

Providing all young adolescents with opportunities to participate, develop skill levels, and experience the positive outcomes that result from well-planned, developmentally responsive sports programs is vital to middle level education.

**ATHLETIC OFFERINGS**

The following is a list of sports offered at the high school and middle school. Please visit the Old Saybrook Public Schools Website for a complete listing of athletic offerings at the high school <https://www.oldsaybrookschoools.org/hsathletics> and middle school <https://www.oldsaybrookschoools.org/msathletics>.

**HIGH SCHOOL**

**Fall:**

- Football\*
- Soccer
- Cross Country
- Field Hockey
- Cheerleading
- Tennis
- Girls Swimming

**Winter:**

- Basketball
- Indoor Track
- Unified Basketball
- Cheerleading\*
- Ice Hockey\*
- Boys Swimming

**Spring:**

- Baseball
- Softball
- Outdoor Track
- Golf
- Lacrosse
- Crew
- Tennis

**MIDDLE SCHOOL**

**Fall:**

- Cross Country
- Field Hockey
- Soccer

**Winter:**

- Basketball
- Track and Field
- Unified Sports

**Spring:**

- Baseball
- Softball
- Track and Field

**LEAGUE AFFILIATION**

Old Saybrook High School is a member of the Shoreline Conference. Membership consists of the following schools:

<b>Shoreline Conference</b>	
<b>Old Saybrook High School Rams</b>	
Coginchaug HS – Durham / Middlefield / Cromwell HS	Lyme-Old Lyme HS
East Hampton HS	Portland HS
Haddam-Killingworth HS	Valley Regional – Essex / Chester / Deep River
Hale Ray HS – East Haddam	Westbrook HS
The Morgan School - Clinton	

\*Football competes in a cooperative team with Westbrook High School in the Pequot Football Conference. Winter Cheerleading participates in a cooperative with Westbrook. Ice Hockey participates in a cooperative with East Haven.

## **DESCRIPTION OF ACTIVITIES/PROGRAMS**

Old Saybrook Public Schools offer a wide variety of extracurricular activities (non-athletic) as an integral part of the students' educational experience, promoting school pride, integrity, and the development of the whole child. The district strives to engage 100% of our student body in grades 6 through 12 in at least one extra-curricular/athletic activity each year.

## **ACTIVITIES OFFERINGS**

The regulations set forth in this handbook apply to all school-sponsored activities under which adults are paid a stipend to oversee. There may be additional clubs and activities in which students may wish to get involved. Use the links listed below for a current listing of clubs and activities. These lists may change from time to time depending upon student interest and/or programmatic or budgetary needs.

## **HIGH SCHOOL**

<https://www.oldsaybrookschoools.org/hsactivities>

## **MIDDLE SCHOOL**

<https://www.oldsaybrookschoools.org/msactivities>

## **TRYOUTS for ATHLETICS and ACTIVITIES**

Although it is the desire of Old Saybrook Public Schools to involve as many students as possible in extra-curricular activities each year, it is important to balance that wish with student group sizes and safety needs of students. For some activities, there are prescribed or appropriate standards for team and group sizes. A selection process may be used to determine the athletes, performers or interested parties chosen to participate in a sport performance or club. Choosing members of the various teams or activities is the responsibility of the coaches/advisors. Each student will be given a fair and equitable opportunity to try out. At the high school level, acceptance to the team/club or activity will be based solely on performance during the tryout period. Some activities do not require tryouts as all interested students can be accommodated.

At the middle school level, athletics are open to students in grades six (6), seven (7), and eight (8), with initial preference given to those students in the higher-grade levels. This preference is based upon attitude, effort and or skill level. Sixth graders will not be considered if there are sufficient numbers of seventh (7) and eighth (8) graders to fill an individual team roster. Additionally, if all students trying out for a team are in grades seven (7) and eight (8) and the number of students compromises safety, selection for inclusion on the team will be at the coach's discretion. Some activities do not require tryouts as all interested student-athletes can be accommodated.

Tryout guidelines are as follows:

- In most cases the tryout period will last a minimum of three days based on the coaches'/advisors' judgment.
- In the interest of safety and priorities for different team's students may be cut after the first day of tryouts based on the need to create a specific team/group size and the coaches'/advisors' judgment.

- The coaches and advisors will define and communicate tryout procedures and expectations to all candidates (along with parents at the middle school level).
- All participants are expected to be in attendance at each tryout session to which they are assigned unless excused by the Activities/Athletic Director and/or Administration.
- In the event of an extended absence from school, a participant may be allowed at tryout period upon return as soon as it is approved by the Activities/Athletic Director and/or Administration.
- Only coaches/advisors and appropriate school personnel, as well as those students directly trying out for the scheduled activity at that time, will be permitted to be present during the tryout period.
- Decisions will not be posted publicly. Instances in which cuts are made for any sport or activity coaches and/or advisors will inform students directly regarding their status on the team/activity. If a student wishes to have more information regarding his/her skills in need of improvement the student should make an appointment to speak to the coach or advisor privately.

Please refer to CIAC By-laws, Article VII, 2.5.a. (p.77), for additional information regarding tryouts.

### **CHANGING SPORTS**

Prior to the opening contest of each season student participants may be allowed to transfer from one sport to another after a discussion with the Athletics and Activities Director. A student-athlete who withdraws from a team after the first contest of the season will not be permitted to join another team during that season (CIAC Handbook, 6.10, p. 162). All CIAC By-laws regarding proper conditioning prior to playing in a contest will be followed by all coaches and players. (CIAC Handbook, 10.8, p. 226-227)

### **SCHEDULING**

Contest/practice schedules will be determined by the Athletic Director with input from the coach. Schedules will include Shoreline League competition as well as possible non-league opponents.

### **PARTICIPATION – AN EARNED OPPORTUNITY**

It is important for students and parents to realize that participation in the Old Saybrook Public Schools Athletics and Activities Program is not a right of all students, but rather an opportunity which is afforded to those selected individuals who possess the ability, attitude, disposition, cooperation, spirit, and desire to represent the student body and community in a manner that reflects favorably upon the reputation of our schools. Participation is completely voluntary, and no student is obligated to take part.

However, there are special standards and expectations in the areas of academic performance, citizenship, training rules (athletics), and sportsmanship, with which must be complied by all participants. Regarding athletics specifically, it is essential that student participants and parents be thoroughly familiar with all the rules and regulations governing athletic participation as determined by the sport coach, Athletic Department, school and Connecticut Interscholastic Athletic Conference (CIAC) policies and By-laws.



Furthermore, as with all privileges, it is important to remember the school administration and/or designee reserves the right to revoke the privilege of any participant who does not conduct herself/himself in an acceptable manner.

Students must be willing to make a commitment to become a member of an athletic team, extra-curricular club or activity. This will require attending all scheduled practices, rehearsals, meetings and contests, which take place after school. With some sports and activities Saturday contests may be scheduled as well.

We take great pride in the OSPS Athletics and Activities Program and invite all students who are willing to accept the responsibility associated with its philosophies to get involved!

### **ATHLETICS AND ACTIVITIES PARTICIPATION REQUIREMENTS**

In order to participate a student and/or parent must complete the following:

#### **All Athletics and Activities:**

Register through FamilyID, which includes reading and signing off on the following forms:

- Student and Parent Concussion plan and Consent Form
- Old Saybrook Athletic Eligibility Requirements
- Sudden Cardiac Arrest Awareness Student & Parent Consent Form
- Old Saybrook Athletics and Student Activities Handbook

Be academically eligible by CIAC and OSPS standards

#### **For Athletic Participation only:**

- Obtain medical clearance from the school nurse prior to participating in all athletic events (CIAC Handbook, 4.15.B, p. 107). The same or similar clearance may be required for other extra-curricular activities depending upon the nature of the activity. Parents are strongly encouraged to share any concerns about their child's health with the coach.

**NOTE:** NO STUDENT WILL BE ALLOWED TO PARTICIPATE UNTIL HE/SHE RECEIVES MEDICAL CLEARANCE AND COMPLETES AND RETURNS ALL NECESSARY ATHLETIC FORMS.

- Attend the seasonal Athletic Information Session that is required of all athletes and parents/guardians in a student's first season for an academic year. Students will only be permitted to continue participation if in attendance for this meeting, or, in extenuating circumstances, the parent(s) and student have made arrangements to meet with the Athletic Director to go over important information from the session (CIAC Handbook, Article III.B.4., p.43). Students need only attend the Athletic Director portion of this event one time each year, however all participants are expected to attend the coaches meetings that follow in the same evening.
- Only students who are academically eligible may participate in practice (Please refer to page 18 for more information regarding "Probation" and "Eligibility").
- Students who are on school suspension may not attend nor participate in any practice/rehearsal or contest until off suspension.

- Students must be present at school for ½ day in order to participate that day. This also applies to early dismissal days. Students who are absent from school may not participate in any extracurricular events. Individual exceptions may be approved by administration when determined appropriate and arranged in advance.
- Student participants will be required to attend all meetings, practices, and contests. Whenever an athlete cannot attend or will be tardy to a practice/contest, that athlete should notify the coach prior to the start of the practice/contest. A student-athlete must be excused and not be penalized for any religious obligations.
- Sunday practices will not begin before 12:00 p.m.
- If for some reason the coach must cancel a practice, he/she will notify the players of the change. Whenever possible such cancellations will be communicated through the afternoon Public Address (P.A.) and the monitors in the hallways.

## **AWARDS**

In order to be eligible for the awards for participation in a team/activity, the student must not only meet the requirements of the coach, advisor or designated personnel, but must complete the entire season or activity.

<b>All Student-Athletes Each Season (9-12):</b>	Certificate
<b>Freshman:</b>	Numerals
<b>JV:</b>	JV Letter*
<b>1<sup>st</sup> Season Varsity:</b>	Varsity Letter*
	Sport Pin
<b>2<sup>nd</sup> Season Varsity:</b> (In same sport)	Service Bar
<b>Captains:</b>	Captain Pin
<b>Manager:</b>	Manager Pin

\*Students who participate in a 2<sup>nd</sup> sport do not get a 2<sup>nd</sup> letter, just the sport pin.

## **EXPECTATIONS**

### **ATTENDANCE DURING SCHOOL DAY**

The student must be in attendance at school for at least ½ day of a scheduled event before he/she may participate. This rule also applies to weekend events, except that the student must be in attendance at school for at least ½ day on the preceding school day. The administration will have the authority to waive this rule when it seems appropriate. (For example, the student has been interviewing for college admission.) (BOE Policy, Series 5000 Student Attendance and Truancy, A. 5. and 8).

### **INSURANCE**

*ALL STUDENT PARTICIPANTS MUST HAVE INSURANCE COVERAGE, EITHER ON THEIR PARENTS'/GUARDIANS' PLAN OR ON THEIR OWN PLAN, IN ORDER TO PARTICIPATE IN THE OSPS ATHLETICS PROGRAM.*

The Accident Insurance coverage purchased by the Board of Education/School provides coverage on an EXCESS BASIS only. This means that only those medical expenses, which are NOT payable by your own personal or group insurance, are eligible for coverage under this policy up to the limits.

Claim forms are available in the school health office or at the Board of Education Office, 50 Sheffield Street, Old Saybrook, CT 06475.

### **PHYSICAL EXAMS**

All athletes must have an annual physical exam or screening. Athletes are cautioned not to let their exam renewal date lapse as they will forfeit eligibility. Exams must be on file with the school nurse.

### **CAPTAIN PRACTICES**

Captain practices in any form are prohibited by the CIAC (CIAC Handbook, 4.6.D., p. 92). The term "Captain's Practice" usually means the team's captains or other forms of student leadership organizing a team practice or session without adult supervision. Old Saybrook Public Schools does not permit any form of Captain's Practice or session for any team. Captain's practices may be considered a clear violation of the CIAC Eligibility Rule II.D., and schools found to be non-compliant may be faced with sanctions from the CIAC Board of Control, which could include financial penalties, as well as forfeiture of contests.

### **TRANSPORTATION**

Students are expected to ride the bus to and from the event or contest with their team/club. In the event that a parent/guardian needs to pick their child up from the contest, the student must present a note to the building administration, who must sign the note and give it to the coach. In the event that a non-custodial adult picks up the student participant both families are required to provide documentation.

### **UNIFORMS/EQUIPMENT**

All issued school uniforms, costumes and equipment will remain the property of the school

and must be properly cared for by the student-athlete/participant to whom it is issued. It is the financial responsibility of the student-athlete to ensure that the uniform/equipment is returned at the end of the season or upon departure from the team. Athletes who do not return equipment/uniforms are ineligible to participate on additional athletic teams throughout the year until the equipment/uniform is returned or replacement costs are submitted.

Uniforms are to be worn only at scheduled practices, contests, or on game days, and other team functions as approved by the coach.

### **SPORTSMANSHIP AND APPROPRIATE DECORUM**

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic athletic program and OSPS Activities, as well as for the individuals who participate in the program. People involved in any facet of the OSPS Interscholastic Athletic Program and OSPS Activities Programs are expected to demonstrate qualities that are characterized by fair play, integrity, ethical behavior, and respect. Emphasizing and improving the sportsmanship of our students, coaches, parents, and staff is one of our highest priorities. Each coach, student, parent, and staff member has a role and responsibility to model and teach good sportsmanship while keeping in mind that athletic participation is a learning experience for the student and the program is part of the educational process.

#### **Ways to Promote and Show Good Sportsmanship**

- Exhibit spirit of benevolence and genuine concern for opponents.
- Accept the results gracefully and act fairly and courteous at all times.
- Maintain self-control in all circumstances.
- Applaud during the introduction of players, coaches, and officials.
- Accept all decisions of officials.
- Shake hands between participants and coaches at the end of a contest, regardless of outcome.
- Treat competition as a game, not a war, by always keeping contest in proper perspective.
- Cheerleaders lead fans in positive school cheers.
- Coaches and players should seek out opposing student participants and coaches to recognize them for outstanding performances.
- Applaud at the end of contests for performances of all participants.
- Everyone should show concern of injured players, regardless of team.
- Encourage surrounding spectators to display only good sportsmanship conduct.

For more detailed expectations of member schools regarding sportsmanship please refer to CIAC Handbook, 4.34, p. 140.

#### **All student-athlete participants/participants in extracurricular activities are expected to:**

- Fulfill all responsibilities and obligations as a student in the pursuit of academic excellence.
- Put forth his/her best effort in attempting to succeed in the sport or activity as well as in the classroom.

- Communicate openly with coaches/advisors and parents/guardians about all matters pertaining to his/her sport/activity.
- Conduct themselves as a positive representative of their team/activity, school, and community while Demonstrating the highest standards of good leadership, sportsmanship, character, integrity, respect for others, commitment, and dedication *at all times*.
- Students are expected to treat members of the school community and others with dignity and respect at all times. Hazing, sexual harassment, bullying or cyber bullying activities of any type are strictly forbidden and will not be tolerated. Actions, such as but not limited to taunting, teasing, bullying, intimidation, and harassment may be illegal and subject to police action as well as school disciplinary policies under OSPS policies.
- Attend all practices, rehearsals, contests, team meetings, etc. as scheduled. A player must notify the coach/advisor in advance of any practice/contest he or she is required to miss due to unforeseen circumstances. The coach/advisor will determine if the reason for absence is acceptable.
- Getting extra help for academic support on an occasional occurrence is excused and should be communicated prior to practice/meeting. If the need for academic support is ongoing, students should meet with their coach/advisor to create a plan with the teacher(s).
- Abide by the regulations set forth by the coach, athletic department, school, and state associations, school, athletic/activities departments and coach/advisor and to encourage other participants to do the same.
- Locker room etiquette (Home and Away):
  - i. Students are solely responsible for their personal property. Lockers should be locked at all times. Locker combinations should not be shared.
  - ii. Locker rooms are to be kept clean.
  - iii. Students should not wear cleats in the school.
  - iv. Students should maintain appropriate behavior in locker rooms at all times. (e.g. keeping hands to oneself and one's belongings)
- Student participants will be expected to conduct themselves appropriately at all times. Any participant involved with damaging property will be held responsible.

**Parent/Family/Spectator:**

- Encourage student athletes/participants to work hard and do their best to excel as a student and athlete and/or participant of activities.
- Be positive and supportive of all student participants/participants, the team/group, the coach/advisor, school, and athletic and activities programs.
- Respect that coaches/advisors have autonomy in all decisions regarding playing time, style of play, strategy, line-ups, etc.
- Only coaches/advisors and appropriate school personnel, as well as those students directly participating in the scheduled activity at that time, will be permitted to be present during the practices/rehearsals, etc.
- Only coaches/advisors, appropriate school personnel, students directly participating in the scheduled activity at that time, are permitted within designated team/performance

spaces, i.e. benches, locker rooms, backstage, etc.

- Exhibit positive sportsmanship/behavior as a spectator and insist that their child exhibit these qualities at all times. Including, but not limited to refraining from heckling or questioning players, coaches and officials.

**All coaches/advisors are expected to:**

- Create and maintain a safe, secure, and well-supervised environment for student participants.
- Instill in students an enthusiastic commitment to excel as a student and athlete and/or participant of activities.
- Recognize that coaching is an extension of the classroom.
- Communicate openly with all student participants, parents/guardians, Athletics/Activities Director, and administrators.
- Provide instruction and strategies suitable to the age, experience, and ability of the student participants.
- Exhibit and model integrity and positive sportsmanship/behavior at all times and insist that student participants do the same.
- Coaches should not encourage or condone captain's practices as they are prohibited by CIAC.

**CONFLICT RESOLUTION FOR ATHLETIC CONCERNS**

Participating in the athletics and activities programs will afford the student participants many rewarding and enjoyable experiences. It is important to understand there also may be times when conflicts between student participants and coaches/advisors may arise. If a conflict occurs, discussion regarding the issue by the student participant or parent/guardian with the coach/advisor is encouraged. Issues of a sensitive nature may not be required to follow the same protocols. For students in the earlier grades coaches/advisors are encouraged to partner with parents to support the student participant's growth and development.

**Protocol for Communicating Concerns**

Athlete/Participant → Coach/Advisor

Parent → Coach/Advisor

Athlete/Participant → Athletic Director

Parent → Athletic Director

1. **Athlete/Participant – Coach/Advisor:** The student participant is to meet with the coach/advisor. Many times these types of meetings may resolve the issue.
2. **Parent – Coach/Advisor:** If the student participant meeting did not resolve the issue, the parent may contact the coach/advisor.

3. **Athlete/Participant – Athletic Director:** Athletic director will facilitate a meeting between student participant and the coach/advisor.
4. **Parent/Athletic Director:** Parent and athletic director will address concerns and work to come to a resolution. Further discussion with the coach may be warranted to reach a resolution.

It is not advisable for parents to speak with coaches directly prior to or after a game or practice. The coaches have important tasks to complete at this time. Instead, parents/guardians are encouraged to contact the coach/advisor to make an appointment to discuss their concerns. If the resolution is not in keeping with the mission and vision of the athletics and activities program further contact may be made with the athletic director and further to the building administration.

Issues such as playing time, position/role, level of play, team strategy, etc. should be addressed between student participants and coaches/advisors. Coaches, and coaches alone, make decisions about playing time, position/role, level of play and team strategy.

Coaches are advised to communicate with the athletes directly in order to help them improve their performance on the field or to enhance their role on the team. The coaches' handbook, inclusive of the Eleven Coaching Competencies directs coaches to communicate, and provide feedback frequently and consistently to help student athletes develop.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Students who represent the school in sports and other extra-curricular activities (such as performances, clubs, trips and special events) are expected to make responsible decisions to promote their health, safety, and fitness. They are also expected to represent their school and community in a positive fashion by acting in accordance with all school rules and applicable laws in relation to alcohol, drugs, and/or tobacco and other illegal activities. Participation in school sports and co-curricular/extra-curricular activities is a privilege, not a right. The Connecticut Interscholastic Athletic Conference (CIAC) requires schools to develop and submit policies in relation to chemical substance including alcohol and illegal drugs.

Coaches and advisors will work in conjunction with the Student Athletics/Activities Director and administrators to address student behaviors that violate school and team expectations. Consequences may include, but are not limited to: a conference with the coach/advisor and Athletic/Activities Director, referral to administration, suspension for a game or a prolonged period, loss of formal leadership role, community service, etc. In all instances of inappropriate student behavior the severity and/or frequency of the behaviors will be considered when determining consequences.

### **EJECTION**

“When a student participant or coach/advisor is ejected from a contest the student participant or coach/advisor is ineligible to participate in the next contest at the same level of play. If one or

more different level contests are scheduled prior to the next contest at the same level of play, the athlete or coach shall be ineligible to participate in the next (but no more than one) contest at each level of play. The ejected coach or athlete cannot be in attendance at the game(s) for which they are serving their suspension and may not participate in any pre-game warm-up activities at the site of the game” (CIAC Handbook, 4.7.A, 2 (p.96)).

If a coach is ejected from a contest, the contest may continue ONLY under the direct supervision of a certified paid OSPS coach.

### **SUBSTANCE USE**

The following rules describe suspension from athletics and other extra-curricular activities due to student use or possession of alcohol or drugs in school or school-sponsored activities and/or out of school or school sponsored activities. Students found to be using anabolic steroids, hormones and analogues, diuretics, and other performance enhancing substances will be subject to specific CIAC sanctions as stated below:

“A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances (as defined in 4.15.J.) shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. The 180 school day period of ineligibility commences on the day the CIAC Board of Control makes such determination.” (CIAC Handbook, 4.15.I., p. 112; BOE Policy Series 5000 Chemical Health Policy for Student- Athletes).

Students who have been determined to be using and/or in possession of substances such as alcohol, stimulants, street drugs (including but not limited to marijuana, heroin, and cocaine) or engaging in illegal activities in or outside of school during a sports or activity season, will face consequences.

Per CIAC guidance the Athletic/Activities Director and or designee will provide substance use prevention training to all student participants at the onset of each athletic season.

Students found to have engaged in substance possession, use or abuse as referenced above will face the following consequences:

#### ***First Offense:***

14 calendar day suspension from participation in a team or extra-curricular activity, including games and performances. In order to remain on the team/in the club the student must participate in a mandatory substance use assessment and any subsequent counseling/education recommendations as a result of such assessment.

#### ***Second Offense:***

Suspension from participation in a team or extra-curricular activity, including games and performances for the remainder of the season. In order to participate in another sport or activity, the student must participate in an additional mandatory substance use assessment and any subsequent counseling/education recommendations as a result of such assessment. Prior to returning to a subsequent sport or activity the student and his or her parent/guardian



shall meet with the Athletic/Activities Director and administration to determine reinstatement.

***Third Offense and Additional Offenses:***

Suspension from participation in any team or extra-curricular activity for 12 months. In order to be considered for early reinstatement for a subsequent activity, the student, parents/guardians, building administration, school counselor, Athletic/Activities Director must agree on a substance abuse/counseling program and the student must submit documentation of successful completion.

Prior to returning to a subsequent sport or activity after the 12 month suspension without completing a substance abuse/counseling program the student and his or her parent/guardian shall meet with the Athletic/Activities Director and administration to determine reinstatement.

**TOBACCO USE**

In the case of tobacco use, including E-cigarettes, and smokeless tobacco the first offense will result in a seven (7)-calendar day suspension. Each subsequent offense will be cumulative (i.e., the second offense will be 14 calendar days, third offense 21 days, etc.)

If any offense occurs during tryouts or the last two weeks of the season, consequences will be applied by a case-by-case basis as determined by school administration and the Athletics/Activities Director.

During the course of a first offense or a tobacco related offense as mentioned above, a student who wishes to remain on an interscholastic team or as part of a performance based activity, is expected to attend practices/activities or meetings for observational purposes only. In the case of participatory activities (i.e. clubs) he/she may not participate for the duration of their suspension.

**BEHAVIORS LEADING TO POLICE INVOLVEMENT**

If a student is arrested, issued a summons or given a ticket for a violation other than a routine traffic infraction, and the behavior leading to the police action, comes to the attention of the school, the administrator or his/her designee will investigate the incident. If it is determined that the behavior represented the school poorly, or went against the values indicated above, the student will be subject to any or all of the aforementioned consequences as determined by the administrator, Athletic/Activities Director and coach/advisor.

**BULLYING, HAZING, SEXUAL HARASSMENT**

Per Board of Education Policy any student found to be involved in hazing, sexual harassment, bullying or cyber bullying activities may be subject to dismissal and/or suspension from participating in any athletics and/or activities program. For specific information regarding Old Saybrook Public Schools District Policy on Bullying Prevention and Intervention, please refer to Old Saybrook Board of Education Policy Series 5000.

## **ACADEMIC ELIGIBILITY**

### **ELIGIBILITY REQUIREMENTS**

It is the belief of the Old Saybrook Public Schools that academic study and performance is at the foundation of student success. While participation in clubs, athletics and other activities is paramount to a student having a rich, diverse learning experience throughout his/her schooling, academics remain the core focus of a successful educational institution. Students participating in clubs and activities in grades 6 – 12 are expected to meet specific academic performance requirements to maintain the privilege of participating in clubs and activities.

ALL CIAC Regulations regarding student eligibility for participation must be met in order for a student to participate in athletic programs

In determining the academic ineligibility and probation for students participating in clubs and activities at Old Saybrook High School and Old Saybrook Middle School the following will apply:

### **PROBATION**

A student will be placed on probation if during a scheduled *Progress Report* he/she drops below the expected performance level:

#### **MIDDLE SCHOOL**

Any grade below a C-  
Incomplete Grade (I)

#### **HIGH SCHOOL**

2 or more D's  
1 or more F  
Incomplete Grade (I)

\* 10 days to get incomplete resolved \*

Additionally, at the high school, if in a scheduled *Report Card* a student earns 2 or more D's and/or any I but is passing all classes, the student will be placed on probation.

Once on probation the following will occur:

An academic intervention plan may be created and could include the following individuals:

- Student-Athlete
- Parent/Guardian
- School Counselor
- Athletic and Activities Director
- Teacher of course(s) in which student is below performance standard
- Administrator
- Coach

This plan will include a specific timeline that identifies the duration for attending Mandatory Study Hall\*

- The student must attend every scheduled Mandatory Study Hall until informed he/she is no longer on probation
- When attending practice or a meeting late from Mandatory Study Hall, the

student must provide his/her coach/advisor with a note from the Mandatory Study Hall Facilitator in order to participate in the activities

\*Mandatory Study Hall at the high school will be held for 45 minutes after school. Students will attend three study halls per week. A certified staff member will supervise the study hall and students will be required to work on improving their academic performance. Students are expected to seek additional support from their classroom teachers, as needed, during this time, as well.

\*At the middle school, students will be required to stay after school until at least 3:05 or longer if necessary to seek extra help and support in the area in which they are struggling until their grade has improved.

### **INELIGIBILITY**

A student will be ineligible for active participation within a club and or activity until the specified requirements are met if in a scheduled Report Card a student drops below the expected performance level:

#### **MIDDLE SCHOOL**

Any grade below a C-

#### **HIGH SCHOOL**

1 or more F

If a student earns an "Incomplete" (I) on a Report Card he/she will have 10 school days to change the "I" to a passing grade in order to avoid being deemed ineligible. After 10 school days from the date the Report Card is issued the "I" remains, the student will be deemed ineligible.

Once a student is determined to be ineligible the following will occur:

- The student will not be permitted to actively participate in any club or activity for a period of at least two (2) weeks. Where applicable, students should continue to attend practice/rehearsal, however, they will not be permitted to participate in any contest, performance and/or competition while considered ineligible.
- An academic intervention plan will be created and could include the school counselor, athletics and activities director, and/or administrator and the teacher of the course(s) in which the student is below the performance standard.
- The student who is deemed ineligible must attend every scheduled Mandatory Study Hall until a Progress Report or Report Card is issued with no failing or incomplete grades\*\*
- When attending practice or a meeting late from Mandatory Study Hall, the student must provide his/her coach/advisor with a note from the Mandatory Study Hall Facilitator in order to participate in the activities
- Upon the end of the original two (2) week suspension from contest, performance and/or competition the student must be meeting all expectations specified in the intervention plan by the Academic Intervention Team before he/she will be deemed eligible.

\*\*It is at the discretion of the academic intervention planning team if it is determined

appropriate to release a student from continuing to attend Mandatory Study Hall once the requirements of the stated plan are met. Factors to be considered may include but not be limited to past academic performance history and circumstances surrounding the academic issue.

Students who do not attend Mandatory Study Hall at the high school or after school academic help at the middle school while on probation or determined ineligible will not be permitted to attend practices, rehearsals, performances, games and/or meetings until a **report card** is issued with no grade lower than a C- or any Incomplete (Middle School) or no lower than 1 D (probation) or no failing grades (ineligible) or Incompletes (High School). At the high school students who did not attend Mandatory Study Hall throughout the duration of probation/ineligibility must set up a meeting with the Athletics and Activities Director, the Advisor or Coach and an Administrator in order for continued participation to be considered once academic requirements are being met.

For additional information regarding student eligibility to participate in interscholastic athletics please refer to the CIAC Handbook, which can be found at: [www.ciacsports.com](http://www.ciacsports.com).

## **PARTICIPATION ON OUTSIDE TEAMS**

### **HIGH SCHOOL:**

During the high school season, a student cannot practice or play with an outside team in the same sport in which he/she is participating. The CIAC allows certain exceptions for some individual sports. Coaches and athletes are advised to check with the Athletic Director for further information *before* participating in an outside event (CIAC Handbook, Article XII, In-Season/Out-of-Season Rules, pgs. 70-83).

### **MIDDLE SCHOOL:**

Students are allowed to play on outside teams while playing on a school team. However, the parent/guardian and student-athlete should give serious consideration to a student maintaining academics as his/her primary focus and not becoming over-burdened as a result of participation requirements (CIAC Handbook, 4.3.D.4., p. 89).

## **VOLUNTEER COACHES/DIRECTORS/ADVISORS**

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. Parents and guardians are invited to volunteer through various means such as, booster organizations, support clubs, etc. It is the belief of the Old Saybrook Public Schools that it is not ideal for a parent to serve as volunteer coaches/directors/advisors and/or assistants for interscholastic sports or activities in which his or her child is competing for participation against other children. However, in order to maintain the viability of the extracurricular programs and the safety of the students, parent volunteers, parent coaches/assistants/directors/advisors may be permitted. The need and value of a parent serving in this type of volunteer capacity will be considered on a case by case basis and will be determined by the athletic/activities director and building administrator and not by the individual coach/advisor. The Old Saybrook Public Schools employment protocols will be used to identify and assign these volunteer coaches to positions.

The need for volunteer coaching/assisting/directing/advising positions will be determined by the Athletic/Activities Director and district administration. All volunteer coaching/assistant positions will be advertised and follow the practices of the district employment protocols. Volunteer coaches will be required to meet all state coaching certification requirements as well as OSPA requirements. This includes current First Aid and CPR certification, completion of the Concussion Module, and the possession of a Temporary Coaching Permit or a 5-Year Coaching Permit (CIAC Handbook, 9.0, p.210). As stated above a volunteer coach must work under the direct supervision of an OSPA employed coach at all times. A volunteer coach is not authorized to run a practice or contest in place of an OSPA employed coach.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Old Saybrook Public Schools' staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers will be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry in accordance with Board of Education policies. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Old Saybrook Public Schools. In addition, a conviction for a felony crime would further disqualify a volunteer.

No employee of the Old Saybrook Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation (BOE Policy, Series 1000, School Volunteers, Student-Interns and Other Non-Employees).

## **WEATHER**

### **INCLEMENT WEATHER**

If school is cancelled or released early due to inclement weather all practices, contests and other extracurricular activities are also cancelled. All practices and contests are cancelled if school is canceled that day or if there is an early dismissal due to inclement weather.

Decisions on a weekend contest will be made on an individual basis when warranted.

### **LIGHTNING REGULATION**

When the "Flash-To-Bang" (time between sighting lightning and hearing thunder) is 30 seconds or less, it is time to immediately clear the field and seek shelter. Play may resume 30 minutes after the last lightning sighting. On arrival, game officials will have jurisdiction. When no official is on site, the site director will make this determination. Coaches are responsible for adhering to these guidelines during all practices.

## HEALTH

### **INJURIES**

All injuries sustained by an athlete resulting from his/her participation on an athletic team are to be reported immediately to the coach in charge. This is the responsibility of the student-athlete.

Coaches must immediately complete the Accident/Incident Report and return it within 24 hours to the building administrator (Middle School) Athletic and Activities Director (High School).

Copies will be sent to the school nurse who will send a copy to the parent/guardian. Coaches are expected to contact the athlete's parents after an injury.

**Note: Once an athlete is treated by a physician, he/she cannot return to participation until he/she obtains a note from the attending physician stating that the athlete is cleared to continue in the program.**

### **HEAD INJURIES**

\*Please refer to the State of Connecticut Concussion Management and Return to Play Requirements and Old Saybrook Board of Education Policy (CIAC Handbook, 4.15.K., p. 3; BOE Policy, Series 4000 Administrative Regulation Regarding Concussion Training for Athletic Coaches).

### **HEAT STRESS AND ATHLETIC PARTICIPATION**

The Korey Stringer Institute suggests the following recommendations:

1. Days 1–5 are the first formal practices. No more than 1 practice occurs per day.
2. Total practice time should not exceed 3 hours in any 1 day.
3. 1-hour maximum walk-through is permitted on days 1–5, however there must be a 3 hour minimum between practice and walk-through (or vice versa).
4. During days 1–2 of first formal practices, a helmet should be the only protective equipment permitted (if applicable). During days 3–5, only helmets and shoulder pads should be worn. Beginning on day 6, all protective equipment may be worn and full contact may begin.
  - a. Football only: on days 3–5, contact with blocking sleds and tackling dummies may be initiated.
  - b. Full-contact sports: 100% live contact drills should begin no earlier than day 6.
5. Day 6–14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double-practice day is followed by a rest day, another double practice day is permitted after the rest day.
6. On a double-practice day, neither practice day should exceed 3 hours in duration, and no more than 5 total hours of practice in the day. Warm-up, stretching, cool-down, walk-through, conditioning and weight-room activities are included as part of the

practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.

7. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during and after all practices.

### **SUDDEN CARDIAC ARREST**

\*Please refer to CIAC requirements for the full guidelines regarding Sudden Cardiac Arrest.

“Beginning July 1, 2015 all CIAC member schools must issue and collect a signed parent/legal guardian consent form which includes a summary of the sudden cardiac arrest awareness education program approved by the Connecticut State Department of Education and a summary of any applicable local or regional board of education’s policies regarding sudden cardiac arrests. The educational plan shall include: The warning signs and symptoms associated with a sudden cardiac arrest, including, but not limited to, fainting, difficulty breathing, chest pain, dizziness and abnormal racing heart rate; the risks associated with continuing to engage in intramural or interscholastic athletics after exhibiting such warning signs and symptoms; the means of obtaining proper medical treatment for a person suspected of experiencing a sudden cardiac arrest, and; the proper method of allowing a student who has experienced a sudden cardiac arrest to return to intramural or interscholastic athletics.” (CIAC Handbook, 4.15.L., p.113).

### **EMERGENCY MEDICAL PROCEDURES**

1. Follow Check/Call/Care protocol.
2. For all serious medical emergencies **CALL 911 IMMEDIATELY FOR POLICE OR AMBULANCE.**
3. Contact the parent, athletic trainer or school nurse, athletic director and building administration.
4. Fill out accident report form (it will be attached to the blue accident claim form), and Part A of blue claim form and return to athletic director within 24 hours.

In addition, to avoid unnecessary delays in providing immediate emergency medical care for your athletes, every coach should have on hand the **Emergency Medical Information** forms for all athletes. These forms should be kept in your first aid kit and be on hand at home and away contests and practices. Each coach is required to have a first aid kit and water available to your athletes at every practice and contest.

#### **Police/Ambulance/Fire**

911

#### **Poison Control**

1 (800) 222-1222

**Note: Once an athlete is treated by a physician, he/she cannot return to participation until he/she obtains a note from the attending physician stating that the athlete is cleared to continue in the program.**

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## **ATHLETICS AGREEMENT:**

I recognize that Old Saybrook imposes additional standards/requirements for participation in extra-curricular programs and I agree to abide by its rules and expectations. I understand that failure to do so will result in suspension and/or removal from the team, as warranted by those rules.

I have read the referenced policies, regulations and standards pertaining to high school athletics and co-curricular activities and I agree to abide by all expectations as stated in the Old Saybrook Athletics and Activities Handbook. All forms are now found on FamilyID via the district website. Please sign electronically via FamilyID.

<https://www.oldsaybrookschoools.org/registration>