



**WOLCOTT PUBLIC SCHOOLS
COACHES HANDBOOK
FOR
INTERSCHOLASTIC
ATHLETICS**

Prepared By:

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**Wolcott, Connecticut
2011-2012**

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DEDICATION

This handbook is dedicated to all those staff members, who through athletics, so willingly give their time and effort to the dedication of the youth of our town.

As educators, no task is as important as the one we strive to carry out each day.

“Whatever needs doing – do with pride”

Information for this handbook was gathered from the following sources:

CAAD Handbook

CIAC Handbook

Naugatuck Valley League

Athletic Directors

PREFACE

This handbook has been written to communicate the various guidelines, job descriptions, and administrative detail necessary for the consistent and effective operation of the Wolcott High School Athletic Program.

Although this handbook attempts to list specific rules and regulations, flexibility in the interpretation of this material can be discussed with the Athletic Director to ensure that decisions are always made in the best interests of the athlete, the overall athletic program, and the school.

The athletic program at Wolcott High School is a result of the efforts of many people over the years, and serves as an integral dimension of the total educational program.

A successful athletic program can only achieve the optimum for athletes if a set policy based on firm but fair principle is implemented. Hence, the need for this coaches' manual.

The Board of Education and the Athletic Department of the Town of Wolcott welcomes you to our coaching staff and sincerely hope your enthusiasm, dedication and commitment will be fulfilling to you and the student athlete.

This handbook will become effective in August 2001. Each Wolcott High School coach will receive a copy of the handbook and will be expected to follow all procedures listed therein.

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STATEMENT OF PURPOSE OF THIS MANUAL

1. To establish the role of interscholastic athletics in relation to the total educational program in our district.
2. To list the goals, rules and regulations of the interscholastic athletic program.
3. To provide a list of responsibilities for those designated to administer this program.
4. To provide coaches and other members of the staff with policies and procedures needed to offer a well-rounded, uniform program in athletics.
5. To make available all materials and forms needed to effectively manage the athletic program.
6. To provide the direction that a comprehensive athletic program should follow.

THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

A. INTRODUCTION

The athletic program is considered an integral part of the total education process. To insure this, the program is based on sound educational principles. Every activity sponsored and supported by a school must be considered a part of the total educational process. If an athletic program does not meet these educational requirements, it would be difficult to justify the expenditure of time or money to support its program.

Athletics is an outgrowth of the district's physical education program. Through physical education, intramurals and athletics, we offer all students a fair and equal opportunity to develop to a maximum, their physical, mental and social potential.

Athletics allows those students who have demonstrated a need for further development, the opportunity to participate on a higher level. To be an integral part of the educational process, athletics must follow the same goals and objectives that govern the physical education program.

This is well illustrated by the statement that we recommend that each student will learn knowledge, skills and attitudes which enable development of self-esteem and the ability to maintain physical, mental and emotional health.

B. GOALS OF PROGRAM

1. Development of Physical Fitness and Motor Skills: All students in our district have the opportunity to develop their physical fitness and motor skills to the maximum of their ability. As their level of physical fitness increases, they will be able to carry out their daily activities in a more efficient manner. Work potential will increase along with a positive feeling of well being. The motor skills that have been developed enable the students to participate in many various activities, long after they leave school. The athletic program is geared for those individuals who have shown a need for a high level of participation. This type of program is the equivalent of the Gifted and Talented and Advanced Placement courses now taking place in our town. The more activities that can be offered under this program, the greater the scope of students who can participate.
2. Development of Mental Alertness: If athletics is presented in a truly educational manner, learning must take place. Any sport is a learning situation and an integral part of education. The athlete is often faced with a situation in which he must quickly evaluate a problem, then offer what he believes is the proper solution. Rarely is an athlete correct in all his decisions, but the one who has learned to think rapidly and logically is much more successful than his slower thinking counterpart. A student must learn the basic principles of an activity, but he can apply the proper principles only by doing. In athletics, the individual must make proper decisions under duress – something that is difficult to teach in a classroom.

3. Development of Social Abilities: Through participation in athletics, a student learns the true meaning of “teamwork”. One works to develop his abilities to a maximum potential while at the same time working with others toward a common goal. One learns to accept others and be accepted on his/her merits and not on his/her color, nationality or creed. Friendships that are developed in athletics are often carried on throughout life. Students experience high levels of accomplishment and disappointment that help to cement these friendships forever.
4. Development of Emotional Maturity: As an athlete develops in skills, his level of self-control must also develop. He learns to live by the rules of the school, the coach and his fellow peers. In athletics, students must apply what they have learned while under emotional strain and as they progress through life, this is how they will live on a day-to-day basis as an adult. The confidence that is built will help them make decisions in a more effective manner. To attain these objectives, it is up to the town to make sure the athletic program is based on sound principles.

C. PRINCIPLES ON WHICH PROGRAM IS BASED

1. Broad Participation: A school should offer as many activities as possible. The size of the school will be the ultimate factor in determining the number of sports. The town should offer a broad range of activities to make it easier for a boy or girl to participate in the activity for which he/she is best suited. Equal opportunity for participation must be stressed for both boys and girls. The level at which they participate is also very important. There should be a varsity, junior varsity, and/or modified freshman program so that a student can participate on a level with students of the same age and maturation. If a student is not interested in inter-school competition, a wide range of intramural activities should be offered. The basic aim of all these programs should not solely be the development of championship teams, but the development of well-rounded individuals.
2. Trained Personnel: The town must follow all state regulations when selecting coaches. Coaches must be educated in the areas of psychology, knowledge of skills and proper teaching techniques. If educational principles are to be followed, it must be remembered that a coach is a teacher first and must adhere to the educational goals set up by the town.
3. Controlled Competition: Life involves competition and cooperation. The student must learn to understand the spirit of both. They will compete and cooperate at home, in the classroom and in all phases of life.
4. Appropriate Facilities: To insure excellence in the physical education/athletic program, the school Board is responsible for providing appropriate facilities as well as a continuing plan for upgrading and maintaining such facilities. In recent years, our facilities have not kept pace with program expansion. Sports for girls, for example, have almost doubled in the last ten years. The addition to and improvement of these facilities will effect the direction the physical education and athletic program will take in future years. In summary, many of the goals of the athletic program are consonant with intended learning outcomes in the regular instructional program. The athletic program in Wolcott has been designed to enhance these goals and to provide skills that will be applicable to life.

PURPOSES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM AT WOLCOTT HIGH SCHOOL

A program of interscholastic athletics presents opportunities for a coach to guide and develop the interests and abilities of young people. It offers a special opportunity to capture the enthusiasm generated by interschool contests and to channel them toward the development of useful citizenship. They furnish situations for the molding of personality in a vivid, realistic and competitive atmosphere. The values of a program of interscholastic athletics are in direct proportion to the quality of leadership which gives direction to it.

The purposes of an interscholastic athletic program in a particular school fall easily into three groups: those which relate to participants, those which relate to the student body and those which relate to the community.

These purposes provide the participant, with the following opportunities:

1. To compete with highly skilled opponents of comparable skill
2. To develop higher levels of strength, endurance and vitality
3. To develop desirable health habits
4. To develop good sportsmanship
5. To develop courage, tenacity, alertness, resourcefulness and maximum effort
6. To develop skills for social expression, for recreation and for vigorous, self-expression
7. To participate in activities which teach citizenship traits such as self-control, self-discipline, cooperation and fairness and honesty in dealing with opponents; leadership and the acceptance of the leadership of others and respect for individual associates and opponents

The purpose of the athletic program for the student body is the following:

1. To create an atmosphere of unity, and to foster a school spirit growing out of the school's athletic endeavor, a spirit which will make the educative process more effective
2. To become an educational device by which the student body can become better acquainted with athletics and can better appreciate the role of spectators
3. To motivate wider sports participation of the student body by providing examples of superior performance

The purposes of the athletic program for the community are the following:

1. To provide wholesome objects of recreational interest
2. To develop skills in sports that will carry over into adult life
3. To stimulate interest in, and support for, the entire school program
4. To educate the community in the educational and social values of sports
5. To support and encourage the development of the will to win in its finest expression, i.e. competition and all-out efforts for best achievement in an atmosphere of healthy social relationship

We hold these purposes to be worthy ones. They are sufficient to challenge the abilities of the best people in the coaching profession, to merit the interest and support of the student body and teaching staff, and to command the respect of civic-minded citizens.

ATHLETIC ADMINISTRATION – LOCAL

The intramural and interscholastic athletic program shall be administered by the Director of Athletics with the various school principals.

The purpose of this handbook is to make clear to all coaches the Wolcott Public Schools' athletic policies and the role of coaches in that program. The overarching philosophy of the Wolcott Schools is that academics and school performance come first, with athletics and other extracurricular activities serving an important and healthy adjunct role in a student's life. There are many benefits to athletic participation in a student's life and this is recognized in Wolcott.

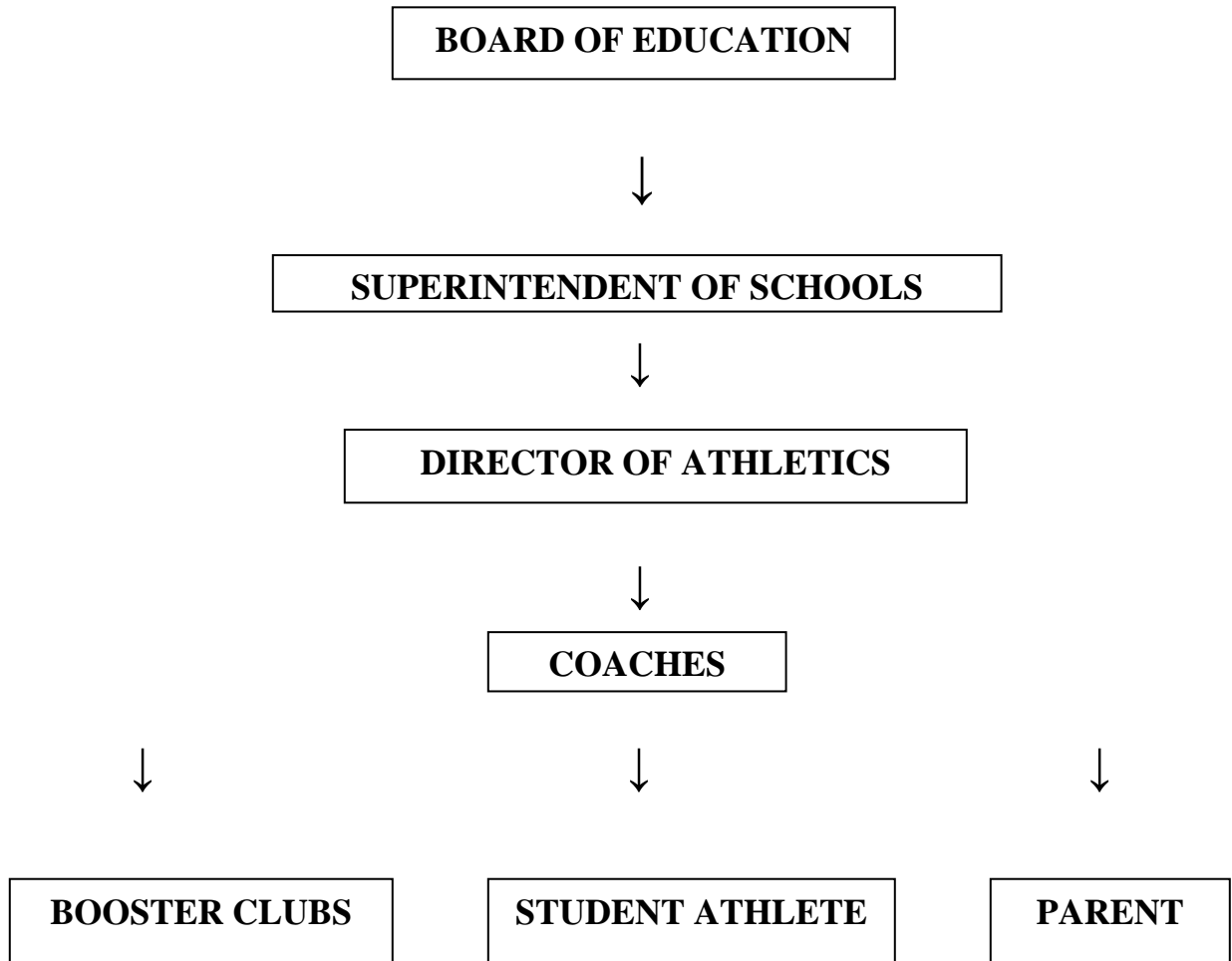
The second purpose is to provide consistency in the manner in which athletes are treated. Athletes should be treated fairly and humanely and should learn good sportsmanship and responsibility through their participation in the program.

ADMINISTRATION AND CHAIN OF COMMAND

The responsibility for the policy development of interscholastic athletics is held by the Board of Education. The *Superintendent of Schools and School Administrators* are responsible for the effective implementation of these policies.

The *Director of Athletics* has the responsibility of consulting with and assisting the Principal in the administration of the athletic program.

CHAIN OF COMMAND



CODES FOR THE ADMINISTRATION OF ATHLETICS STATEMENT OF RELATIONSHIP

Membership in the Connecticut Association of Secondary Schools is comprised of individual schools, so approved by their respective Boards of Education. The Superintendent is responsible for the athletic activities of the school system. The duties will vary according to the size of the school system, ranging from the larger schools where all duties are delegated, to the smaller schools where the Superintendent may be both the administrative and executive officer. In either case, it is a duty to have set up a definite school athletic policy and have a complete understanding of that policy by those concerned.

The Principal is the official representative of the member school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the Athletic Director and the Coach.

It is the duty of the above named officers to derive from the athletic program a full measure of educational value in developing good sportsmanship on the part of the student body, faculty, parents and general public. Mutual cooperation is essential in order to carry out properly the work of any or all of these officers.

AN ATHLETIC CODE FOR SUPERINTENDENTS AND PRINCIPALS

The Superintendent and Athletic Director are the final authorities responsible for the athletic activities of the school. In realization of this responsibility, these guiding principles should prevail:

A. For the Superintendent

1. I will use all means possible to bring to my community a full realization of the value of athletics as and educational tool in training citizens.
2. I will have a definite understanding with Principals and Athletic Directors concerning the school athletic policy and expect and give mutual support in carrying out that policy.
3. I will judge the success of those in charge of the athletic program, the conduct and attitude of contestants and spectators rather than on the number of games won or lost. (The Building Principal will be consulted on all athletic matters.)

AN ATHLETIC CODE FOR ATHLETIC DIRECTORS AND COACHES

The Athletic Director and Coach are the official representatives for the school in interscholastic athletic activities. In this important capacity, these standards should be practiced:

B. By the Athletic Director

1. The Athletic Policy of the School Should:
 - a. be definitely understood with Director's responsibility clearly defined
 - b. include only those schedules which are educationally and physically sound for the athlete
 - c. cooperate with the community in making a character building athletic program
 - d. refuse admission to athletic contests to persons who have shown chronic lack of sportsmanship
2. The Securing Officials Should Include:
 - a. mutual confidence and agreement by both teams
 - b. complete support of officials in case of adverse rulings
 - c. definite contractual agreements naming fee, expenses and time and place of game
3. Game Preparation Involves:
 - a. provision of programs giving rule changes, names of players and of officials, and emphasizing good sportsmanship
 - b. proper handling of crowds so there is no encroachment on playing space
 - c. maintaining sidelines for exclusive use of players, coaches and officials

C. By the Coach

1. The School May Expect:
 - a. work of the coach to be an integral part of the school system with its educational contribution
 - b. mastery of the principles of good teaching and consequent improvement in teaching as well as coaching
 - c. loyalty to superiors in making athletics fit into the general school program
 - d. insistence upon high scholarship and enforcement of all rules of eligibility
2. The Athletes May Expect:
 - a. a genuine and up-to-date knowledge of that which the coach proposes to teach
 - b. fair, unprejudiced relationship with all squad members
 - c. careful attention to the physical condition of players at the time of each contest
 - d. competent and trustworthy officials whose decisions will always be supported
3. Sportsmanship Includes:
 - a. teaching athletes to win by use of legitimated means only
 - b. counteracting unfounded rumors of questionable practices by opponents
4. The Influence of the Coach Necessitates:
 - a. being the sort of person they want boys and girls to become
 - b. discouragement of gambling, profanity and obscene language at all times

AN ATHLETIC CODE FOR OFFICIALS, ATHLETES AND PARENTS

Wolcott High School expects a high standard of conduct from all players, parents and spectators at athletic contests. Competent, impartial officials and clean, hard-playing athletes have made a place for interscholastic athletics in the education program. Sportsmanship and fair play demand these practices.

D. By the Official:

1. The Contest Demands:
 - a. a professional relationship calling for the highest type of service
 - b. thorough preparation
 - c. a rested body and an alert mind
 - d. reporting for duty at least thirty(30) minutes before time for the game
 - e. a neat, distinct uniform

2. The Rules Demand:
 - a. rectifying mistakes in judgment without “evening up”
 - b. adherence to right decisions despite disapproval of spectators
 - c. control of temper at all times in warning crowds or inflicting penalties for unsportsmanlike conduct
 - d. respect for and aid to companion officials in making decisions
 - e. that interpretations and announcements be made clear to both teams
 - f. that plays or players of other teams not be discussed in the presence of prospective opponents

E. By the Athlete:

1. The Contest Demands:
 - a. fair play at all times
 - b. a square deal to opponents by players and spectators
 - c. playing for the joy of playing and for the success of the team
 - d. playing hard to the end
 - e. Keeping one’s head and PLAYING the game, not TALKING it.
 - f. respect for officials and expectation that they will enforce the rules
 - g. that an athlete should not quit, cheat, bet or “grandstand”

2. The School Demands:
 - a. Out-of-school and out-of-town conduct of the highest type
 - b. faithful completion of school work as practical evidence of loyalty to school and team
 - c. complete observance of training rules as a duty to school, team and staff

3. Sportsmanship Demands:
 - a. treatment of visiting team and officials as guests and the extension of every courtesy to them
 - b. giving opponents full credit when they win and learning to correct one’s own faults and failures
 - c. modesty and consideration when one’s team wins
 - d. an athlete will not “crow” when the team wins or blame the officials when it loses

F. By the Parent:

Parents need to keep the activity in perspective. High school athletics is an extension of the school's academic program and is designed to build character, values and ethics and is designed to build the character, values and ethics and is not designed to be the avenue for an athletic scholarship. Parents and spectators must keep the game in perspective and support the coaches, players and officials in a positive manner.

PERSONNEL RESPONSIBILITIES

A. Director of Athletics

The major responsibility of the Director of Athletics is to develop and supervise the implementation of a complete and defective program in the area of athletics.

He/She is responsible to the Superintendent of Schools for leadership in developing a sound educational philosophy within these areas; establishment of rules, program planning, supervision of staff, liaison between these areas and other phases of the school program, coordination of the program among various schools, interpretation of the programs to the community and administration of town wide aspects of the programs. He/She is to keep Building Principals abreast of all athletic information.

B. Athletic Coaches

The major responsibilities of the Athletic Coaches are the welfare, training and conduct of the members of their respective teams, and to function cooperatively with the Director of Athletics in the best interest of the overall program.

GENERAL DESCRIPTION

The Director is responsible for the overall athletic, physical education, health and safety K-12 programs at the high school, middle school and elementary schools, and for the supervision and evaluation of all coaches and other personnel in the program. He/she shall be directly responsible to the Superintendent and shall work in developing and communicating policies established by the Board of Education relative to athletics. The Director will attend Board of Education meetings whenever possible.

➤ **ATHLETICS**

DUTIES AND RESPONSIBILITIES:

A. General

Shall be the staff advisor to the Principals of all schools in all matters, which pertain to athletics. The Principals will make the final decisions affecting athletic staff in their school, but has an obligation to consult with the Building Principal before rendering decisions. The Athletic Director will give these recommendations to the Superintendent and the Board of Education.

B. Administration

1. Exercises educational leadership under the direction of the Superintendent and Principal, as he is called upon to organize, prepare, revise, and implement curricula, evaluate programs of instruction and interscholastic sports.
2. Submits an annual department budget request to the Principals for consideration and discussion before finalization of the school budget.
3. Assists in the scheduling of the high school as it affects his/her department, under the supervision of the Principal.
4. Keeps departmental records, makes written annual reports, annual inventory, audit reports and other reports as required.
5. Prepares correspondence, notices and announcements.
6. Interview salesmen, assists in the purchase of equipment and the purchase of awards.
7. Responsible for scheduling high school and middle school contests and events for interscholastic and intramural athletic teams.
8. Responsible for scheduling of high school and middle school game officials, transportation to away games, dressing room facilities, seating for visiting teams and their followers and the sale of student and adult season tickets.
9. Checks and is responsible for playing surfaces prior to home games and arranges for adequate supervision of all home games.
10. Confers with local newspapers for high school game accounts, schedules and team reports; maintains records of individual and team accomplishments in intramural and interscholastic athletics.
11. Checks equipment and supplies for safety hazards and cleanliness as well as for reconditioning.
12. Aids elementary school Principals and coaches in the improvement of interscholastic programs in their respective schools.

C. Supervision

1. Visits all gymnasiums, fields of play and activity areas and observes the work of all coaches and intramural supervisors in the department evaluates their performance and submits final evaluation of said performances to the respective Principals.
2. Schedules and conducts department meetings and unifies the work of the department.
3. Assists all coaches in proper first aid treatment, the use of equipment, implementation of eligibility rules and obtaining of parental consent slips.
4. Assists in determining standards for athletic awards.
5. Coordinates athletic programs with other departments and seeks counsel with classroom teachers concerning individual students.
6. Trains student managers in their duties.
7. Serves as faculty advisor for parent support groups at the high school and middle school and ensures that the Principal is fully informed of activities at all times, including an end-of-year report.
8. Conducts coaching re-certification and coaching modules set by the State of Connecticut.
9. Ensure all district coaches are properly certified by State of Connecticut.
10. Professional
11. Coordinates the selection of physical education, health and safety instructional materials used jointly in physical education and intramural and interscholastic athletics.
12. Attends lectures, sports clinics and workshops to become acquainted with new methods of instruction and coaching.
13. Belongs to professional organizations that promote the development of intramural and interscholastic athletics and physical education in public schools.
14. Carries out teaching assignments and other duties efficiently and effectively.

➤ **PHYSICAL EDUCATION, HEALTH AND SAFETY K-12**

Duties and Responsibilities:

A. General

The Director is a member of the administrative team and is responsible for supervising, managing and coordinating teaching and learning which takes place within the department. The Director works closely with other administrators in carrying out his responsibilities.

B. Administration

1. Supervises Physical Education and Health, K-12.
2. Conducts classroom observations to supervise assigned staff in accordance with district evaluation procedures.
3. Prepares summative evaluations of department staff members and other assigned staff in accordance with district evaluation procedures and goals.
4. Is responsible for the development, implementation and evaluation of all existing and new department programs.
5. Assists department members to be successful in carrying out the departmental instructional program.
6. Holds regular department meetings for the discussion and improvement of teaching and learning.
7. Prepares, presents and implements recommendations for improvement of teaching and learning and enrichment of the program.
8. Works with system-wide curriculum committees, program supervisors and K-8 curriculum resource teachers to ensure correlation and articulation of program from level to level.
9. Assists in the selection of staff.
10. Assists in the orientation of new teachers.
11. Plans and carries out revisions in the courses of study.
12. Prepares an annual budget for the department - physical education, health and safety. Assists with system-wide budget.
13. Prepares reports as requested by the Superintendent of Schools.
14. Reviews and selects textbooks and other curriculum materials for recommendation to the Curriculum Advisory Committee and Board of Education.
15. Designs and implements professional development and in-service opportunities for members of the department.
16. Performs other tasks and responsibilities that may be assigned by the Principal or Superintendent.

C. PROFESSIONAL PREPARATION

1. Holds at minimum a Master's Degree in a relevant area to the position and meets all state certification requirements for the position.
2. Possesses a valid Connecticut Intermediate Administrator Certificate.
3. Have at least five years of successful teaching experience and shows evidence of training and experience in instructional supervision.
4. Have a record of achievement in organizing and supervising school programs including both student and professional personnel.
5. Have a thorough knowledge of state and federal legislation affecting his/her duties and responsibilities.

WORK YEAR

This position is 225 days.

➤ **THE COACH**

Job Description

The Coach shall be responsible to the Athletic Director of the school in accordance with such policies and regulations as the Board of Education, the Superintendent, and the Principal may prescribe. The Coach is further responsible to the Director of Intramural and Interscholastic Athletics in the administration and supervision of his assignment.

Philosophy

The Coach is a teacher and, as such, is expected to exercise the good judgment and ethical behavior of a professional person in accordance with the Code of Ethics of teachers and the Connecticut High School Coaches Association. The coach is expected to maintain high standards of excellence in his position of leadership, and in his service to students.

Personal Characteristics

1. Possesses strong leadership and organizational ability.
2. Has an understanding of a public school system athletic program and knowledge of state and local athletic regulations.
3. Is a professional person and is consistent in the use of sound judgment.
4. Displays sound moral and spiritual values, stresses fair play, and sets an example for good sportsmanship.

Professional Preparation

1. Holds a First Aid CPR Certificate and possesses sufficient knowledge and experience in the proper administration of First Aid.
2. Holds a valid State of Connecticut Coaching Certificate and concussion certification.

Coaching Performance

1. Seeks out and uses clinics, workshops and professional programs to enhance professional growth.
2. Adheres to the ethical guidelines as set forth by the Connecticut High School Coaches Association and Wolcott Public Schools
3. Adheres to administrative safety guidelines when teaching
4. Adheres to administrative guidelines when dealing with disciplining team members
5. Conducts minimum practice requirements and utilizes coaching time appropriately
6. Maintains their first aid ,CPR and concussion Certification
7. Promotes respect by example through appearance, manners, behavior, language and conduct during practices and contests

Organizational Responsibilities

1. Takes care of equipment and keeps accurate records regarding the issuance and collection of that equipment
2. Carries out program details, such as: physical exams for athletes and checking eligibility and guidelines for athletic awards.
3. Assesses their program and submits a written report to the Athletic Director
4. Oversees students'/athletes' academic progress throughout the season with progress reports from teachers.
5. Is responsible for the security of locker rooms, fields, offices, storage rooms, and all items of equipment following practice and game sessions. Will be the last to leave the premises after checking equipment, supplies, showers, lights and doors.
6. Supervises assistant coaches, assigns their respective duties and conducts staff meetings as necessary. Atmosphere where assistants can discuss their concerns with head coach.

Public Relations

1. Maintains a cooperative and harmonious relationship with members of the team.
2. Maintains a cooperative and harmonious relationship with the parents.
3. Maintains a cooperative and harmonious relationship with colleagues and administration.
4. Interprets the program to the public and maintains a positive public relations program in the community.
5. Attends and actively participates in award banquets, league meetings, and staff meetings.
6. Works cooperatively with the middle school and youth programs in developing a coordinated program.
7. Holds a pre-season meeting with students and parents to inform them of the philosophy of the program and of rules and regulations (schedules, practice times, attendance, criteria for earning a varsity letter, parental consent forms, and insurance policies, etc.
8. Reports varsity game scores and other pertinent information to all area daily newspapers immediately following a home game.
9. Evaluates total program and submits any recommendations for program improvement to the Athletic Director.

Post Season Requirements

1. Arrange with the Athletic Director for evaluation and goals and objectives for the following year. (*Board of Education goals and objectives 5 year plan*).
2. Inventory keys to Athletic Director
3. Turn in inventory of all items
4. Have all equipment properly stored
5. Turn in "equipment loan" sheet to Athletic Director of any athlete failing to return school equipment
6. Turn in Athletic Director the information sheet for compiling records
7. Set Off-Season Goals

➤ HEAD COACH

Duties and Responsibilities:

1. The Head Coach of a sport will have the entire responsibility of that sport and assistant coaches and junior varsity coaches will work under the direction of the Head coach.
2. Head coaches of a sport are responsible for rules, eligibility lists, regulations, physical exams, and dates of tournaments and other details of that sport.
3. **Section 1. (NEW) (Effective from passage) (a) (1)** For the school year commencing July 1, 2010, and each school year thereafter, **any person who holds or is issued a coaching permit** by the State Board of Education and is a coach of intramural or interscholastic athletics **shall complete an initial training course regarding concussions and head injuries**, developed or approved pursuant to subdivision (1) of subsection (b) of this section, prior to commencing the coaching assignment for the season of such school athletics.
Sect. 1 (a) (2) For the school year commencing July 1, 2011, and each school year thereafter, and **after completion of the initial training** course described in subdivision (1) of this subsection, **such coach shall annually review current and relevant information regarding concussions** and head injuries, prepared or approved by the State Board of Education.....
Sect. 1 (a) (3) For the school year commencing July 1, 2015, and each school year thereafter, **a coach shall complete a refresher course**, developed or approved pursuant to subdivision (3) of subsection (b) of this section, **not later than five years after completion of the initial training course**, as a condition of the reissuance of a coaching permit to such coach.....
Sec. 2 (b) The State Board of Education **may revoke the coaching permit**, in accordance with the provisions of subsection (j) of section 10-145b of the general statutes, of any coach found to be in violation of this section.
4. It is the responsibility of each coach to set the highest of ethical standards for athletes through action, speech and conduct, both on and off the field.
5. Each Head Coach is responsible for the conduct of his/her athletes, on the field, while traveling, and at away sites, and should demand the highest standard while representing the Town of Wolcott and Wolcott Public Schools.
6. It is the responsibility of each assistant coach to be present at every scheduled practice and work under the direction of the Head Coach.
7. Press relations and public relations are items which must be handled with dignity and controlled by each Head Coach., Each coach has the responsibility of publicizing his/her sport by reporting team scores and write-ups to the local and area newspapers.
8. Each coach for varsity, junior varsity and freshman teams is responsible for seasonal awards, subject to the approval of the Director of Athletics.

Major Pre-Season Responsibilities

1. Coaches must make sure all of their athletes have passed their physicals before they play in a game or practice. The Athletic Director will provide a list.
2. Coaches should check the game schedule and add practice dates in order for the Athletic Director to complete the master schedule for all coaches and administration.
3. Team and school policies should be passed out following the guidelines of the coaches' handbook. All policy forms must be signed and returned.
4. Any fund raising forms are to be filled out and returned to the main office with a copy to the Athletic Director.
5. Team rosters, locker assignments are to be filled out and returned to the Athletic Director as soon as possible.
6. All CIAC information is to be completed in alphabetical order and by grade and returned to the Athletic Director by their due date. All CIAC forms will be on the Internet for the CIAC.
7. Notify the Athletic Director as soon as possible regarding any budget items that are needed and update medicine kits.

Major Post-Season Responsibilities

1. Coaches must turn in to Athletic Director all End-of-Year reports such as inventories, letter and award winners, season records, etc.
2. Coaches are required to attend all league meetings that deal with selecting all league players and coaches should also fill out All-State ballots sent by newspapers.
3. Assists the Athletic Director in the scheduling of non-league contests.
4. Evaluate total program and submit any recommendations for program improvement in the Athletic Department. (Off-Season Goals)

➤ **ASSISTANT COACH**

Qualifications

1. A valid Connecticut coaching certificate and updated First Aid and CPR and concussion certification.
2. Demonstrated interest in and an aptitude for performing the tasks listed for the particular sport.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Reports to the Head Coach.
5. Supervises team members and personnel.
6. Authority and Relationships: The Assistant Coach has responsibility for team managers and team members.
7. Salary: As set by contract schedule between the Board of Education and Teachers Association.

General Description

Wolcott coaches are responsible for the welfare and the conduct of the members of their squads from the time they report for a practice or game until they leave the school following the practice or game. In performing their coaching duties, they are to exemplify the highest ideals of good sportsmanship and respect the athlete as an individual.

Duties and Responsibilities:

Program Administration

1. Has understanding and knowledge of rules and regulations regarding the sport as presented in the State Activities Association Handbook.
2. Keeps abreast of all rules and rule changes
3. Keeps abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops and reading in the field.
4. Assists Head Coach in carrying out assigned responsibilities.
5. Assists Head Coach in proper registration of all athletes
6. Assists Head Coach in making systematic issuance of equipment.
7. Assists Head Coach in providing accurate information needed to compile eligibility lists and other reports.
8. Meets with squad to discuss all rules and regulations, with specific emphasis on the Athletic Code
9. Assists in implementing athletic objectives outlined in Coaches' Handbook.
10. Assumes responsibility for constant care of equipment and facilities.
11. Assumes supervisory control over athletes and teams assigned and over all athletes when such control is needed.
12. Is in regular attendance at all contests and practice sessions.

13. Applies discipline in a firm and positive manner.
14. Emphasizes safety precautions and is aware of best training procedures and injury preventive action.
15. Conducts self and team in an ethical manner during contests and practice.
16. Instructs players in rules of the game, rule changes, new developments and innovative ideas.
17. Carries out all "Regulations for Coaches" as described in the Handbook.
18. Assists in return, storage and inventory of school equipment.
19. Recommends athletes for awards.
20. Recommends facility maintenance and improvements.
21. Recommends equipment to be purchased.

22. Recommends schedule improvements.
23. Makes reports as requested by Head Coach and Athletic Director.
24. Reports all known injuries to Head Coach.

Related Responsibilities

1. Scouting Opponents
2. Team Trainer
3. Equipment Supervisor
4. Publicity Reports
5. Filming

➤ SPORTS VOLUNTEER

A volunteer is a person who works on an occasional or regular basis with our athletic teams to support the efforts of our professional coaches and other district personnel. All Sport Volunteers as of 9/07 must have a coach's permit to coach in the Wolcott Public Schools. Such an adult volunteer coach (they must be at least 18 years of age) will serve in that capacity for one season at a time without compensation or employee benefits, except for workers' compensation and liability protection as provided by state law and the town of Wolcott.

Volunteers shall coach under the following terms and conditions laid out in a signed contract good for the specific season assigned:

- Must submit a completed volunteer application.
- Must obtain a Coaches Permit (see coaching permit guidelines)
- It is mandated that sports volunteers receive training in Emergency First Aid and CPR as specified in the basic Red Cross Training Program.
- Must be fingerprinted and approved by the Board of Education
- They shall work with student-athletes only under the immediate supervision and direction of a certified individual.
- They shall agree to abide by all policies, rules and administrative procedures of Wolcott Board of Education, the rules and bylaws of the Connecticut High School Coaches Association, and the Statutes and laws of the State of Connecticut.
- They will receive no monetary recompense for any services rendered to the school or for time spent working with the student athletes at Wolcott High School.
- They shall conduct themselves at all times by the highest standards of citizenship and sportsmanship. At no time- at practices, contests, coaches meetings, or in transition to same- shall they do anything that would ever reflect in any negative manner upon Wolcott High School.
- They shall fulfill all duties required of them by the program's coaches and the building principal/athletic director.
- They shall be expected to take advantage of opportunities as they present themselves to expand their level of expertise.
- They shall always support the coaching philosophy of the program in which they are working. They shall never make statements that could in any way be construed as critical of the coach, the building administration.
- Their involvement with the athletes may never be construed as scrimmaging with the athletes or in any other way participate in such a manner that their involvement would breach Connecticut High School Coaches Association and district guidelines.

COACHING CERTIFICATION AND REQUIREMENTS

COACHING REQUIREMENTS

The Law and Obtaining a Permit

Beginning in 1999 all individuals who coach intramural or interscholastic athletics in grades K-12 had to acquire a 5-year coaching permit. Teachers can obtain this by submitting State Department of Education (SDE) (Form ED 185 Application for Five –Year Coaching Permit) and attaching proof of current First Aide. The first aid course must be completed within three years prior to the date of application and the CPR course must be completed within one year prior to the date of application. Non-teachers need to complete a pre-approved 3 credit or 45 clock-hour course. Once Completed they must submit SDE from ED 185 along with a high school diploma and proof of current First Aid and CPR. Individuals who wish to coach but do not have essential credentials to fulfill the requirements may obtain an emergency permit through the school system that wishes to hire them. A second emergency permit can be obtained by the school system if the individual shows proof of having enrolled in an approved coaching course. Once a five-year permit is issued, a coach is required to complete 15 clock hours of seminars, course work or workshops which provide information on safe and healthful coaching practices and understanding child and adolescent development as approved by the Department of Education.

Renewing a 5 year Permit

Five years from the date of issuance, a coach must reapply (form ED 185, Rev. 5/03) for another five year coaching permit (remember a current first aide and CPR is still required). A coach can submit this form directly to the SDE Certification bureau or the athletic director can send all their coaches applications along with a cover letter to the SDE as a “batch.” The benefit in batching your staff is that the SDE will mail the permits back to you for distribution. It is much easier for an athletic director to retain a copy of a coach’s permit when batching. An application for a renewal permit **must** be submitted to the SDE prior expiration of the permit they are holding regardless if they have completed their 15 hours, as long as they do not coach until all requirements are met. The permit will be issued effective the date that all requirements are met.

Note: the law provides an extension of 1 year to allow a coach to meet the necessary 15 clock hour requirement provided there is proof there is some extenuating circumstance or personal crisis in their life within the previous 5 years of renewal.

Section 1. (NEW) (*Effective from passage*) (a) (1) For the school year commencing July 1, 2010, and each school year thereafter, **any person who holds or is issued a coaching permit** by the State Board of Education and is a coach of intramural or interscholastic athletics **shall complete an initial training course regarding concussions and head injuries**, developed or approved pursuant to subdivision (1) of subsection (b) of this section, prior to commencing the coaching assignment for the season of such school athletics.

Sect. 1 (a) (2) For the school year commencing July 1, 2011, and each school year thereafter, and **after completion of the initial training** course described in subdivision (1) of this subsection, **such coach shall annually review current and relevant information regarding concussions** and head injuries, prepared or approved by the State Board of Education.....

Sect. 1 (a) (3) For the school year commencing July 1, 2015, and each school year thereafter, **a coach shall complete a refresher course**, developed or approved pursuant to subdivision (3) of subsection (b) of this section, **not later than five years after completion of the initial training course**, as a condition of the reissuance of a coaching permit to such coach.....

Sec. 2 (b) The State Board of Education **may revoke the coaching permit**, in accordance with the provisions of subsection (j) of section 10-145b of the general statutes, of any coach found to be in violation of this section.

COACH'S EVALUATION

1. Purpose

The purposes of the coach's evaluation are to:

- Confirm good coaching.
- Create positive changes in coaching techniques and procedures to improve the individual coach's performance.
- Encourage an exchange of ideas and communication between the coach and the Athletic Director through self analysis on their performance during the season. Assure the Administration and the Board of Education that quality coaching is a priority shared by the entire Athletic Department.
- Improve the overall quality of the athletic department as it relates to the total school program.
- Provide an effective means by which administrators may make recommendations concerning the continued employment of personnel and/or other recommendations to the Board of Education.

2. Evaluation Procedure

2.1- Prior to the season

- All coaches will review the Athletic Handbook to determine the responsibilities and expectations of the position and how it relates to the total school system and the athletic department.

2.2- During the season

- The Athletic Director will observe coaches in game and/or practice situations.

2.3- Following the season

- All coaches will have a written evaluation completed.
- The Athletic Director will meet with each high school coach to review the season, to discuss accomplishments made during the season, and to establish goals for the next season.
- The Athletic Director will evaluate all middle school coaches. The middle school principal and the high school head coach will provide input.
- There will be a written summary of these discussions that will become the final evaluation.
- If deemed necessary by the coach's supervisor, other criteria may be considered when evaluating performance.
- Each coach will sign the evaluation. The signature of the coach does not necessarily mean agreement with the evaluation, only that the coach has read and understands the evaluation. The coach has the right to attach a statement to the evaluation expressing his/her opinion.
- All evaluations will be reviewed and signed by the Athletic Director indicating his/her approval of the contents.
- The final evaluation may be reviewed by the administration and will be filed in the Human Resource Office.

WOLCOTT PUBLIC SCHOOLS - COACHING EVALUATION

The Coach is a teacher and, as such, is expected to exercise the good judgment and ethical behavior of a professional person in accordance with the Wolcott Coaches Handbook and the Connecticut High School Coaches Association. The coach is expected to maintain high standards of excellence in his position of leadership, and in his service to students.

EMPLOYEE:
SUPERVISOR:

DATE:
SCHOOL: WOLCOTT HIGH SCHOOL

E-EXEMPLARY

U- UNSATISFACTORY

N- NEEDS IMPROVEMENT

CATEGORIES	SELF EVALUATION	AD EVALUATION	COMMENTS
COACHING PERFORMANCE			
Seeks out and uses clinics, workshops and professional programs to enhance professional growth including coaching recertification			
Adheres to the ethical guidelines as set forth by the Connecticut High School Coaches Association and Wolcott Public Schools			
Adheres to administrative safety guidelines when coaching			
Adheres to administrative guidelines when dealing with disciplining team members			
Prepares and Conducts minimum practice requirements and utilizes coaching time appropriately using a variety of coaching techniques for individual and group instruction.			
Maintains all required coaching certifications including permits, First Aid, CPR, and concussion management certification			
PUBLIC RELATIONS			
Maintains a cooperative and harmonious relationship with members of the team, parents, colleagues, and administration			
Interprets the program to the public and maintains a positive public relations program in the community			
Attends and actively participates in award banquets, league meetings, and staff meetings			
Works cooperatively with the middle school and youth programs in developing a coordinated program			
Holds a pre-season meeting with students and parents to inform them of the philosophy of the program and of rules and regulations (schedules, practice times, attendance, criteria for earning a varsity letter, parental consent forms, and insurance policies, etc.			
Reports varsity game scores and other pertinent information to all area daily newspapers immediately following a home game			
Evaluate total program and submit any recommendations for program improvement to the Athletic Director			
ORGANIZATIONAL RESPONSIBILITIES			
Takes care of equipment and keeps accurate records regarding the issuance and collection of that equipment			
Carries out program details, such as physical exams for athletes and checking eligibility and guidelines for athletic awards			
Assesses their program and submits a written report to the Athletic Director			
Oversees students/athletes academic progress throughout the season with progress reports from teachers			
Is responsible for the security of locker rooms, fields, offices, storage rooms, and all items of equipment following practice and game sessions. Will be the last to leave the premises after checking equipment, supplies, showers, lights, and doors			
Supervises assistant coaches, assigns their respective duties, and conducts staff meetings as necessary. Atmosphere where assistants can discuss their concerns with the Head Coach			

Evaluator's comments must include all areas of improvement needed and may include commendable comments.

(a). Identify a minimum of three coaching accomplishments that were made during the season!

(b). List a minimum of three objectives for coaching improvement next season

Goals for: 2011-2012

1. *TO BE INVOLVED IN STAFF DEVELOPMENT*
2. *PROMOTING SPORTSMANSHIP AT ALL LEVELS*
3. *CONTINUE TO WORK ON COACHING MODULES*
4. *ATTEND CLINICS AND SEMINARS TO ENHANCE COACHING*
5. *FOCUS ON GOALS THAT ARE DATA RELEATED*

Athletic Director's Signature _____ Date _____

Principal's Signature _____ Coach's Signature _____

*Signing only means that the coach has read the report. It does not necessarily signify agreement with the evaluation report, but the signature does indicate that it has been read and understood.

Recommendation for Employment:

Continue	Employment	_____
Probationary	Employment	_____
Terminate	Employment	_____

EVALUATION

POLICY REGARDING ATHLETIC COACHES

Effective July 1, 2004

It is the policy of the Wolcott Board of Education (the "Board") that an athletic coach employed by the Board shall:

1. Adhere to all Board policies, rules and regulations;
2. Shall conduct himself or herself in a professional manner; and
3. Serve as a role model for students;
4. Demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term "**athletic coach**" means any person holding a coaching permit who is hired by a local or regional board of education to act as a coach for a sport season. This term "coach" under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches who serve as coach to a team (*e.g.*, JV) and the term shall not include other assistant coaches and volunteer coaches.

I. Evaluations

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the coach's immediate supervisor, Athletic Director. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

II. Employment of an Athletic Coach

Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (*e.g.* basketball, golf) may be non-renewed or terminated at any time except as follows.

If the athletic coach has served in the same coaching position for three or more consecutive school years, the following procedures shall apply. The Superintendent may non-renew the employment of any such athletic coach by providing written notification of that action within ninety (90) calendar days of the end of the season. The Superintendent may terminate the employment of any such athletic coach at any time

1) For reasons of moral misconduct, insubordination, failure to comply with the Board's policies, rules and regulations; or 2) because the sport has been cancelled. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

III. Hearing Procedures

An athletic coach who has served in the same coaching position for three or more consecutive years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board of Education in accordance with the following procedures:

1. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
2. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
3. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
4. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
5. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References: Public Act 04-243
Adopted: _____

LEGAL IMPLICATIONS

The Principals, Director of Athletics and Coach may be held accountable for the manner and procedure in which injuries are handled. The Coach or Trainer is required to perform adequate first aid for all injuries and no more. Good common sense in handling the situation is a must. In order to discourage lawsuits, there are sound practices that must be followed:

1. Provide good supervision of the practice sessions, locker rooms, shower rooms and training areas.
2. Make sure that all participants have up-to date physical examinations and permission forms signed by the parent(s) or guardian for participation.
3. Always follow the instructions of the doctor in charge of the student.
4. Never use any drugs, medicines or local anesthetics for participants.
5. Use only therapeutic methods for which Coach and Trainer are qualified and only if the doctor approves.
6. Check all equipment regularly and maintain all facilities in top condition to assure safety at all times.
7. Use good common sense in all situations when handling injuries or sudden illness.
8. Follow explicitly the procedures set forth under “general policies”.
9. Report all injuries as soon as possible to the School Nurse and the Director of Athletics.

MEDICAL SUPERVISION

School Nurse

The school nurse in connection with a certified athletic trainer is responsible for promoting and maintaining the physical health of student athletes. In connection with the interscholastic athletic program, he/she shall have as specific duties:

The family doctor shall assume the sole responsibility for determining the fitness of a student to participate in interscholastic athletics.

The athletic trainer will prescribe treatment and procedure for the coach to follow in the care of an injured player. School use of therapy equipment shall be under the supervision of a certified coach or certified athletic trainer.

The welfare of participating athletes should be a shared concern and responsibility of the family doctor, school nurse, trainer and coach. Cooperatively and together, they can ensure the best possible medical supervision for each athlete.

School Nurse

The School Nurse is responsible to the School Principal in conjunction with the Director of Athletics for promoting and maintaining the physical health of the students in connection with the interscholastic athletic program.

The School Nurse is to assist the School Medical Advisor and the Athletic Director with specific aspects of an ongoing in-service sports medicine or physical condition-monitoring program. If appropriate, the Nurse can provide emergency assistance for sports-related injuries. In addition, he/she should assist in maintaining communication and conduct follow-up activities with private physicians and/or the Athletic Trainer and the Athletic Director. The nurse is also to keep and review the medical records and interim history reports for each athlete.

Superintendent

The Superintendent of Wolcott High School oversees and supervises the Athletic Director. The principals in conjunction with the Athletic Director are responsible for the safety of the student enrolled in the high school interscholastic sports program.

Director of Athletics

The Director of Athletics should help coordinate the monitoring of each athlete's physical condition making sure that all procedures and provisions for medical care are operational. The athletic trainer or family physicians shall have the authority to curtail the participation of any player in any athletic or physical activity. The Director of Athletics is responsible for insuring that the coaches understand all policies and procedures for preventing injuries, obtaining medical help, following up on an injured player and returning an athlete to play.

The Coach

A Coach's primary responsibility is for the well-being of the athletes during practice and play. He/she is to report unsafe equipment and facilities to the Director of Athletics and be skilled in first aid. In addition, he/she should be able to effectively follow the procedures for medical emergencies.

The Athlete

Athletes are expected to report all injuries to the Coach. At such time, the Coach will determine the extent of the injury and administer first aid, if needed.

Injuries

In the event of injury to a player, the procedure for the Coach is as follows:

Games: During a game the team trainer is present; the trainer is in complete charge. If EMT personnel are required, the administrator in charge will call 911. All injuries shall be reported to the School Nurse on the school day following the injury.

Practice: During practice or contests where the team trainer is not present, the Coach should be prepared to render first aid, and if medical assistance is indicated, take the following steps:

1. Call the player's parents for direction as to desired medical attention (i.e. family physician or emergency ward of a hospital).
2. In case of emergency, dial 911 for assistance.
3. A school-connected person should accompany injured players requiring transportation to a hospital when the parent is not available.
4. Notify the Athletic Director of injury the next school day.
5. Follow-up phone calls must be made to parents on athlete's progress.

The building Principal and Director of Athletics should be notified about all major injuries (broken bones, concussions, injuries requiring hospital trips).

An injury journal will be kept by the trainer. The journal will document the date, name, nature of injury, circumstances of the injury, and first aid procedures.

Coaches should be aware of first aid provisions available at away contests.

All Coaches or trainer must file injury reports through the Athletic Director and trainer.

Procedures for Reporting Injuries

In the event of injury, the circumstances surrounding the injury should be reported by the Coach in detail on the form entitled "Accident Claim Form". One copy is to be filed in the student's health folder and two copies are to be promptly forwarded by the School Nurse to give to the Superintendent of Schools. The School Nurse is also to immediately notify the building Principal. The coach should accept previously injured or ill players into practice or playing situations only after proper clearance. (See below, "Returning Athletes to Play"). In addition, the Coach should make program modifications based on careful analysis of injury data.

Procedures for the Treatment of Injuries

Every Precaution should be taken to provide a safe environment for sports participation including medical assessments, proper conditioning, safe equipment and facilities and adequate supervision. However, due to the nature of sports activities, injuries often occur. In that event, it is essential that careful planning and preparation be done for the treatment of injuries. Procedures for the treatment of injury should be consistent with the Board Policy and associated regulations.

Procedures for Returning Athletes to Play (including concussions)

No Wolcott athlete will be allowed to participate in a physical sports activity unless the Coach has received a written statement from the treating trainer or the School Medical Advisor authorizing participation.

Parents and Coaches must keep the well-being of the athlete in mind and follow the prescribed procedures including the physician's advice, recognizing that a carefully administered rehabilitation program will aid the student's recovery.

❖ Criteria for Return to Sport for concussions:

1. No symptoms at rest
& with everyday activities.
2. No symptoms with exertion (cognitive & physical).
3. Neuro-cognitive testing can be a useful tool in demonstrating neuro-cognitive recovery from concussion
4. 4. Follow a gradual return to play routine under the direction of a qualified medical provider.
5. Ask your medical provider for more information.

Medical Kits

All coaches should make sure that their kits are updated with essential medical supplies. Special medical paraphernalia such as asthma inhalers, epipens, etc., should be included for special problems. These items should be identified.

The Athlete's Emergency Information Card should be kept with the medical kits at all times.

Physical Examination

The physical examination of each student athlete for a sport shall be made by the family doctor, before that athlete may participate in a school authorized practice or contest.

A family physician must certify, in writing, a student for participation.

A candidate certified for participation in one sport is not obliged to be re-examined for another sport, unless he or she has received significant medical attention while participating in the previous sport.

The School Nurse upon completion of all medical work must give documentation of passed physical examinations to the Head Coach.

The Nurse will maintain a record of physical examinations and the Director of Athletics will keep the nurse informed of all CIAC starting dates and Coaches of each sport.

It is the responsibility of the Head Coach to make sure that all of his/her players have passed their athletic physical prior to the start of practice.

TRAINING SUGGESTIONS FOR ATHLETIC TEAMS

Discipline

All aspects of athletic participation require that the Athlete and Coach adhere to some rather rigid training guidelines. The wide variety of motivational needs and personality types on a team make it difficult to develop a standard approach to discipline. Some athletes and coaches have the ability to discipline themselves while others lack self-control. Therefore, the Coach must deal with individuals within the framework of acceptable behavior.

Two major areas in which athletes require discipline are:

1. acquiring and maintaining proper condition
 - a. proper nutrition and diet
 - b. proper rest
 - c. proper use of weight facility for athlete's conditioning
 - d. no smoking, drugs, performance enhancing drugs, alcohol use, chewing tobacco

2. Development of emotional control
 - a. being able to win and lose graciously
 - b. being able to accept the decision of officials
 - c. being able to accept the role of the Coach and teammates

Established rule should:

1. be relevant to the sport
2. be fair for all
3. hold for every member of the team
4. be such that if broken, the penalty is known to all
5. be such that the penalty is imposed immediately
6. be such that the penalty is commensurate with the offense

RESPONSIBILITIES OF A WOLCOTT HIGH SCHOOL ATHLETE

- A. Being a member of a Wolcott athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition has been developed by hard work by many people over the years. As a member of an interscholastic squad of Wolcott High School you have inherited a great tradition. Your actions will reflect not only on those who you are associated with now, but those who have contributed so much to our school in the past.

Many of our athletes have gone on to collegiate and national fame. Many others have set league, sectional and state records. Because of this fine tradition a challenge is set for you to work hard and to make sure that your actions reflect the standards that are set up by the Athletic Department.

In today's society you will be asked to make sacrifices that will benefit yourself, your team and your school. Never before has the pressure of peer groups been so strong that you will now have to learn how to say "no". In the long run you and your family will be proud of the sacrifice and dedication that you have put forth to be a member of our athletic teams. If you have taken this opportunity to make yourself a better individual, it will be truly a gratifying educational experience. The highs and lows of athletic competition are achieved through hard work; dedication and discipline are rewarded with the development of fond memories and personal achievements.

1. Responsibilities to Yourself: The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experience. Your studies, your participation in other extra-curricular activities as well as in athletics, prepare you for your life as an adult.
2. Responsibilities to Your School: Another responsibility you assume as a squad member is to your school. Wolcott cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

3. Responsibilities to Others: You have a responsibility to your parents to always do the best that you can. When participating on an athletic team we sometimes feel that we have failed if we have not won. By trying the best that you can, and following all the rules set up by your squad, you can feel justifiably proud of yourself no matter what the win-lose record dictates. Younger students look up to you and it is your responsibility to set a good example for them. They will copy a lot of the things that you do just to be a member of your group. They need attention and guidance so always take a few minutes to encourage them in whatever way possible.

B. Requirements for Participation – CIAC Eligibility Rules

Remember that as an athlete you are not eligible to participate in any sport until the following items have been completed (See CIAC Rules: Appendix F-1).
Incoming Class 2010 (**Eight Semester Rule**)

*Per the Wolcott Board of Education, as of February 2002 regarding **Academic requirements**- all athletes must maintain at least a “C” average. A student whose average is not at least “C” will be permitted to participate on probationary status for one marking period. At the end of the probationary period, in order for the student to become eligible again, he/she must have attained an average of “C” or better. Tutoring will be made available as a student or his family makes a request for such help.*

C. Conduct of an Athlete

The conduct of an athlete is closely observed in many areas of life. Your conduct is a reflection of the total educational institution that you represent. It is important that your behavior be above reproach in all of the following areas:

1. On the Field: In the area of athletic competition, a real athlete does not use profanity or illegal tactics, and learns fast that losing is part of the game and that you should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well played game after the contest whether in defeat or victory.
2. In the Classroom: In the academic area, a good athlete becomes a good student. A person cannot be a classroom laggard and think he/she can be an outstanding athlete. If you are lazy in class, you will be lazy on the practice field or floor and never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades. In addition to maintaining good scholarship, an athlete should give respectable attention to classroom activities and show respect for other students and faculty at all times. Horseplay and disrespect are not approved habits of behavior. A healthy athlete should have a good attendance record. Never cut classes or school.
3. In School: The way we act and look in school is of great importance. Athletes should be leaders and fellow students should respect and follow them.

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

An individual student who attempts to participate in too many extra-curricular activities will undoubtedly be in a position of a conflict of obligations. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and to this end, will attempt to schedule events in a manner so as to minimize conflict.

When conflicts do arise the sponsors will get together and work out a solution so the student does not feel caught in the middle. If a solution cannot be found then the student will have to make a decision based on the following:

1. The relative importance of each event
2. The importance of each event to the group involved
3. The relative contribution the student can make
4. How long each event has been scheduled
5. Make a decision in cooperation with the parents

STUDENT DISCIPLINARY GUIDELINES

THE ADMINISTRATION OF WOLCOTT HIGH SCHOOL RESERVES THE RIGHT TO JUDGE THE SERIOUSNESS OF ANY INFRACTION AND DISCIPLINE STUDENTS ACCORDINGLY. (See student Handbook).

Wolcott Code of Conduct

Wolcott High School administrators believe that students who are selected for the privilege of participation on teams, squads, performing groups, clubs and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and/or advisors enforce a Code of Conduct. Furthermore, members of teams and organizations who fail to abide by the Code of Conduct are subject to immediate disciplinary action. Members of teams and organizations must always serve as exemplars of high moral character and must demonstrate appropriate academic commitment which is expected from all students. As recognized representatives of their school, participants are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus.

The following will not be tolerated and will subject the violator to disciplinary action:

- ◆ the distribution, purchase or sale of any tobacco product;
- ◆ the possession, distribution, purchase or sale of any illegal substance;
- ◆ the consumption/use of any tobacco product or the consumption/use or possession of any illegal substance, or the exhibiting of evidence or any indication having consumed/used any tobacco product or illegal substance (whether consumed on or off the school premises);

Attending parties or gatherings where illegal substances or tobacco products may be present is strongly discouraged. The district's concern for the health and overall welfare of its students is at issue along with the potential for problems that may face the district's students in such situations. The district encourages its students to make responsible choices.

Consequences for infractions of substance abuse rules by members of clubs and organizations are determined by the following guidelines:

1st Offense: Suspension from club meetings/activities for not less than four (4) weeks not more than seven (7) weeks.

For all on campus activities, the handbook disciplinary procedure will be followed. For off campus inappropriate student behavior, disciplinary consequences will be at the discretion of the administration based on Wolcott Board of Education Policy 5114 suspension for conduct off school grounds.
(5114.2 student athletics)

Out of School Misconduct (Policy 5114(1))

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such misconduct occurs off-school property and during non-school time.

Note: Any student in that is in In- School or out of School suspension will not be allowed to participate in any Athletic Activities. All discipline infractions are outlined in the Student Handbook.

VIOLATIONS AND APPEAL PROCEDURES

The importance of enforcement of all regulations should be apparent. A firm and fair policy of enforcement is necessary to prevent a travesty being made of regulations. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. It is our intent to preserve rules that reasonably pertain to the health and safety of the individual and to the orderly conduct of sports. We do not wish to establish arbitrary personal preferences to insure absolute uniformity. The welfare of the student is our major consideration. What happens to them is of primary importance.

A. VIOLATIONS

Upon notification of a violation the coach should follow these steps:

1. Write up a conduct report for violation of interscholastic athletic eligibility rules.
2. Review with the Athletic Director the alleged violation prior to student and parent notification. If further investigation is necessary the athlete should be suspended until such time a decision can be made regarding the violation. (If Athletic Director is not available, please contact the building principal).
3. Notify the athlete that he/she has been reported to be in violation of the eligibility code for athletes.
4. The parents should be notified immediately of the violation and the penalty. Procedures for appeal should be presented to the parents at that time.
5. A copy of the conduct report and disposition of the case should be reported to the Athletic Director. He will in turn forward a copy to the building principal.

B. APPEAL OF VIOLATIONS

Upon notification of a violation the athlete may appeal the ruling through the following channels:

1. Coach that issued the conduct report
2. The Athletic Director
3. Next step of appeal, the Superintendent of Schools
4. Last step of appeal, the Board of Education

REGULATIONS FOR ATHLETIC PROGRAM

All athletes in Wolcott are governed by state regulations formulated by the Connecticut Interscholastic Athletic Conference (CIAC), in which clearly all Connecticut high schools hold membership. Affiliation with the CIAC insures standardized and fair regulations for competition to which all schools must adhere. The Sport of Cheerleading falls under guidelines of CIAC (SABC). Rules will be enforced per Wolcott Board of Education

LIMITS FOR PARTICIPATION

Game limitations and practice dates are stated annually in the bylaws of the CIAC: “The limit in the number of games per season is to exclude games played with alumni and games played in CIAC-sponsored and administered play-off games. The limit of games per week is to exclude postponed games and games played in Conference-sponsored tournaments” (taken from the bylaws of the CIC, Article IV, Section E)

The Wolcott Athletic Program operates within the limits as specified by the CIAC. The limits of participation of athletes will be guided by those established by the CIAC.

Season	Men	Women
Fall	Cross Country (V)	Cross Country (V)
	Football (V, JV, F)	Soccer (V, JV)
	Soccer (V, JV)	Volleyball (V, JV)
	Cheerleading (V) Coed	Cheerleading (V) Coed
Winter	Basketball (V, JV, F)	Basketball (V, JV)
	Indoor Track	Indoor Track
	Cheerleading (V) Coed	Cheerleading (V, JV)
	Weight Training (activity)	Weight-Training (activity)
Spring	Baseball (V, JV, F)	Golf (V) Coed
	Golf (V) Coed	Softball (V, JV)
	Tennis (V)	Tennis (V)
	Track & Field (V)	Track & Field (V)

The number and types of teams may vary from time to time.

SCHEDULING

1. Scheduling of athletics shall be governed by the rules and regulations as defined and established by the CIAC and NVL.
2. All interscholastic schedules (varsity, junior varsity and freshman) must be submitted for approval to the Director of Athletics before publication. This includes scrimmages.
3. Earliest dismissal for away games shall be at the start of the last period of the day. Exceptions to this rule for tournaments and athletic contests scheduled after daylight saving time, etc., shall be cleared with the Director of Athletics and the school Principal. A schedule of early dismissal times must be filed with the Director of Athletics prior to the first dismissal, where possible. Academic make-up work is the student's responsibility.
4. If postponement of a contest is desirable, the Director of Athletics, will follow the Naugatuck Valley League guidelines.
5. When a contest is postponed, the play surface for the rescheduled game will be through the Director of Athletics.
6. The Director of Athletics complete athletic schedules within two months after the Conference schedule has been adopted at the league meeting.
7. The completed list of pre-approved officials will be given to the Director of Athletics prior to the start of the sport season.
8. No Sunday contest will be allowed unless approved and sanctioned by the CIAC and the Wolcott Board of Education.
9. The Athletic Director must approve of participation in any early season jamboree or holiday tournament in any sport.
10. Number of games is exclusive of CIAC Tournament play, and conference or League sponsored and administered play-off games.
11. Limits per week are exclusive of postponed games.
12. Seasons of participation are defined according to CIAC rule.

SPRING FOOTBALL (BOYS)

Ten (10) days of practice beginning after the regular season's last game of league play in the spring sports. (Tournaments and State meets will not hold up football practice...those boys involved must complete their spring commitment.)

PLAYER ELIGIBILITY RULES AND PROCEDURES

Wolcott High School has the same eligibility rules as the CIAC (see CIAC Rules attached). Each coach will distribute to each player during the first week of practice a copy of the pamphlet 'Safeguarding your...Athletic Eligibility' (see Appendix F-4).

Coaches are encouraged to discuss with team members, the importance of striving for excellence in the classroom as well as on the athletic field. Most Wolcott High School athletes have the potential to "Far exceeds" CIAC standards, and every effort should be made to reach one's highest academic potential. Athletes should be reminded that regardless of their athletic ability, they will be much better prepared for further education, or future employment, if they exhibit the same effort and discipline in the classroom as they do in their pursuit of excellence in athletics.

Coaches are encouraged to monitor athlete's academics by periodically passing out progress reports to teachers.

ACADEMIC ELIGIBILITY

The CIAC requires students to pass four (4) credits of work for athletic eligibility. Any interpretation of the CIAC rule may be made to the Director of Athletics.

CIAC LIMITS FOR PARTICIPATION

SPORT	CIAC Max Number Games Per Season	Limit Per Week	Earliest Date of First Contest
BOYS			
Baseball	20	3	15 days following first practice
Basketball	20	2	15 days following first practice
Cross Country	14	2	15 days following first practice
Football	10	1	15 days following first practice
Golf	16	3	15 days following first practice
Gymnastics	14	2	15 days following first practice
Ice Hockey	20	2	15 days following first practice
Indoor Track	14	2	15 days following first practice
Soccer	16	2	15 days following first practice
Swimming	18	2	15 days following first practice
Tennis	20	3	15 days following first practice
Track	16	2	15 days following first practice
Wrestling	18	2	15 days following first practice
GIRLS			15 days following first practice
Basketball	20	2	15 days following first practice
Cross Country	14	2	15 days following first practice
Field Hockey	16	2	15 days following first practice
Gymnastics	14	2	15 days following first practice
Softball	20	3	15 days following first practice
Swimming	15	2	15 days following first practice
Tennis	20	3	15 days following first practice
Track	16	2	15 days following first practice
Volleyball	18	3 or 2 tri-matches	

SUGGESTED RANGE OF MINIMUM AND MAXIMUM NUMBERS OF PARTICIPANTS

SPORT	Minimum	Maximum
FALL (BOYS)		
Football (Varsity)	44	50
Football (Junior Varsity)	22	30
Football (Freshman)	25	35
Soccer (Varsity)	18	25
Soccer (Junior Varsity)	18	25
Cross Country	20	35
FALL (GIRLS)		
Cheerleaders (Varsity)		15
Volleyball (Varsity/Junior Varsity)	15	20
Volleyball (Freshmen)	15	15
Cross Country	20	35
Soccer (Varsity/Junior Varsity)	18	25
WINTER (BOYS)		
Basketball (Varsity)	10	15
Basketball (Junior Varsity)	10	15
Basketball (Freshman)	12	18
Indoor Track	10	30
WINTER (GIRLS)		
Basketball (Varsity)	10	15
Basketball (Junior Varsity)	10	15
Coed Cheerleaders (Varsity/Junior Varsity)	12	18
Indoor Track	10	30
SPRING (BOYS)		
Baseball (Varsity)	13	18
Baseball (Junior Varsity)	13	18
Track	30	50
Tennis	10	15
Golf (Varsity/Junior Varsity)	10	15
SPRING (GIRLS)		
Softball (Varsity)	13	18
Softball (Junior Varsity)	13	18
Tennis	10	15
Track	30	50

PRACTICE AND SCRIMMAGE GUIDELINES

1. Every coach will make practice schedules and attendance requirements available to their athletes at the start of the season. These schedules should also include practices and contests held during vacation time. It is the responsibility of each coach to see that these policies are adhered to. These schedules are to be turned in to the Director of Athletics before the season starts.
2. Each coach should plan his or her practice to make the most of time allotted. It is recommended that practice sessions do not exceed three (3) hours.
3. Because of teaching and coaching schedules, staff meetings will be kept to a minimum. However, when a meeting is called, each head Coach will be responsible for at least one of his or her assistants to be in attendance if the Head Coach finds it impossible to personally attend.
4. There will be Sunday practices or contests without prior approval of the director of Athletics in conjunction with the School Principal. (7 day rule for practice)
5. No team, or a group of its members, may practice without a coach in attendance; "Captain's practice" is not permitted by the CIAC.
6. No athlete should be practicing in the gymnasium without supervision of his/her coach. It is the responsibility of each coach to make sure that each student is aware of this policy.
7. All candidates must pass a physical exam and file a parent's permission form before they participate in a practice session. No athlete may participate in a scrimmage or game until he or she has had a physical examination.
8. Prior to an opening contest, practices may not be held seven days a week. After the start of athletic contests, practices should be limited to six days a week, and never on a Sunday unless permission is granted by the Director of Athletics in conjunction with the School Principal.
9. Out-of-season practices may be permitted according to CIAC guidelines.
10. A season is defined by the CIAC regulation pertaining to participation, practice and number of contests allowed for that particular sport. A season starts on opening day of practice and ends on the final day of the CIAC Tournament.
11. Scrimmages do not count as scheduled games. The CIAC definition of a scrimmage is "a practice contest to which no admission is charged, which is not an announced schedule, which is not regularly conducted by an official or officials, and shall not count as a game".

CUTTING OF PLAYERS

In order to offer a competitive interscholastic athletic program, it will sometimes be necessary to cut students in some sports.

The decisions to limit team size may be caused by one or more of the following reasons:

1. Safety: considering the space available and the player/coach ratio
2. Budget Limitations: considering the costs of transportation and equipment
3. Competition: schedule and time limitations do not provide reasonable opportunity for active participation in practice or game play, if one of our objectives is to field teams that are competitive with teams on our schedule.

Coaches should be well aware of, and sensitive to, the disappointment experienced by players cut at any level. At the first practice session, the Head Coach will fully explain the criteria for “cutting” of players, and the projected schedule of this cutting process.

Included in the criteria for cutting may be:

1. Lack of skill, speed, strength, etc.
2. Lack of effort, motivation, cooperation
3. Lack of knowledge or understanding of the sport
4. Grade level of the candidate

The limited number of practice days prior to the first contest makes it impossible, in some sports, to have a lengthy tryout schedule. *Every effort should be made, however, to allow enough time for each candidate to be observed and fairly evaluated.* Therefore, a minimum of three (3) practices must be observed before cutting is done.

NOTE: Coaches may have a “no-cut” policy, depending upon personnel, facilities, equipment, supplies and supervisory needs.
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ATHLETIC AWARDS

THE MEANING

The granting of interscholastic athletic awards to students is based upon:

1. The opportunity to play
2. Achievement and earned distinction

Awards are a symbol of athletic accomplishment, and should be of non-utilitarian value – not “something to which an athlete is entitled”. While the basis of participation, time span, number of games, points, etc., is of primary consideration, other factors that are considered in determining eligible recipients include:

1. Behavior
2. Attitude
3. Prompt attendance at practice session
4. Good citizenship
5. Effort
6. Cooperation
7. Sportsmanship
8. Observance of training rules and code of ethics
9. Proper use and return of all equipment upon request of the coach
10. Recommendations of the Head Coach

Physically gifted students, while receiving the highest award in the Department, must carry the responsibility of maintaining academic and citizenship standards throughout his/her school life. Failure to live up to these standards could lead to forfeiture and return of all athletic awards. This action may be taken by the Principal upon recommendation of the Coach.

BASIC POLICIES

1. All participants for athletic awards shall conform to CIAC and Wolcott High School eligibility regulations
2. All participants shall conform to regulations for attendance at practices and contests.
3. Good sportsmanship must be reflected by all participants, as friendly opponents, game officials, teammates and adults.
4. Observance of training rules, as established by the Head Coach, is required for all participants.
5. In the event that a participant is injured, the Head Coach may declare a player eligible and recommend an award.
6. The size of the “letter” shall be the same for all sports.
7. High standards of achievement (total school citizenship and athletic prowess) shall be required in all sports.
8. The Head Coach shall inform all participants of the award policies at an early practice session.
9. Completion of the sports season is required in order for the student to be eligible for letter or other team or individual awards. (Exception: injury which limits participation.) No awards shall be given to any student suspended for the remainder of the season for Athletic Code violation.
10. The Head Coach shall maintain records of the amount of competition.

11. The recommended list of award recipients shall be prepared by the Head Coach and submitted to the Director of Athletics for the final award.
12. All awards shall be granted at either a school assembly or “Awards Night” as soon after the termination of the season as possible.
13. The monetary aspects of all awards should be left to a minimum level.
14. All non-authorized Wolcott High School letters, etc., shall be declared void.
15. Special coaches’ awards shall be approved by the Director of Athletics.
16. Outside or “community” awards must be presented in writing to the Director of Athletics for consideration and action.
17. All participants shall return all equipment loaned to them in reasonable condition, to the satisfaction of the coach, prior to receiving any awards.
18. All awards granted to eligible participants shall be provided by the Wolcott High School Athletic Awards account
19. Only one (1) varsity letter (W) may be earned by an athlete in a four-year period.
20. Certificates may be earned in varsity and junior varsity sports for players not earning a letter. Certificates may also be given to letter winners as well.

TYPES OF AWARDS

Students who are members of an athletic team are eligible to receive the following school awards:

1. Certificates: may be given out to all team members
 - a. Varsity certificate
 - b. Participation certificate for non-lettered candidates including junior varsity and freshman
2. Letters: awarded for successful completion of required standards. All seniors will receive a varsity letter.
 - a. Varsity (8’) letter
3. Emblems, Bars, Pins:
 - a. Felt or metal emblems will be awarded for the first time an athlete letters in each sport.
 - b. Bars will be awarded for each additional year lettered in that sport.
 - c. Emblems will be given to captains and manager
 1. Captain
 2. Manager
4. Numerals:
 - a. Freshmen athletes who attend practices regularly, and complete the season, receive a certificate and numerals depicting their projected year of graduation (one set only)
5. Manager Emblems
 - a. Managers may be eligible for varsity and junior varsity awards upon recommendation of the coach
 - b. Varsity letter with “MGR” and sport lettered
6. Plaques and tee shirts
 - a. Given to League Champions and (divisional)/or State Champions– by the Athletic Department

7. Jackets
 - a. Individual Team – through Team Fundraising
8. Rings –
 - a. Individual Team – through Team Fundraising

AWARD REQUIREMENTS IN EACH SPORT

FOOTBALL (BOYS)

Varsity Team: Must play half of the number of quarters of games played in one season.

SOCCER (BOYS AND GIRLS)

Must take part in three quarters of the scheduled varsity games, exclusive of state tournaments.

CROSS COUNTRY (BOYS AND GIRLS)

Must place fifth or higher on his/her team in one-third of the dual or triangular meets, or garner points in league or CIAC meet.

BASKETBALL (BOYS)

Varsity Team: Must play one-third of all quarters of total number of games in a season

BASKETBALL (GIRLS)

Varsity Team: Must play a minimum of one-third of the quarters of regularly scheduled games.

BASEBALL (BOYS)

Varsity Team: Must participate in one-third of the total number of innings in the season.

SOFTBALL (GIRLS)

Must participate in one-third of the total number of innings in the season.

GOLF (BOYS)

Must participate in one-quarter of the matches scheduled, exclusive of state tournaments.

TENNIS (GIRLS)

Must play in one of the following positions in one-half of the scheduled matches: 1-4 in singles or 1-5 doubles.

TRACK (BOYS AND GIRLS)

Must compete in and earn ten points in the season and/or score in League or CIAC meet.

INDOOR TRACK (BOYS AND GIRLS)

Awards for the athletes will be to the granted upon recommendation of head coach. Athletes must participate in all meets and score in the NVL meet to be considered.

VOLLEYBALL (GIRLS)

Must play in 1/3 of scheduled games.

CHEERLEADERS (BOYS AND GIRLS)

Varsity and Junior Varsity: Awards for cheerleaders (certificates, letters, chevrons, stars).

Cheerleaders must cheer at $\frac{3}{4}$ of the games per season and participate in the NVL, State or Individual competitions.

Any student who transfers to Wolcott High School may receive credit for his/her sports activities from his previous high school, provided he/she submits a written record of these activities to the Director's office.

The record will be evaluated and if the student participates in our interscholastic program, he/she will receive credit toward the Wolcott Interscholastic Awards.

ADMISSION FEES

There will be an admission charge for all home scheduled varsity football, varsity soccer volleyball, and basketball contests.

Complementary passes for admission to home athletic contests will be issued to the Superintendent of Schools, his assistants, members of the Wolcott Board of Education and teaching personnel and staff at Wolcott High School.

Members of the Connecticut High School Coaches Association will be admitted (with identification) without charge to all home interscholastic contests where space is available.

THE ATHLETE

1. No student may transfer from one sport to another during the same season unless the coaches of the two sports are in complete agreement and the approval of the Athletic Director is obtained. Once eligibility lists have been sent to the CIAC, the student is ineligible to participate with another team during the season.
2. In case of injuries during a season, the athletic trainer or family doctor will decide when a student may resume activity.

COACHES

All Coaches are considered to be authorized school employed personnel and are subject to the policies, rules and regulations of the school system.

Teacher/coach duties and responsibilities shall be established by the High School Principal in regards to release from duty, faculty/staff meetings, etc., during the sports season.

EJECTION OF A COACH

When a member school's coach is ejected from a game for an infraction as prescribed by the rules, the game may not continue until the member school replaces the ejected coach with a certified coach. If this cannot be accomplished within fifteen minutes after the ejection, the official in charge will declare a forfeit win for the opposing team. All other CIAC rules concerning the ejection of a coach must be followed.

DISQUALIFICATION/EJECTION RULE – ATHLETE/COACH

The CIAC sets guidelines and tone for acceptable and appropriate behavior at all CIAC contests. Given this charge, it is CIAC's responsibility to be proactive and responsive to the growing issues of violence in sports. A strong consistent statement reflecting zero tolerance for violence in sports must become standard operating procedure for all schools. To this end, the following CIAC regulations will be implemented in all fall contests involving any CIAC member school commencing in the fall of 1995. (This is to be considered a minimum standard).

Game Assigners reporting disqualification and ejections are to leave the following information on CIAC voice mail: (203) 250-1111 – Name of Player and/or Coach, Name of School, Date of Ejection, Sport, Name and Telephone No. of official.

The following policies for disqualification shall apply in all sports:

1. Any student-athlete who physically assaults an official, coach, opposing player or spectator will be immediately dismissed from the team for the remainder of the season.
2. When a student-athlete is disqualified during a contest for flagrant misconduct and/or unsportsmanlike conduct, including taunting*, that student is ineligible to participate in any contest until withheld from the next contest at that level of play.
3. Upon the second disqualification, if that violation is for initiating a fight or retaliating in a fight (as determined by the game official), that student-athlete will be dismissed from the team for the remainder of the season; otherwise #2 remains applicable.
4. When a coach is disqualified during a contest for unsportsmanlike conduct, including taunting*, that coach shall be prohibited by his/her school from coaching or attending a contest until the next contest at that level of play has occurred.
5. Failure of the school for any reason to enforce this regulation will prohibit the school from entry in the next CIA Tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during a CIAC Tournament or during the last regular season contest/day of competition.
6. Any CIC team that accumulates five (5) or more disqualifications for flagrant misconduct, unsportsmanlike conduct including taunting, fighting, retaliating in a fight or physically assaulting an official, coach, opposing player or spectator during the course of one season will be barred from CIAC post-season competition. The number of disqualifications must be completed on all tournament forms. Disqualification from the team under #1 constitutes one disqualification in team totals.
7. Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches, or the next season of participation in any sport for seniors.
8. If playing rules for a sport specify an additional penalty, the additional penalty will apply.

DEFINITION OF TAUNTING: Taunting includes, but is not limited to any actions or comments by coaches or players which are intended to bait, anger, embarrass, ridicule or demean other players, coaches or game officials. Included in this is conduct that berates, needles, intimidates or threatens based on gender, ethnic origin or background and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting that would lead to ejection include, but are not limited to, physical and verbal intimidation outside the spirit of the game (“Trash Talk”), reference to sexual orientation, “in-the-face confrontation” by one player to another, standing over, straddling a tackled or fallen player, etc.

The CIAC Disqualification/ Ejection Rule is in effect for all contests that engage officials who have been assigned by Board Commissioners from CIAC registered official’s organizations, or directly by the school or by the CIAC.

Adopted April, 1996

QUESTION: Is there an appeal procedure that a school may use relative to disqualifications?

ANSWER: NO. Disqualification is a judgment call by an official and as such is not appeal able. Once the game official(s) leaves the site of the contest all decisions on game disqualifications are final. Until the official(s) leaves the site the game official(s) is in charge and may take any action deemed to be appropriate, even to the extent of reversing an earlier decision to eject a player or coach. Both schools (coaches on site) must be made fully aware of all final decisions on game disqualifications.

The CIAC disqualification rule will apply to all disqualifications with the exception of reaching the limit of personal fouls in basketball and lacrosse, reaching the limit of technical violations in wrestling, or disqualified by the rule in ice hockey which does not require a next game suspension.

CUSTODIAL SERVICES

The Director of Athletics through the Supervisor of Buildings and Grounds shall arrange for preparation of the playing surfaces for home contests. Request for custodial services by a coach must be made through the Director of Athletics.

EQUIPMENT

Team members are responsible for equipment issued to them. All equipment must be accounted for before a student is eligible for a letter award or further participation in athletics.

Uniforms are to be used at scheduled games and practices and at no other time. This should be strictly enforced by all coaches. Money should be turned in to the Director of Athletics with documentation of the amount collected, sport, number and type of equipment/uniform lost.

Team members must return all equipment immediately following the last contest. Coaches should then use the school’s washer and dryer to clean the uniforms.

The coach is responsible for obtaining payment from individual team members for lost or damaged equipment at replacement cost.

No capital equipment may be loaned by coaches to students for out-of-season use without permission from the building principal. Only students presently enrolled will be permitted to request a loan of equipment from their respective coach. Coaches are not authorized to give equipment/uniforms to anyone. All equipment/uniforms belong to the Board of Education.

PHASING OUT UNIFORMS

The Athletic Director and the Principal shall establish procedures for disposal of unused uniforms and equipment.

INSURANCE

The Wolcott Board of Education has purchased a plan of insurance covering interscholastic sports. This insurance is fully paid by the Board and represents no cost to the parents or student athlete.

The form of coverage provides that valid claims for injuries received as a result of participating in interscholastic athletics will be paid on an excess basis. This means that the Board provided insurance would pay any amount in excess of that portion already paid by family medical coverage.

POLICE/LOCAL FIRE MARSHALL

State law requires the assistance of police and possibly firemen where there is a public gathering of sufficient numbers.

Police and Fire Marshall are assigned to all home varsity football, boys' basketball and state tournament contests. Police are also added if a contest or cheerleading competition warrants the employment of an officer.

Police will be obtained and instructed as to their duties by the Athletic Director prior to the contest.

PRESS COVERAGE AND PUBLICITY

It is the responsibility of the coach to call in all results and stories to respective papers (*Waterbury Republican-American, the Hartford Courant*) and ask for specific sport procedures for the season. When athletes are being interviewed, coaches should remind them that they are a reflection of their team, school and community.

In accordance with the Conference, the home team is responsible for calling in the scores and particulars to the news media. This is a responsibility of the coach and can be delegated to a responsible student manager. Scores should be reported immediately following the contest.

All coaches are to write up an account of the games results and turn it in to the Athletic Director. The results of games should also be turned into the main office for daily announcements.

Coaches are encouraged to put up bulletin boards whenever possible.

SALARY

The salaries for coaches are negotiated by the Wolcott Education Association and the Wolcott Board of Education is published annually in the Agreement between the Wolcott Board of Education and the Wolcott Education Association.

Salaries for coaches shall be paid at the conclusion of the season that the individual coach is conducting practices and games. A check for one-half the amount may be requested halfway through the season.

Each coach must submit a season report, a complete inventory of uniforms, supplies and equipment to the Director of Athletics before receiving his/her salary check.

STAFF MEETINGS

The Director of Athletics shall call staff meetings of coaches when deemed necessary. All coaches are to attend staff meetings unless excused by the Director of Athletics.

STUDENT SUSPENSION

There are two (2) categories of suspension:

1. Home Suspension: An athlete who is “suspended” is not eligible to continue in a sport until approval is given by the administration.
2. Social Activity Restriction: Students assigned this form of punishment lose the privilege of attendance at school activities such as (but not limited to) the following:
 - a. Clubs
 - b. School wide activities or programs
 - c. Intramural competitions
 - d. School dances (victory Dance/proms
 - e. Driver education
 - f. Play productions/variety shows
 - g. Field trips
 - h. Class picnics
 - i. Senior courtyard
 - j. Dance line performances
 - k. Interscholastic sports
 - l. Class officer elections

Activity restrictions are based on students’ past academic performance and behavior.

- a. Academic criteria: any student who has not passed a minimum of four (4) major subjects in a marking period will be placed on activity restriction.
- b. Behavioral Criteria: any student who receives five (5) or more detentions or two (2) or more suspensions in a marking period will be placed on activity restriction.

Also, any student who accumulated five (5) or more suspensions or twenty (20) or more detentions during the previous school year will be placed on activity restriction at the beginning of the next school year.

Activity restriction begins immediately when criteria levels are reached and lasts for one month. Students must remain in homerooms during activity periods and may not attend school activities that are held on or off school grounds. Students are required to attend regularly scheduled classes or study halls, rather than attend field trips, class picnics or use the senior courtyard.

TEAM CAPTAINS

Team captains may be selected at the end of the season for the following season.

The selection process for team captains may include a vote by players, and the primary duty of the captain is to function as a liaison between the coaching staff and players.

TOURNAMENTS

Wolcott High School athletes (who qualify in accordance with CIAC regulations) shall be permitted to participate in athletic contests sponsored by the State and New England Secondary Principals Association.

TRAINING RULES

Specific training rules shall be established by the respective sport coaches and approved by the Director of Athletics and the School Principal (see Training Rule Guidelines).

Disciplinary action shall be taken by a coach for any violation.

TRANSPORTATION

Transportation for regularly scheduled games and practices must be approved and arranged with the Director of Athletics.

Each coach must accompany his/her team on all trips and must be responsible for the safety and conduct of the players.

All members of athletic teams are required to travel by the transportation furnished by the school. (Exception may be granted only in an emergency upon the direct request of the parent.) [Appendix – K]

Members of a team may travel by car only if the coach is driving. Insurance for transportation in a coach's car will be covered under the Board of Education Insurance Policy after personal insurance limits have been exceeded.

Reimbursement for transportation in private vehicles shall be made to each coach at the end of the sport season upon approval by the Director of Athletics.

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

1. The coach must accompany the team on the bus and is responsible for their conduct.
2. Establish orderly procedures for loading the bus, including equipment and storage.
3. Positive attitude of coaches and players toward the driver. This also includes assistance with directions.
4. Help maintain cleanliness of the bus.

5. Check the bus when returning home to make certain that no equipment was left behind or that no damage has been done.
6. All participants must return on the bus.
7. Players that ride on a bus or conveyed by the coach are representatives of the school. Their appearance should be that of a neat, well-groomed athlete.
8. Emergency Forms must be signed within 24 hours for a student to ride home with parents from an athletic event away from Wolcott High School.

POLICY FOR ATHLETIC BUDGET PREPARATION EXPENDITURE AND ACCOUNTING OF FUNDS

BUDGET

Within each high school, the annual interscholastic athletic budget will be developed by the Director of Athletics in coordination with coaches. The completed budget must be submitted to the building principal for final approval before submission to the Board of Education through the Superintendent.

The Board of Education shall approve, on a basis of anticipated needs, that portion of the budget to be supported from the annual budget of the Board of Education.

EXPENDITURE OF FUNDS

All requisitions for athletic supplies, equipment and/or services require the approval and signature of the Director of Athletics.

The Head Coach of each sport will submit exact specifications of equipment needed to the Director of Athletics. The Director of Athletics will prepare the requisition. A coach who makes unauthorized purchases does so at the risk of personal liability. The amount of equipment to be purchased shall be determined through use of the annual inventory and through anticipated estimates of the number of students involved.

Inventory of Equipment: The Head Coach of each sport shall be responsible for maintaining a record of athletic equipment and supplies. This inventory will include the following:

See appendix:

Each Head Coach will be responsible for the issuing and collecting of all equipment in his or her sport, and will keep written records of what has been issued. It is also the responsibility of each Head Coach to bill any team member for equipment not turned in at the end of the season, and to submit a copy of each bill to the Director of Athletics and to the office.

No equipment may be loaned by coaches to students for out-of season use without permission of the Director of Athletics.

Obsolete or worn-out-equipment shall be discarded at the conclusion of the athletic season upon joint decision of the coach and the Director of Athletics.

The Director of Athletics will maintain a complete and up-to-date athletic inventory file for purposes of preparing the budget and equipment request.

LEAGUE AFFILIATION

NAUGATUCK VALLEY LEAGUE

Wolcott High School is a member of the Naugatuck Valley League. The League was expanded with the addition of Wolcott, Seymour and Woodland. The N.V.L. has been in existence since 1931. The League consists of seven suburban and five city schools.

League competition recognized by the CIAC and eligible for League championships is the following interscholastic sport activities:

<u>BOYS</u>		<u>GIRLS</u>	
Baseball	Soccer	Soccer	Softball
Basketball	Tennis	Basketball	Tennis
Cross Country	Track	Cross Country	Track
Football	Swimming	Volleyball	Cheerleading
Golf	Weight-lifting	Weight-lifting	

MEETINGS: Called when needed by the League President. Varsity coaches of Wolcott High School are informed of the meetings and are urged to attend. (All coaches are urged to attend these meetings.) Scheduling, League All-Stars and various other League matters are discussed.

The following schools are members:

Ansonia High School
Crosby High School
Derby High School
Holy Cross High School
J.F. Kennedy High School
Naugatuck High School
Sacred Heart High School
Seymour High School
St. Paul High School
Torrington High School
Watertown High School
Wilby High School
Wolcott High School
Woodland High School

COACHING AFFILIATION

CONNECTICUT HIGH SCHOOL COACHES ASSOCIATION

CHSCA is an organization designed to organize coaches, and develop policies in conjunction with the CIAC.

All Coaches will automatically become members of the CHSCA and the fee will be paid by Wolcott High School's Athletic Department.

Membership in mandatory for head coaches. CHSCA entitles coaches to free admission to all high school sports contests throughout Connecticut and All-State voting. Therefore, assistant coaches responsible for scouting will receive a membership when requested by the Head Coach.

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

The CIAC is the governing body of all high school sports in Connecticut. As a member school, we subscribe to all their policies and regulations.

THE CODE OF ETHICS FROM CONNECTICUT COACHES ASSOCIATION

ARTICLE I: A coach is involved in three relationships which entail certain obligations, and standards of conduct: (1) players (2) institutions (3) other coaches, officials, sports reporters, others.

Section A: The coach, through his example, must be sure that the players are better people for his impact on their lives. The safety and welfare of his players should always be uppermost in his mind, and these should never be sacrificed for personal gain. The coach should set the example for winning without boasting and losing without bitterness.

Section B: The coach should remember that he publicly represents his institution. His conduct must be such that there arise no criticism of his efforts to promote the common interest and purposes of the school.

Section C: In his relationship with other coaches the coach must follow the Code of Ethics. Sports reporters should not be used to relieve ill feelings toward other coaches, players, officials or competing schools.

ARTICLE II: The primary function of the coach is to educate the students through participation in high school sports.

Section A: The primary function must never be disregarded.

Section B: The coach must support the administration in all policies and regulations. Differences of opinion (should) not be aired publicly.

Section C: The coach must be thoroughly familiar with eligibility requirements. He should assume responsibility for their enforcement. Any attempt to circumvent eligibility rules shall be considered unethical.

Section D: The coach must inspire his players to achieve academic success.

ARTICLE III: The coach has a serious moral responsibility to the player.

Section A: The diagnosis and treatment of injuries is strictly a medical problem; it is not the province of the coach. The coach must see that injured players are given prompt, competent medical treatment, and that doctor's orders are scrupulously carried out.

Section B: The coach must remember that he is a living example of his community. His actions must at all times bring credit to his school, his sport, his profession.

Section C: Accepting money or goods for an endorsement or any product or commodity which is not in keeping with the traditions of the profession shall be considered unethical.

Section D: Professional problems should be settled within the profession, not in the press. Direct or implied attacks on those officially associated with high school sports shall be considered unethical.

Section E: (1) Before and after games, rival coaches should meet and exchange cordial greetings; (2) During games, coaches should be as inconspicuous as possible; (3) Coaches should show kindly attitude toward players on the bench; (4) Attitude of coaches toward officials should be controlled, undemonstrative; (5) Visitors should not be allowed in team dressing room after games, until coaches have completed post game responsibilities, including check on injuries.

ARTICLE IV: The coach should be thoroughly acquainted with the rules of his sport. He is responsible for teaching, interpreting rules to his team.

Section A: The coach should study and review rules frequently.

Section B: The letter and the spirit of the rules must be respected.

Section C: To gain advantage of victory by circumventing the rules brands coach or player unfit.

Section D: Any coach who permits, encourages or defends unsportsmanlike tactics shall be considered guilty of the most serious breach of ethics.

ARTICLE V: Status and reputation of officials depends in large measure on support from the coaches.

Section A: On-and-off-the-record criticism of officials is unethical

Section B: Strict courtesy and sportsmanship must be accorded by the coach to officials. To address, or to permit players to address uncomplimentary remarks to officials, or to incite players or spectators against officials is unethical.

Section C: Derogatory post-game comments by the coach are unethical.

Section D: To use game films to disgrace officials is unethical.

ARTICLE VI: The coach is responsible for ethical press and public relations.

Section A: Members of the press must be treated courteously. Derogatory and misleading statements must be avoided. Players shall be instructed to handle interviews with discretion.

Section B: The coach must be prudent in comments to the press. He must not use the media to air personal problems.

Section C: It is unethical for the coach to use alumni, parent or booster organizations to defeat or obstruct rules, policies, and administrative goals.

ARTICLE VII: It is unethical to scout any team except in regularly scheduled games. Attempts to scout practice sessions is unethical.

WOLCOTT HIGH SCHOOL ATHLETIC DEPARTMENT BOOSTER CLUBS

The Wolcott High School Booster Clubs were organized to serve the Athletic Department in a variety of ways. These groups are composed of parents, coaches and interested citizens of Wolcott.

Many thousands of dollars have been contributed to the Athletic Department with Scholarships and non- budgeted items. Coaches are encouraged to be an active member of our boosters and attend all meetings. Coach's participation will serve as a very important liaison between Wolcott High School and parents. At present we have the following parent booster clubs:

1. Ace Club (Volleyball)
2. Diamond Club (Baseball)
3. Goal Club (Soccer)
4. Gridiron-Strength Club (Football)
5. Hoop Club (Basketball)
6. Track-Cross Country Club

COMMUNICATION

1. The coach is the key link between students, parents, opponents, and school administration. Coaches need to be available for and in constant communication with all of the above.
2. Be in touch with the Athletic Director each week about schedules, buses, officials, and tournaments.
3. If there is a problem with a student that could lead to disciplinary action make the effort to contact the parent immediately. Call them early so they are not "surprised" later when you need to take action. It can be very embarrassing for a parent to go to a contest and have friends ask them why their child isn't playing.
4. Periodically, meet with individual athletes off the field and apprise them of their role on the team, their future with the team and the areas in which they need to improve. When athletes are not put into a game, coaches are advised to explain the reasons for the lack of playing time and in what areas the athlete needs to improve. Remember that playing time is the biggest reason for player/coach disagreement.

PRE-SEASON PARENT MEETING

The Athletic Department will hold three pre-season meetings per year before each season. It is strongly recommended that you attend one general meeting and the teams meetings that the student athlete plays in. It helps promote better communication and understanding between parents and coaches.

These are items that will be covered during the meeting:

1. Communications with you
 - a. How a parent can contact you with a question or concern
 - b. How to set up an appointment with you
 - c. The day of a game is not the best day to discuss a concern
2. District philosophy about coaching (introduction of coaches)
 - a. Importance of development in younger grades
 - b. Competitiveness on the varsity level
 - c. Your need to consider the best interest of the entire team
 - d. Development of the “whole” individual
 - e.
3. Playing time (individual Coaches)
4. Team rules and consequences
 - a. Attendance expectations, vacations, sportsmanship, etc.
5. School rules
 - a. Violations (Student Handbook), eligibility requirements, participation on outside teams for events, etc.
 - b. Parent/student athletic handbook (athletic forms)
 - c. Distribute game schedules
 - d. Distribute practice schedules
 - e. Caution parents about the possibility of schedule changes
6. Safety
 - a. Let parents know about the dangers inherent to your sport including the common types of injuries that can occur
 - b. Let parents know what we are doing to provide safety
 - c. Where and what type of equipment students need to purchase (examples: running shoes, cleats, gloves....)
7. Go over “Expectations of Parents” (found in Appendix- J)
8. Special team events (team trips, dinners, fund-raisers, etc.)
9. Positive involvement of parents (Videotaping, fundraising, statisticians, volunteer coaching, special event planning)

PRE-SEASON PLAYERS MEETING

It is strongly recommended that each team hold a pre-season meeting with the players who are interested in trying out for the team. At the meeting you should address the following:

1. Physicals, student/parent permission to engage in athletics
2. Try-outs
3. Team rules
4. Game and practice schedules
5. Eligibility Rules (fourteen point checklist found in appendix)
6. Lines of communication
7. Team goals
8. Coaches expectations (rules and policies)
 - o Wolcott Code of Conduct
 - o Sportsmanship
 - o Hazing, bullying
9. Criteria for awards including varsity letters
10. Athletic department rules
11. Locker security
12. Wolcott High School activity restriction policy
13. Solving conflicts

SOLVING CONFLICTS

1. All issues between an athlete and a coach should first be solved between each other.
2. If the conflict cannot be resolved between the athlete and the coach, the athlete should make an appointment to see the Athletic Director.
3. If the problem is still unresolved, then the parent should contact the coach.
4. Only if the problem cannot be resolved with the coach, should the parent contact the Athletic Director.
5. These are the steps to be followed until the resolution of the problem:
 - a. Athlete > Captain
 - b. Athlete > Coach
 - c. Athlete > Athletic Director
 - d. Parent > Coach
 - e. Parent > Athletic Director
 - f. Parent > Superintendent
 - g. Parent > Board of Education
6. The correct procedure to contact a coach is to leave a message in the Athletic Office for the coach. Please do not contact the coach at home.
7. It is inappropriate to discuss concerns immediately after an athletic contest. Discussions with coaches should take place by establishing a meeting in the Athletic Director's Office.

Coach _____ Sport _____ Date _____

The Wolcott High School Coaches Handbook is a detailed reference of organizational guidelines and activities. It is essential that coaches and parents follow these guidelines and also make a personal commitment of time and effort in both academics and athletics.

I have read and understand the policies of the Wolcott High School Coaches Handbook.

Name: _____

Sport: _____

Signature: _____