



**CREC ATHLETICS  
HANDBOOK  
2017-2018**

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**CAPITOL REGION EDUCATION COUNCIL  
PARTICIPATING SCHOOL INFORMATION**

**ACADEMY OF AEROSPACE & ENGINEERING**

1101 Kennedy Road, Windsor, CT  
School: 860-757-6300

**ACADEMY OF SCIENCE AND INNOVATION**

600 Slater Rd. New Britain, CT 06053  
School: 860-223-0726

**METROPOLITAN LEARNING CENTER**

1551 Blue Hills Ave., Bloomfield, CT 06002  
School: 860-242-7834

**PUBLIC SAFETY ACADEMY**

1617 King St, Enfield, CT 06082  
School: 860-253-0274

**TWO RIVERS MAGNET MIDDLE SCHOOL**

337 East River Drive, East Hartford, CT 06108  
School: 860-290-5320

**CREC Schools Website:** [www.crecschools.org](http://www.crecschools.org)

**Athletic Director:** Jonathan Winer  
Phone: 860-509-3611

**Capitol Region Education Council**  
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Tim Sullivan, Superintendent  
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**CREC Schools Principals**

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Bob McCain, Academy of Science and Innovation  
Sasha Douglas, Metropolitan Learning Center  
Jeff Larson, Public Safety Academy  
Jill Wnuk, Two Rivers Magnet Middle School

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Olivia Hussey, Academy of Aerospace and Engineering (High School)  
Karen Stowe, Academy of Aerospace and Engineering (Middle School)  
Greg Larson, Academy of Science and Innovation (High School)  
Jason Ritz, Academy of Science and Innovation (Middle School)  
Kristine McAllister, Metropolitan Learning Center (High School)  
Tom Pinnix, Metropolitan Learning Center (Middle School)  
TBA, Public Safety Academy  
Dave Giangrave, Two Rivers Magnet Middle School

**Citations**

Portions of this handbook have been replicated from the following sources:

- Connecticut Association of Athletic Directors (CAAD), *Coaches Handbook*, [www.caadinc.org/CoachHandbook.doc](http://www.caadinc.org/CoachHandbook.doc)
- Amity Regional School District Number 5, *2013-2014 Student-Athlete Handbook*, <http://www.amityregion5.org/file/3257/download>

## INTRODUCTION

The purpose of this handbook is to provide information to participants, coaches, and parents so that each may understand the procedures and policies related to the CREC Interscholastic Athletic Program. Athletics can be a very special and beneficial experience when kept in the proper perspective, and we hope that you and your child will strive to make the most of his/her abilities while following the contents of this handbook.

Each coach and student-athlete is required to read this handbook and acknowledge its receipt before participating in a sport. Student-athletes are required to review this handbook with their parent/guardian before each season. **This handbook is to be kept handy for reference.**

## A CREC EDUCATION

CREC Schools draw students from Greater Hartford and beyond because of the many opportunities our programs offer including:

- Specific themes that allow students to identify, refine, and develop their talents and interests.
- Diverse learning communities that prepare students for living and working as global citizens.
- College immersion programs that give students an early college experience, including studying on campus and earning college credit.
- Career preparation programs that focus on skills to give students an advantage in applying for internships, jobs, and higher education.
- Real-world experiences that provide students with meaningful opportunities to apply what they have learned.
- Affiliation as NASA Explorer Schools and partnerships with area universities, industries and organizations.
- State of the art facilities, many specially designed for CREC Schools that encourage learning, community development and collaboration.

CREC Schools seek to live out the vision of the Capitol Region Education Council – that every student can and shall learn at high levels. In addition to a challenging core curriculum, our schools offer a diverse environment, a personalized educational approach for each student, and a curriculum designed to spark a lasting appreciation for knowledge.

## CREC'S GUIDING BELIEFS

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

To be of maximum effectiveness, the athletic program must be closely coordinated with the general instruction of the schools. It must be such that the number of students accommodated, and the educational aims achieved, justify its inclusion in the over-all educational program.

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

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

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

### **Non-Discrimination Notice**

*The Capitol Region Education Council does not discriminate on the basis of race, color, religion, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices.*

*CREC does not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act of 1973.*

*CREC prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all community members are guaranteed by law and the protection of those rights is of utmost importance to our schools. This document is written in compliance with regulations of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights of 1964 and 1987, Title II of the Americans with Disabilities Act of 1991.*

*Please be aware that violation of Title IX may be a criminal matter and require police intervention. In addition, violations of Title IX may be considered a violation of child abuse legislation and warrant Department of Children and*

## ATHLETIC PROGRAM OFFERINGS

The following is a list of sports which are planned to be offered during the 2017-18 school year at the high school and middle school levels, pending participation interest. In addition, intramural sport/club teams may be offered at individual schools.

The high school program will be offered at the Academy of Aerospace and Engineering, Academy of Science and Innovation, Metropolitan Learning Center, and Public Safety Academy.

Currently the following Middle Schools have an Interscholastic Athletic Program: The Academy of Aerospace and Engineering, Academy of Science and Innovation, Metropolitan Learning Center, Public Safety Academy, and Two Rivers Magnet Middle School.

The high school program is designed to offer competition at the varsity level.

<b>2017-18 SPORT OFFERINGS</b>		
SEASON	HIGH SCHOOL	MIDDLE SCHOOL
FALL (Sept-Nov)	Cross Country Boys Soccer Girls Soccer Girls Volleyball Football	Cross Country Boys Soccer Girls Soccer Girls Volleyball
WINTER (Dec-Mar)	Boys Basketball Girls Basketball Indoor Track	Boys Basketball Girls Basketball Indoor Track
SPRING (Mar-June)	Baseball Softball Track and Field	Baseball Track and Field Softball

CREC believes that an interscholastic athletic program is vital to the overall educational development of students. By providing a comprehensive, wholesome, diverse and dynamic program, students will realize their full potential as productive school and community citizens. The program is viewed as an extension of the classroom whereby students are provided opportunities to grow and develop physically, emotionally, mentally, and socially.

CREC strongly encourages character building, teamwork, sportsmanship, discipline, commitment and sacrifice, as well as an emphasis on helping students obtain a balance and perspective in relation to academic excellence and athletic achievement. It is important to remember that participation in athletics is a privilege and not a right.

The CREC Athletic Department staff is a professional group that takes great pride in their concern for the welfare of each athlete. They are cognizant of the tremendous influence of their position and strive to instill the highest ideals and character traits in our students.

## **MISSION STATEMENT**

The CREC Interscholastic Athletic Program strives for excellence by providing opportunities to student-athletes to participate in programs that are designed to develop meaningful standards of athletic performance, leadership, character building, scholarship, self-discipline, self-confidence, self-worth, commitment, teamwork, community service, citizenship, and appropriate conduct within the educational and social environments of all CREC schools.

## **PROGRAM GOALS**

1. To encourage student-athletes to achieve success in both academics and athletics.
2. To develop good citizenship, honesty, dependability, and respect for rules, property and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain high standards of credible and positive performance and conduct on and off the field.
5. To teach and emphasize the fundamental skills of the various sports as a necessary ingredient in achieving individual and team success.
6. To stress the importance of physical fitness, conditioning, health habits, and safety in athletics.
7. To provide opportunities to develop lasting friendships with teammates and opponents.
8. To teach student-athletes to work together as a cohesive unit in order to achieve a common goal.
9. To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible.
10. To provide opportunities for the development of a feeling of unity and belonging, team pride, school spirit, teamwork, and commitment.



## ATHLETIC EXPECTATIONS

All coaches, student-athletes, parents/guardians, and administrators will be responsible and accountable for promoting and upholding the athletic department expectations.

### DUTIES AND RESPONSIBILITIES OF COACHING PERSONNEL

#### A. Head Varsity High School/ Head Middle School Coach Job Description

##### Qualifications:

1. Valid Connecticut Five Year renewable/Temporary Coaching Permit.
2. Completion of Module 15 (Concussion).
3. Valid CPR/AED and Standard First Aid Certificates (2 years from date of training).
4. Has previous successful coaching experience in assigned sport
5. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

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

##### General:

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

##### Duties and Responsibilities:

- a) Be responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction and enforce all rules of the C.I.A.C. and CREC as they pertain to the respective sport.
- b) Arrange for a pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations for your program. This meeting should clearly outline expectations for the student-athlete, parents/guardians, spectators, and the coaching staff. Concussion protocol should also be discussed during this meeting. Any team member who does not have adult representation at the meeting will not be allowed to participate in a game or scrimmage until a parent or guardian has made arrangements to meet with the coach to go over the information that was covered during the meeting. In extreme circumstances, a phone conversation between the adult and the coach will be acceptable.
- c) Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- d) Distribute and discuss the following items with all student/athletes (secure necessary signatures):
  1. Concussion/Head Injury Consent Form
  2. Athletic Handbook
  3. Athletic Contract

#### 4. Parent Consent/Emergency Card

- e) Ensure proper warm-up and conditioning programs in an effort to reduce the risks of injury.
- f) Supervise and evaluate assistant coaches, assign duties and conduct staff meetings as necessary at all levels.
- g) Properly supervise all athletes at practice, in transit and at games.
- h) Inspect all equipment and oversee the issuance and collection of equipment/uniforms. Maintain an equipment inventory, keep records, enforce rules regarding care of equipment and advise the Faculty Manager as to reconditioning needs.
- i) Monitor the academic and physical progress of team members while in-season and out-of-season.
- j) Assist students in college placement.
- k) Instill in students an enthusiastic commitment to excellence.
- l) Recognize that coaching is an extension of the classroom, with certain legal and moral obligations required of the coach at all times.
- m) Communicate openly with all athletes, parents/guardians, and administrators.
- n) Create and maintain a safe, secure, and well supervised environment for student-athletes.
- o) Provide instruction and strategies suitable to the age, experience, ability, and fitness level of the athletes.
- p) Model appropriate behavior and language.
- q) Demonstrate good sportsmanship and expect athletes to do the same.
- r) Ensure that information on the CIAC website and on MaxPreps is updated as required by the CREC Athletic Director and CRAL Commissioner. Rosters, schedules, results, and statistics must be accurate at all times. Recaps and scores should be reported to the CREC AD and newspapers by given deadlines.
- s) Plan for and conduct all practice sessions. Practice plans should be available upon request.
- t) Be responsible for technical development and supervision of student-athletes.
- u) Promote respect by example through appearance, manners, behavior, language and conduct.
- v) Dress appropriately for all events in which they are representing their team, school, and CREC (games, practices, fundraisers, etc.).
- w) At end of season, complete lost uniform/equipment and updated inventory list and return emergency cards to Faculty Manager.
- x) Hold practices during school vacations and before school starts per CIAC rules (high school).
- y) Ensure that all players are dressed appropriately for contests (i.e. shirts tucked in, matching undershirt with jersey)
- z) Monitor player's sportsmanship during practices and contests. There should be no negative talk between players and officials or between players from opposing teams. If a player does not abide by this rule, they should be removed from the game and spoken to by the coaching staff.
- aa) Keep track of technical fouls and yellow/red cards. If a player receives multiples of either, consequences will be in place.
- bb) At the high school level, practices and competitions should be held six days per week. At the middle school level, practice and competitions should be held 4-5 days per week.
- cc) Make every effort possible to attend professional development opportunities.

## **B. Head JV High School/Assistant Middle School Coach Job Description**

### **Qualifications:**

1. Valid Connecticut Five Year renewable/Temporary Coaching Permit.
2. Completion of Module 15 (Concussion).
3. Valid CPR/AED and Standard First Aid Certificates (2 years from date of training).
4. Has knowledge and background in the assigned sport.

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

### **Duties and Responsibilities:**

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

## **C. Volunteer Coach Job Description**

### **Qualifications:**

1. Valid Connecticut Five Year renewable/Temporary Coaching Permit.
2. Completion of Module 15 (Concussion).
3. Valid CPR/AED and Standard First Aid Certificates (2 years from date of training).

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

### **Duties and Responsibilities:**

- a. Attends all meetings and meets all criteria pertaining to athletics that is required of a coach employed coach of the school district.
- b. Will not be solely responsible for any athlete(s) without direct supervision of an employed coach of the school district.
- c. Assist the Head, Assistant, Freshman, or Junior High Coach in carrying out their responsibilities.
- d. Understand the proper administrative line of command and refer all student and parent requests or grievances through proper channels.
- e. Never criticizes, admonishes or argues with Head Coach or any staff member within ears or eyes of players or parents.
- f. Is responsible for following the department's set procedures for injured athletes.
- g. Works within the basic framework and philosophy of the Head Coach of the sport.
- h. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head, Assistant, Freshman or Junior High School Coach or Athletic Director.
- i. Dress appropriately for all events in which they are representing their team, school, and CREC (games, practices, fundraisers, etc.).
- j. Model appropriate behavior and language.

### **CODE OF ETHICS FOR CREC COACHES**

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

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

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

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

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

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

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

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

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

It is unethical for coaches to scout opponents by any other means than those adopted by the state high school

athletic association and the league.

## **EVALUATION OF COACHES**

Each coach will be evaluated by their faculty manager at the end of the playing season. Assistant coaches and head coaches will be evaluated, separately. The evaluation process will follow the steps below:

- 1) Each coach will fill out the “self” portion of the evaluation form by scoring their own performance using the 1-4 scale for each element. They will identify three accomplishments that took place during the season and add three personal goals for improvement. They will also have the opportunity to write additional comments or items related to performance.
- 2) The faculty manager will fill out the “FM” section on a separate evaluation form. They will also write additional comments or items related to performance.
- 3) Each coach will meet, individually, with the faculty manager (and building principal if they choose to attend) in order to review the coach’s personal ratings and the ratings given by the faculty manager. Accomplishments, personal goals, and other comments will be reviewed during the meeting.
- 4) The coach and faculty manager will sign the evaluation forms. Assistant coach evaluations will also be signed by the head coach. Both the coach’s self-evaluation packet and the faculty manager’s evaluation packet will be stapled together so that the building principal can review the forms and add their signature.
- 5) Finally, copies will be made of all forms and will be mailed to the CREC Athletic Director so that a copy is added to each coach’s file at CREC Central.

## **FACULTY MANAGERS**

### **Qualifications:**

1. Valid Connecticut Five Year renewable/Temporary Coaching Permit.
2. Completion of Module 15 (Concussion).
3. Valid CPR/AED and Standard First Aid Certificates (2 years from date of training).
4. Valid CT teaching certificate of appropriate certification from the NIAAA

### **Duties and Responsibilities:**

- a. Appoint, maintain, and support competent and knowledgeable coaches.
- b. Require regular participation in professional development opportunities for coaches.
- c. Supervise all coaches in a fair and thorough manner.
- d. Encourage participation of all student-athletes and coaches in community service.
- e. Supervise all sports programs at the school. This includes coaches, student-athletes, facilities, and equipment.
- f. Evaluate coaches at the end of the season and hold formal conferences.
- g. Keep track of equipment and uniforms and make sure that anything lost is replaced.
- h. Supervise the eligibility of student-athletes and ensure that ineligible student-athletes are not playing in practices or games.
- i. Ensure that coaches are certified (CPR, First-Aid, Modules, etc.) and forward this information and documentation to the CREC Athletic Director, as requested.
- j. Make sure that fields, gyms, and tracks are ready for competition well-before the scheduled start time of an event.
- k. Be present at home contests or have a designee present. If the game is at a neutral site, the faculty managers will communicate to make sure that at least one of them is present.
- l. Monitor transportation and ensure that students are presenting proper paperwork reflecting how they will be going home.
- m. Monitor practices to make sure that proper protocol is taking place and that student-athletes are active.
- n. Work with the school nurse to ensure the organization of student health forms, medical equipment and emergency contacts as well as the expiration of physicals.
- o. Complete and submit paperwork that is requested by the Athletic Director by deadlines that are given.

- p. Update information for CIAC website within 24 hours of a contest or significant change.
- q. Respond to voicemails, emails, and texts from the Athletic Director in a timely manner.
- r. Be in constant communication with school custodian, time keeper, bill payer and security guard and make sure they are aware of when they are needed.
- s. Be in constant communication with the school principal and coaches throughout the year.
- t. Be diligent and creative in efforts to get parents involved in the school's sports programs. This includes having them donate snacks, help fund –raise, volunteer as score-keepers, etc.
- u. Promote an environment of excitement in the school based around the sports program.
- v. Find ways to give teams the best opportunity to have full rosters and compete for entire seasons.
- w. Motivate coaches and promote a shared vision.
- x. Actively recruit coaches to fill vacancies well before the athletics season begins.
- y. Look for facilities when needed.
- z. Ensure that coaches maintain updated information on the CIAC website and on MaxPreps as required by the CREC Athletic Director and CRAL Commissioner. Rosters, schedules, results, and statistics must be accurate at all times.
- aa. Work with school administration to ensure that facilities are open and available for practices on weekends and during school vacations.

#### **DUTIES AND RESPONSIBILITIES OF PARENT/GUARDIANS**

- a. Encourage their child to work hard and do their best to excel as a student and athlete.
- b. Be positive in support of their child, other student-athletes, the team, the coach, school, and athletic program.
- c. Understand that coaches have autonomy in all decisions regarding playing time, style of play, strategy, line-ups, etc.
- d. Model positive sportsmanship values as a spectator and insist that their child exhibit good sportsmanship at all times during athletic contests.
- e. Attend your child's preseason team meeting.
- f. Refrain from negative comments towards players, officials, coaches, and other spectators.
- g. Attend as many contests and competitions as possible and participate in fundraising efforts.

#### **ATHLETIC PARTICIPATION "A PRIVILEGE"**

It is important for students and parents to realize that participation in the CREC Schools athletic program is not a right of all students, but rather a privilege which is afforded to those selected individuals who possess the ability, attitude, disposition, cooperation, spirit, and desire to represent the student body and community in a manner that reflects favorably upon the reputation of our schools. Athletics at any of the CREC schools is completely voluntary, and no student is obligated to take part.

However, there are special standards and expectations in the area of academic performance, citizenship, training rules, and sportsmanship, which must be complied with by the participants. It is essential that student-athletes and parents be thoroughly familiar with all the rules and regulations governing athletic participation as determined by the sport coach, Athletic Department, school, and Connecticut Interscholastic Athletic Conference (CIAC) policies. Furthermore, as with all privileges, it is important to remember the school reserves the right to revoke the privilege of any participant who does not conduct herself/himself in an acceptable manner.

Students must be willing to make a commitment to become a member of an athletic team. This will require attending all scheduled practices and contests which take place after school. Saturday contests may be scheduled as well with some sports. We take great pride in the CREC Schools athletic program and invite all students who are willing to accept the responsibilities associated with its philosophies to be candidates for our athletic teams.

## ATHLETIC PARTICIPATION REQUIREMENTS

In order to participate in the interscholastic athletic program at CREC the following requirements must be met:

- CT Health Assessment Record Form completed by physician and parent/guardian and submitted to the school health office, nurse or coach.
- Parent/Guardian Permission and Athlete Contract Form completed and submitted to the coach.
- Emergency Contact Form submitted to the coach.
- All eligibility requirements must be satisfied.

**All of the above requirements must be met with all forms completed, signed and returned prior to a student being allowed to participate in tryouts, practices, or contests.**

### SPORTS HEALTH ASSESSMENTS FOR INTERSCHOLASTIC ATHLETICS

CREC requires that all students have a Sports Health Assessment **before** being allowed to participate in the athletic program. Forms are available in the school health office or can be downloaded from the athletic page on the CREC website: [www.crecschools.org](http://www.crecschools.org).

Medical clearance must be obtained for **each** school year and will serve for the entire school year unless the student has been injured after the physical examination. **To return to team participation after an injury, the athlete must obtain written documentation from the attending physician stating that the athlete may continue in the program.**

**Medical clearance will be allowed for the student by either completing the following:**

- A. Submit a completed CT Health Assessment Record (Blue Form) to the school health office.  
**If a student has an updated and current CT Health Assessment Record (Blue Form) on file in the school health office for the school year:**
  1. The student should check with the school health office to verify approval for athletic participation. The CT Health Assessment Form must state that the student may participate fully in athletic activities and competitive sports.
  2. The Health Office Staff will provide the student with a Medical Clearance Form stating that he/she has approval for athletic participation.
  3. The student must present the Medical Clearance Form to his/her coach in order to participate.

**IMPORTANT:** Regardless of the Medical Clearance form submitted, be sure that the examining physician states in writing on the form that the athlete is: “physically able to participate in all sports including contact sports during the current school year.” Physical examinations are valid for thirteen months.

**A Camp Physical Form is not an acceptable form for student participation in the athletic program.**

### ATHLETES CODE OF CONDUCT

It is a privilege and honor to represent one’s school and community while participating on an athletic team. It is an athlete’s responsibility to conform to the following Code of Conduct.

1. Athletes shall conform to the school and Connecticut Interscholastic Athletic Conference (CIAC) Eligibility Rules, including all medical and academic requirements.
2. Athletes shall conform to the expectations for appropriate behavior at the school and act in a responsible manner with regards to the rules and regulations established in the Student Handbook.
3. Athletes will conduct themselves as positive representatives of the team, school, and community while exhibiting high standards of citizenship and good sportsmanship.

4. Athletes shall abide by the Substance Abuse Policy of the CREC School System and Athletic Department and abstain from using those substances - drugs, alcohol, tobacco, steroids, and performance enhancing substances - that are deemed harmful to one's athletic performance, health, and general well-being.
5. Athletes will attend and will not be tardy for all practices and contests for their sport team.
6. Athletes shall be held responsible and accountable for all issued equipment/uniforms and are expected to promptly return the equipment/uniform at the end of the season.
7. Fulfill all responsibilities and obligations as a student in the pursuit of academic excellence.
8. Put forth his/her best effort in attempting to succeed on the field and in the classroom.
9. Communicate openly with coaches and parents/guardians about all matters pertaining to his/her sport.
10. Conduct themselves as a positive representative of their team, school, and community while demonstrating the highest standards of good sportsmanship, integrity, respect for others, commitment, and dedication.
11. Attend all practices, contests, and team meetings as scheduled.
12. Abide by the regulations set forth by the coach, athletic department, school, and state associations and to encourage your teammates to do the same.
13. Refrain from speaking to officials and from any negative talk to opponents and teammates.

For any violation of the Code of Conduct student-athletes may be subject to discipline, including but not limited to exclusion, suspension and/or expulsion from the team. This code is not intended to be all inclusive. The administration, Athletic Director, and coach have the authority to determine penalties for violations not listed (consistent with the philosophies of the code).

## **REGULATIONS FOR ATHLETES**

### **A. ATTENDANCE**

1. Attendance at all practice sessions/games for team members is mandatory.
2. Athletes will be allowed to participate in practice or contests only if they are present in school by 10:30am on that day. Students who are absent from school may not participate in any athletic event on the day of the event. Individual exceptions may be approved by an administrator when arranged in advance.
3. Unexcused single period absences during a given day may cause an athlete to be withheld from practice or contests.
4. Student-athletes must meet minimum attendance requirements on Friday in order to be eligible for weekend practices or contests.
5. Absences from team activities due to non-school related activities must be approved by the team coach or school administrator in advance.
6. Student-athletes will be excused from activities, practices, and/or contests if they are working after school with one of their academic teachers. All athletes are excused from team activities for illness, injury, academic, family or religious reasons. Prior notification is expected when possible.
7. Unexcused absences will result in consequences established by the coach. Whenever possible absences should be approved in advance by the coach or school administrator to avoid conflicts.

### **B. ABSENCES FROM SCHEDULED PRACTICES/GAMES**

The team will only function effectively when all participants are present. A player must notify the coach of any practice/contest he or she is required to miss. The coach will determine if the excuse is acceptable and what discipline measures, if any, will be enforced.

### **C. APPROPRIATE BEHAVIOR**

1. Any student-athlete who initiates a fight will be dismissed immediately from the team. Fighting is not condoned in any situation and will be met with disciplinary action.
2. Verbal and/ or physical abuse of officials, opponents, or coaches by a student-athlete may result in the athlete being suspended and/or dismissed from the team.



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

#### **D. AWARDS**

A student-athlete must be a member in good standing of the team at the conclusion of the season in order to qualify for an award. The coach will determine award qualification.

Varsity letters will be awarded to athletes upon the successful completion of an athletic season and the recommendation of the head coach. Specific guidelines will be developed by each school and clearly defined to all athletes. A player shall have conducted themselves in an exemplary manner both on and off the field, exhibiting good sportsmanship to his /her opponents, teammates and coach.

#### **E. BUS BEHAVIOR**

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

#### **F. CHANGING SPORTS**

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

#### **G. EJECTION POLICY**

Any athlete who is ejected from a contest will face a minimum one game suspension on the next playing date. This suspension can carry over to the next sport season. In addition, further disciplinary action may be imposed by school policy, the athletic department, and coach which may result in additional game suspensions or school disciplinary measures.

#### **H. HAZING/SEXUAL HARASSMENT/BULLYING/CYBER BULLYING**

Hazing, sexual harassment, bullying or cyber bullying activities of any type **are strictly forbidden and will not be tolerated**. Such activities are inconsistent with the educational goals of CREC. Actions, such as but not limited to taunting, teasing, bullying, intimidation, and harassment may be illegal and subject to police action as well as school disciplinary policies under CREC policies 5131.91, 5131.911, 5131.913, 5131.5, and 5131.51. Such actions may lead to a student being dismissed and/or suspended from participation in any athletic program.

#### **I. HOME DISTRICT STUDENT PARTICIPATION POLICY**

##### **HIGH SCHOOL STUDENT**

1. CREC students graduating prior to July 1, 2017 will have the opportunity to participate with their sending district school if they so choose. Transfer students will have the same opportunity as their initial graduating class.
2. CREC students scheduled to graduate after July 1, 2017 will only be allowed to participate at their school of attendance as long as their attending school has an athletic program. Their graduating class is determined by the student's initial enrollment in grade nine.
3. At the beginning of each school year students must declare their intentions of participating at either their attending school or sending school district athletic program. Once a student declares his/her intention, he/she can only participate with their declared program for the entire school year.

4. A student cannot represent their attending school and their sending school district athletic program during the same school year as determined by a sport eligibility list.
5. Once a student participates with his/her attending school athletic program, in any sport or in any season, he/she will not be able to return to their sending district athletic program at any time during the remainder of his/her high school tenure.
6. All eligibility requirements will be based on CIAC regulations (Article IX – CIAC By-Laws) and the academic standards as set forth by the student’s attending school.

**MIDDLE SCHOOL STUDENTS**

Under CIAC Middle School guidelines, all magnet middle school students are eligible to participate in their sending school interscholastic athletic program as long as the particular sport is not in existence at the magnet school.

**J. INJURIES**

All injuries sustained by an athlete resulting from his/her participation on an athletic team are to be reported immediately to the coach in charge. This is the responsibility of the student-athlete. The second responsibility of the student-athlete is to report the injury to the school nurse. An accident form will be filed by the coach and filed with the nurse. Copies will be sent to the central office. **Note: Once an athlete is treated by a physician, he/she cannot return to participation until he/she obtains a note from the attending physician stating that the athlete is cleared to continue in the program.**

**K. LOCKER ROOMS**

1. Do not bring valuable items to school with you, leave them at home.
2. Keep your locker locked at all times and do not share your combination with anyone.
3. The school is not responsible nor is it liable for your personal property.
4. Athletes will leave locker rooms in a clean condition.
5. Athletes should not wear cleats in the school.
6. No horseplay in the locker rooms.

**L. PARTICIPATION ON OUTSIDE TEAMS**

Middle school students are allowed to play on outside teams while playing on a school team. However, the parent/guardian and student-athlete should give serious consideration to a student maintaining academics as his/her primary focus and not becoming over-burdened as a result of participation requirements.

High school students are not allowed to practice or play with an outside team in the same sport while a member of the school team after the first scheduled game in any season. (Eligibility Rule II.E)

The exception to Rule II.E. shall be:

1. Participation in parent/child tournaments and caddy tournaments.
2. Swimming, tennis, gymnastics – a pupil may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.

**M. SUSPENSIONS/DETENTIONS**

An athlete may not participate in any practice, game/contest, or school activity while suspended from school. This includes contests at away sites. The suspension from the team is in effect until the student is readmitted to classes by an administrator.

Detentions are to be served by the student-athlete on the day assigned no exceptions. Athletes may return to practice or a contest after serving the detention. Also, an athlete should notify the coach if he/she will miss or be tardy to a contest or practice session due to serving a detention.

**N. TEAM BENCH AREA**

Persons other than the coaches, players, medical personnel, and student managers are not permitted on or near the team benches. Coaches will enforce this rule with assistance from athletic personnel.

## **O. TEAM MEMBERSHIP**

A student-athlete can only participate on one sports team per season.

## **P. UNIFORMS/EQUIPMENT**

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

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

## **BOOSTER CLUBS**

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

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

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

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

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

## **CAPTAIN SELECTION**

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

### **Selection of Team Captains:**

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

At the varsity level, seniors should be preferred for a team captaincy. However, should there be no qualified seniors; a junior may be selected at the discretion of the coach.

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

### **Summary:**

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

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

## COACHES CERTIFICATION

Individuals who wish to coach in the State of Connecticut must be at least 18 years of age, hold a high school diploma or its equivalent, successfully completed a standard first aid course and CPR, and possess a **five-year renewable coaching permit** or a **temporary emergency coaching permit**. Applications for these permits are available in the Athletic Director's office and online.

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

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

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

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

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

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

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

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

## CONFLICT RESOLUTION

Participation in the athletic program will afford the student-athlete many rewarding and enjoyable experiences. It is important to understand there also may be times when conflicts between student-athletes and coaches may arise. If a conflict occurs, discussion regarding the issue by the athlete or parent/guardian with the coach is encouraged.

### Concerns to address with the coaches:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior

Situations may occur that require a conference between the coach and parent/guardian. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

1. **Individual Athlete - Coach Contact:** The student-athlete is to meet with the coach. Many times these types of meetings may resolve the issue.
2. **Parent/Athlete - Coach Contact:** If your child's meeting did not resolve the issue, contact the

coach to set up a meeting. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution.

3. **Parent/Athlete - Director of Athletics Contact:** If the meeting with the coach did not provide a satisfactory resolution, contact the Director of Athletics to set up an appointment to discuss the issue. The Athletic Director may require that all parties involved be present at the meeting to better address the issue and come up with a resolution.
4. **Parent/Athlete – Administrator/AD/Coach Contact:** If after step #3, a satisfactory resolution has not been reached, the parent and athlete should contact the building principal to schedule a meeting with all concerned parties. The building principal will render the final decision to the conflict.

**Any comments, concerns or issues brought to the attention of the Athletic Director/Administrator will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.**

It is fully expected that any issue/concern be resolved as quickly as possible to the satisfaction of everyone involved at the lower steps.

### **DUE PROCESS**

Participation in the interscholastic athletic program is a privilege, not a right. In the event that a student-athlete violates any rules or regulations set forth by the school district due process is required. Due process involves the following steps:

- The coach states the violation
- The student-athlete has the opportunity to respond
- Any necessary investigation/discussion follows
- The decision is rendered with the appropriate consequences as stipulated within the student-athlete handbook or school policies
- In the event a student-athlete or parent/guardian has a concern, it should be submitted in writing within ten days and addressed in the following order:
  1. Head Coach
  2. Athletic Director
  3. Principal
  4. Assistant Superintendent

### **APPEAL PROCESS**

- *In the event a student-athlete or parent/guardian has a concern, an appeal should be submitted in writing within five (5) days and addressed in the following order:*
  1. *Athletic Director/ Principal – The Athletic Director/Principal will then investigate the concern and render a decision within five (5) school days. The student/parent or guardian will be notified in writing of the decision.*
  2. *Assistant Superintendent – In the event the student/parent or guardian is not satisfied with the decision rendered in step 1, the student/parent or guardian should file an appeal in writing within five (5) days of the previous decision with the Assistant Superintendent. The Assistant Superintendent will then investigate the concern and render a decision within five (5) school days. The student/parent or guardian will be notified in writing of the decision. The Assistant Superintendent will render the final decision in the matter.*

## **ELIGIBILITY**

In order to be eligible for participation in interscholastic athletics, a student-athlete must abide by all school and CIAC regulations. Each individual school may determine its own academic eligibility standards which may be stricter than the minimal CIAC academic eligibility regulations outlined below:

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

### **GENERAL GUIDELINES**

If your child is interested in participating in sports at his/her sending school, please read and adhere to the following:

1. Signing up to participate on any sports team is the responsibility of the student.
2. High school students must declare their intentions of participating with either their sending district or attending district athletic program at the beginning of the school year (September).
3. Parents must provide transportation to their sending school. Transportation is not provided by CREC.
4. It is the student family's responsibility to contact the sending school's Athletic Director to get information on athletics and practice schedules.
5. All students must meet eligibility requirements related to CIAC rules and their attending school academic standards.
6. A parent permission form must be turned in to the sending school prior to the first practice.
7. All students must submit a current physical examination form, signed by a physician, to the sending school verifying their fitness to participate prior to the first practice.
8. Middle school students will not be allowed early dismissal privileges for athletic participation. High school students will be allowed early dismissal at the discretion of their attending school policy.

The CREC Athletic Department policies and CIAC rules stated above (and throughout this handbook with few exceptions) apply to all student-athletes and athletic programs, regardless of whether they are CIAC sanctioned sports or not.

Eligibility is determined by the athletic department. Use of any illegal players will result in the forfeiture of game(s) and/or season.

### **HIGH SCHOOL**

In accordance with the CIAC you are **NOT ELIGIBLE** if:

- You are not taking at least four (4) units of work or its equivalent; (Rule I.B.)
- You have not passed at least four (4) units at the end of the last regular marking period as of the official day that grades are issued, with the exception of fall eligibility. For fall sports eligibility – student must have received credit for four (4) units or its equivalent towards graduation at the close of the school year preceding the contest. (Rule I.A)
- You have reached your twentieth (20<sup>th</sup>) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20<sup>th</sup>) birthday falls. (Rule II.B)
- You have changed schools without a change of legal residence; (Rule II.C.)
- You have been in attendance for more than eight (8) semesters (A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition); (Rule II. B.)
- You play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season; (Rule II.E.)

The exception to Rule II.E. shall be:

1. Participation in parent/child tournaments and caddy tournaments.
  2. Swimming, tennis, gymnastics – a pupil may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.
- You play under an assumed name on an outside team; (Rule II.F.)

- You receive personal economic gain for participation in any CIAC sport. (Rule II.F.)
- Your work habits or conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.
- Local rules may be more restrictive than those of the CIAC. (See additional eligibility requirements under policies and procedures).

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

### **MIDDLE SCHOOL**

1. Students must be enrolled in at least 4 courses (units of work) or the equivalent.
2. Students must have passed at least 4 courses/units of work or the equivalent at the last regular marking period with the exception of Fall eligibility. For Fall Sports eligibility, a student must have received credit for 4 courses/units or its equivalent toward graduation/promotion at the conclusion of the school year preceding the contest.
3. Incomplete grades are not considered passing grades. Scholastic incompletes must be made up within ten (10) days following the date that student eligibility was determined for the respective marking period.
4. Marking period grades, not semester grades, are to be used in determining scholastic eligibility.
5. Middle school students may not have reached their sixteenth birthday prior to July 1.

### **EQUIPMENT**

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

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

Coaches are to work cooperatively with the Faculty Manager by informing her of items that need to be reconditioned.

### **FUNDRAISING**

Any coach who wishes to conduct a fundraiser with their respective team must obtain permission from the building principal and the athletic director regarding the type of fundraiser.

All information related to the fundraising needs to be placed in writing. Details related to how revenue is to be generated, expected income from the effort, expenses related to the fundraising, and how the revenue produced will be utilized must be included. (Sale of refreshments must also be included in this request.). The student-athletes and their parents/guardians should affix their signatures to a fundraising information sheet. Misunderstandings are less likely to occur if all concerned are clearly informed of all the details related to the fundraising.

## GAME PERSONNEL

The assigning of scorer, timers, etc., is the responsibility of the designated home school's Faculty Manager with the cooperation from the coaching staff.

Game operators should be at least 21 years of age. They should be paid \$37 by the designated home school to work a doubleheader (which is commensurate with the Hartford Public Schools payment for JV/varsity doubleheaders). If a school chooses to pay more than \$37 for the doubleheader, that is their choice. The clock operator needs to know how to use and operate the scoreboard well-before the game starts. The person in charge of keeping the official scorebook must also be properly trained before the game.

The assignment of officials to contests is the joint responsibility of the CREC Athletic Director and Faculty Managers. Coaches are reminded of their professional obligation to treat all officials courteously and respectfully at all times. Sports programs cannot exist without officials serving them.

Forms for officials and other support staff will be made out by the coach and given to the Faculty Manager no later than the day after the contest.

## HEAD INJURIES

Head trauma is a common problem in sports that has the potential for serious complications if not managed correctly. Even what appears to be a "minor ding" or "bell ringer" without loss of consciousness, has the risk of catastrophic results in a youngster who is returned to action too soon. The medical literature and lay press are reporting instances of death from "second impact syndrome" even after mild concussions. For these reasons, it is important to be aware of the signs, symptoms, and appropriate treatment for head injuries.

While a *mild* headache may be expected, it is still important to monitor the athlete. **IF THERE IS ANY OBVIOUS ABNORMALITY OR DETERIORATION OF SYMPTOMS, IMMEDIATE MEDICAL CARE SHOULD BE FOUND.**

**Sideline Management of Acute Head Injury** – Following a head injury, an athlete should be returned to practice or a game **ONLY** if he/she meets **ALL** of the following criteria.

1. Head injury did not result in any loss of consciousness;
2. Any "confusion" or altered mental status clears in less than 15 minutes;
3. The injured athlete has had no other concussion or significant head injury during the present season.
4. The athlete checks out "clear" on mental status, orientation, concentration and memory tasks.

If any of the following symptoms occur, please seek medical attention immediately.

- Increasing or severe headache
- Dizziness
- Vomiting or nausea
- Loss of memory
- Poor concentration
- Confusion
- Change in personality
- Unequal or dilated pupils
- Double or blurred vision
- Blood or watery fluid coming from the ears or nose
- Weakness or clumsiness in arms or legs



- Slurred or garbled speech
- Difficulty with speech (slow motor or verbal responses)
- Asymmetry of the face
- Increased swelling along the scalp
- Hard to arouse, irritable, or stuporous
- Convulsions and/or awkward movements

If you have any questions, err on the side of caution and seek medical attention.

\*\*Please remember to get a doctor's note for return to play, regardless of where the injury occurred.

## **HEAT STRESS AND ATHLETIC PARTICIPATION**

Early fall football, cross-country, soccer and field hockey practices are conducted in very hot and humid weather. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. There is no excuse for heatstroke deaths to increase if the proper precautions are taken. Under such conditions, the athlete is subject to the following:

**HEAT CRAMPS** - Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

**HEAT SYNCOPE** – Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.

**HEAT EXHAUSTION (WATER DEPLETION)** – Excessive weight loss, reduced sweating, elevated skin and deep body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

**HEATSTROKE** – An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

The following practices and precautions are recommended:

1. Coaches should know the physical condition of their athletes and set practices accordingly.
2. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for gradual acclimatization to hot weather. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7 to 10 days. Final stages of acclimation to heat are marked by increased sweating and reduced salt concentration in the sweat.
3. The old idea that water should be withheld from athletes during workouts has no scientific foundation. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10 minutes be scheduled for a water break every half hour of heavy exercise in the heat. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES.** Check and be sure athletes are drinking the water. Drinking ample water before practice or games has also been found to aid performance in the heat.
4. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **ATTENTION MUST BE DIRECTED TO REPLACING WATER – FLUID REPLACEMENT IS ESSENTIAL.**
5. Know both the **temperature and humidity**. The greater the humidity, the more difficult it is for the body to cool itself. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT Index) that is based on the combined effects of air temperature, relative humidity,

radiant heat and air movement. The following precautions are recommended when using the WBGT

Index: Below 64	Unlimited activity
65-72	Moderate risk
74-82	High risk
82 plus	Very high risk

6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **NEVER USE RUBBERIZED CLOTHING.**
7. Athletes should be weighed each day before and after practice and **weight charts checked.** Generally a 3% weight loss through sweating is safe. Over a 3% weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose much weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Know what to do in case of an emergency and have your emergency plans written with copies to all of your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

#### **HEAT STROKE – THIS IS A MEDICAL EMERGENCY – DELAY COULD BE FATAL.**

Immediately cool body while waiting for transfer to a hospital. Remove clothing and use cool water on body. An increasing number of medical personnel are now using a treatment for heat illness that involves applying cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling.

**HEAT EXHAUSTION – OBTAIN MEDICAL CARE AT ONCE.** Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

### **INCLEMENT WEATHER GUIDELINES**

All practices and games are canceled if school is canceled that day or if there is an early dismissal due to inclement weather.

### **INJURY POLICY AND INSURANCE**

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

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

1. Have Athletic Trainer evaluate and administer First Aid.
2. In the absence of the Athletic Trainer, the coach will administer Basic First Aid as needed.
3. Arrange for medical attention when injury is serious enough to require emergency medical treatment.
  - a. In some cases, an injury may require medical attention but may not be so serious as to require the services of (911). In these cases, parents may transport the injured party to the proper medical authority.
  - b. As a rule of thumb, whenever you are in doubt as the seriousness and extent of an injury, notify (911).
  - c. A coach or adult delegate must accompany any athlete being taken to the hospital or doctor's office. He/she must remain until the parent arrives.
4. Notify parents or guardians regarding all injuries immediately.

5. On the next school day, the coach must complete and submit to the Athletic Director a Sports Injury Report Form.
6. When an athlete sustains an injury that requires medical attention, the student should not be allowed to participate again until the school (Athletic Trainer, Faculty Manager) has received written approval from the attending physician.
7. The head coach will follow the case closely.

All injuries sustained by an athlete resulting from his/her participation on an athletic team must be reported immediately to the coach. This is the responsibility of the student-athlete. The second responsibility of the student-athlete is to report the injury to the school nurse. An injury report will be filed with the school nurse and, if needed, sent to the central business office. If the injury requires medical attention by a physician or treatment center, it is the student-athlete's responsibility to notify the school nurse on the next school day. The injury must also be reported to the parent/guardian of the student-athlete within 24 hours of the injury.

The interscholastic sports insurance policy is an EXCESS INSURANCE POLICY. This means that the student-athlete will be billed and personal insurance will be applied first. Bills NOT covered by one's own insurance will be paid through the school insurance up to policy limits. A student accident/injury report must be completed by the student with the school nurse as soon as possible after the injury. The report will then be forwarded to the central office for filing. Whatever fees are not covered by the athlete's personal insurance policy can then be submitted to the central business office.

In the event parents/guardians do not have a personal insurance policy for their child, a student injury/accident claim form must still be completed and returned to the central business office. Forms can be obtained from the school nurse. The CREC Business Office is located at 111 Charter Oak Avenue, Hartford, CT 06106.

#### **MEDIA**

Coaches and Faculty Managers are responsible for reporting varsity contests results to the media. As a general rule, coaches should report the results of their home contests to the Hartford Courant and the Town Paper. In reporting scores please be sure your information is accurate including the spelling of athletes' names.

If Coaches or Faculty Managers receive a request for additional information from the media, they must report this request to the Office of Communications at (860) 524-4084. Communications will either respond to the request or approve for a Coach, Faculty Manager, or Principal to respond to the request.

Coaches and Faculty Managers should also make a valiant effort to promote the CREC Athletics Facebook and Twitter pages.

#### **NCAA ELIGIBILITY**

To be eligible to play college sports at the Division I and II level, prospective student-athletes must:

- Register with the NCAA Eligibility Center ([eligibilitycenter.org](http://eligibilitycenter.org)) by creating a personal account. This should be done the July prior to the beginning of JUNIOR year
- Upon creating an account, you will need to complete additional steps to submit transcripts and SAT/ACT scores to the NCAA as follows:
  - Have an official transcript mailed from Amity and any other high school attended.
  - Have SAT or ACT scores sent to the NCAA Eligibility Center

To be certified by the NCAA, a student must:

- Graduate from high school;
- Earn a grade point average of at least 2.0 on a 4.0 scale in a core curriculum of at least 16 academic core courses during grades 9 through 12

- **Division I prospects** Must earn a minimum sum score of at least 900 on the SAT or 75 on the ACT with a GPA of 2.3
- **Division II prospects** must earn a minimum sum score of at least 820 on the S.A.T. or 68 on the ACT with a Core GPA of 2.0
- **Division III prospects** Admission standards are set by the college not by the NCAA

***For additional NCAA information check the following websites [www.ncaa.org](http://www.ncaa.org) and [www.eligibilitycenter.org](http://www.eligibilitycenter.org)*** (Guide for the College Bound Athlete link.

### **PERFORMANCE ENHANCING DRUGS POLICY**

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

### **RELEASE FROM CLASS**

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

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

### **SCHEDULING**

All scheduling is arranged through the Athletic Director with the assistance of the Faculty Manager and Head Coach. All scheduling of non-league contests should be attempted only after the league athletic directors and principals have accepted the league master schedule. Schedules must be posted on Max Preps and the CIAC website.

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

All schedules will be forwarded to the Athletic Director for assignment of approved officials.

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

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

### **SCRIMMAGES**

All scrimmages should be arranged cooperatively with the Athletic Director. A scrimmage is defined as a game with an opponent without an admission charge, standing in league play, or counting for tournaments.

### **SPORTSMANSHIP**

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

athletic participation is a learning experience for the student and the program is part of the educational process.

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

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

### **SUBSTANCE ABUSE POLICY**

All students must refrain from the use of substances that are potentially harmful to them. In accordance with CREC's obligation under state and federal law, CREC prohibits the use, sale, distribution or possession of controlled substances or alcohol during any school sponsored athletic activity, whether occurring on or off school property. This policy applies to all student-athletes participating in school sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

While a student athlete is in season, he/she must adhere to this substance abuse/use policy or face the possibility of losing the right to participate in school sponsored athletics. Student-athletes may face further district or school disciplinary measures for violations under CREC's substance abuse/use policy.

The student-athlete shall be subject to discipline, including but not limited to exclusion, suspension, and/or dismissal from a team for the possession, use, sale and/or involvement with any alcohol product, controlled drugs, drug paraphernalia, inhalant, tobacco product (including smoking, chew, or snuff), or performance enhancing drug/substance. Athletes will be subject to the following consequences:

#### **Substance Abuse/Use: Alcohol, Drugs, Inhalants and Tobacco Products**

##### **First Offense - Athlete admits to violation in initial meeting**

Suspension for fourteen (14) days of practices and games

Student will attend all practices and games out of uniform during the time of the suspension

Meet with designated school personnel to discuss the risks associated with such behavior

Evaluation by a school appointed counselor.

May be referred to a substance abuse education and assessment program prescribed by the administration

##### **First Offense - Athlete does not admit to violation in initial meeting**

Suspension from the team for thirty (30) days of practices and games

Student will attend all practices and games out of uniform.

Meet with designated school personnel to discuss the risks associated with such behavior.

Evaluation by a school appointed counselor.

May have to undergo substance abuse education and assessment program prescribed by the administration.

Further disciplinary measures may be applied.

##### **Second Offense - Athlete initially admits to violation**

Dismissal from team for the remainder of the season

No participation in practices, games, or other team functions

Must successfully complete substance abuse education and assessment program prescribed by the administration

**Second Offense - Athlete initially does not admit to violation**

Dismissal from team for the remainder of season

Will be suspended from all athletic programs for one calendar year

Must successfully complete substance abuse education and assessment program prescribed by the administration

If the athlete's period of ineligibility extends beyond his/her current season, or the athlete is not currently participating in a sport, the consequences will be applied to the next season in which the athlete participates.

In addition, the student-athlete must fulfill all requirements, as determined through the evaluation and rehabilitation process by school personnel, during the suspension in order to return to athletic participation.

In all cases, the student-athlete will be given due process. The administration will hear the evidence presented and make a determination whether the student violated the athletic policy regarding use of a substance. Students and parents/guardians do have the right to appeal any action taken as a result of the Substance Abuse Policy. That appeal should be made in writing to the school principal or assistant principal within five days of the action taken.

**Performance Enhancing Drugs/Substances**

Performance enhancing substances used by young people is a concern to our society at large because of the potential adverse health consequences and the effect such practices have on moral development of the individual and on fair athletic competition for all. Therefore the CREC prohibits the possession or use of any performance enhancing substance, including dietary supplements, prescription medication, and illicit drugs not otherwise prescribed by a student's physician for a legitimate health issue. An athlete will be subject to the following consequences:

**First Offense**

Dismissal from team and all team functions.

**A student-athlete who has been determined to have used, in or out of season, androgenic/anabolic steroids or other performance enhancing substances (as defined in CIAC 4.15.J.) shall be declared ineligible for all CIAC controlled activities for one hundred eighty (180) school days on each occurrence. (CIAC 4.15.I)**

The student must successfully complete substance abuse education and assessment program prescribed by the administration.

The parents/guardians, with the aid of the school staff, should make every effort to involve the student in the appropriate rehabilitation experience. The administration or counselor should provide interested parents/guardians with information about any drug, alcohol, and tobacco counseling and rehabilitation and re-entry programs that are available to students.

**SUSPENSION/DISMISSAL PROCEDURES**

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

Coaches must contact the athlete's parents when suspensions or dismissals occur.

**TEAM SELECTION**

In the process of selecting the team it may become necessary for a coach to delete or "cut" student candidates

from their team. If team cuts are to be implemented be sure to use the following procedures.

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

#### REMINDER TO THE STAFF:

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

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

### **TITLE IX**

CREC is committed to providing equal and challenging athletic programs for all students. It recognizes that compliance with both the letter and spirit of the Title IX regulations serves the interests of its students and the CREC community.

Title IX regulations require that schools provide equal opportunity in athletic programs for members of both sexes. These regulations do not require co-educational teams; on the contrary, when participation is based on competitive skill or involves body contact, separate, same sex teams are encouraged. However, if because of insufficient interest and numbers, only one contact sports team is available (e.g. boys basketball), girls must be given the opportunity to try out and compete on the team.

For both contact and non-contact sports, schools that field a team for one sex must sponsor the same team for the other sex if there is sufficient interest and ability among the excluded sex to sustain a viable team and if there exists competition for that team.

### **Providing for Student Interests, Opportunities, and Assistance**

Although schools do not have to offer the same sports for each gender, They do need to accommodate to the same degree the athletic interests and abilities of each sex in the selection of sports. Having made that accommodation, schools must work toward equity in providing these resources and considerations:

- Equipment and supplies
- Scheduling of games and practice times
- Assignment and compensation of coaches
- Locker rooms and other facilities
- Publicity
- Medical and training services

Recognizing the importance of continued attention to strengthening and supporting all sports programs, especially those available to girls, CREC will continue to work with students, coaches, parents, staff, and community members toward equity and excellence in athletic programs.

## **TRANSPORTATION**

Per CREC policy, no coach should transport a student-athlete for any reason unless they hold the proper licenses and it has been approved by school administration.

All forms of transportation are to be scheduled in cooperation with the Faculty Manager and Athletic Director, including the departure time. Faculty Managers and coaches are required to review transportation lists provided by the Athletic Director *at least one week in advance*.

If transportation is provided by CREC, participants should not be allowed to drive a car or carry other players or personnel to a contest involving the team they are representing.

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

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

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

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

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

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

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

In an emergency, athletes may travel to or from an away contest with their parent only when a written request comes directly from the parent and is approved in advance by the Athletic Director.

**In case of an emergency (no bus, locked gates, bus breakdown, etc. call the following people in order of listing below:**



CREC Transportation: 860-524-4077

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

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

### **VACATION**

Team members are expected to attend practices and contests during vacations that fall within the team season. Parents should make family vacation plans with the student/athletes commitment in mind.

Coaches are expected to hold practices during all vacations.

### **VOLUNTEER COACHES**

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

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

**ATHLETIC EMERGENCY INFORMATION**

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Parent-cell phone \_\_\_\_\_

Grade \_\_\_\_\_

Mother-work phone \_\_\_\_\_

D.O.B. \_\_\_\_\_

Father-work phone \_\_\_\_\_

Doctor \_\_\_\_\_

Doctor phone \_\_\_\_\_

Dentist \_\_\_\_\_

Dentist phone \_\_\_\_\_

Highly allergic to \_\_\_\_\_

Diabetic \_\_\_\_\_ Epileptic \_\_\_\_\_ Other \_\_\_\_\_

Asthma \_\_\_\_\_ Cardiac Problems \_\_\_\_\_

Contact lenses \_\_\_\_\_

Hospital Preference \_\_\_\_\_

Medications \_\_\_\_\_

Do you carry with you: Inhaler: \_\_\_\_\_ Epi-pen: \_\_\_\_\_

Please indicate below any known conditions, illnesses, allergies, or prior injuries, which could affect or limit participation in sports and/or medical treatment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event parents cannot be reached, call:**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Name Phone

**You have my permission to take whatever action is deemed necessary for the health and welfare of my child.**

**I also agree to notify the Athletic Director immediately if my child develops an illness or injury during the season, which would affect his/her ability to participate in any practices or contests.**

Signed \_\_\_\_\_  
Parent/Guardian Date

**RETURN TO FACULTY MANAGER**

**2017-2018 CREC ATHLETIC STUDENT/GUARDIAN CONTRACT**

As a student athlete, I understand that participation on an interscholastic team is a privilege and a commitment, not a right. I have read and understand the expectations for student-athletes contained in the CREC Athletics Handbook. I also understand that this contract shall be in effect for this academic year.

As a team member, I am dedicated to keeping myself in the best physical condition possible in order to perform to the best of my ability and to contribute to the success of the team. As such, I agree that I will not use, consume, possess, buy, sell, or distribute any beverage containing alcohol, any tobacco product, marijuana, steroids, or any controlled substance.

I have read and understand the sports contract and I am aware of the consequences of its violation. (Refer to student-athlete handbook). *Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol will result in the **immediate dismissal** from the team for the season. Use and/or possession of tobacco (including smoking, chewing, or use of snuff) will result in a two (2) week suspension from the team. A second violation of this nature will result in the **immediate dismissal** from the team for the season. Use of performance enhancing drugs shall declare an athlete ineligible for 180 school days.*

Print Student-Athlete’s Name: \_\_\_\_\_

Signature of Student-Athlete: \_\_\_\_\_

Date: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Sport Participating In: \_\_\_\_\_

WE HAVE READ AND WE UNDERSTAND THIS CONTRACT AND WE HAVE DISCUSSED IT WITH OUR SON/DAUGHTER. WE RECOGNIZE OUR RESPONSIBILITY IN ENSURING THAT OUR SON/DAUGHTER ABIDES BY THE PROVISIONS OF THIS AGREEMENT.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN TO FACULTY MANAGER**

**2017-2018 CREC ATHLETICS COACH CONTRACT**

I have read and understand the expectations for coaches contained in the CREC Athletics Handbook. I also understand that this contract shall be in effect for this academic year.

Print Coach's Name: \_\_\_\_\_

Signature of Coach: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

Sport/Level: \_\_\_\_\_

Position: \_\_\_\_\_

**RETURN TO FACULTY MANAGER**

**2017-2018 CREC ATHLETICS FACULTY MANAGER CONTRACT**

I have read and understand the expectations for coaches contained in the CREC Athletics Handbook. I also understand that this contract shall be in effect for this academic year.

Print Faculty Manager's Name: \_\_\_\_\_

Signature of Faculty Manager: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

**RETURN TO CREC ATHLETIC DIRECTOR AND BUILDING PRINCIPAL**